

# LIVE UNITED



United Way of Lee County

# CAMPAIGN ENVELOPE

UNITED WAY OF LEE COUNTY

PO Box 382 | Dixon, IL 61021

815.284.3339 | unitedwayofleecounty.org

Please use this envelope for only ONE business or organization.

Don't forget to include cash, checks, a copy of each employee's pledge card, and the corporate pledge.

Company/Organization	Date Envelope Returned
Address, City, State, Zip	Phone
Contact Person	Number of Employees
Is this the final report for this business, organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	

	Number of Donors	Total Pledged	Amount Enclosed	Balance
Corporate Pledge		\$	\$	\$
Payroll Deduction Pledges		\$		\$
Cash Donations		\$	\$	
Check Donations		\$	\$	\$
Credit Card Donations		\$	\$	\$
Bill Me Pledges		\$		\$
Special Events		\$	\$	\$
<b>TOTALS</b>		\$	\$	\$

Total Number of Contributors _____	÷	Total Number of People Employed By Company _____	=	Employee % Participation _____
------------------------------------	---	--	---	--------------------------------

## Did You Remember to...

- Verify that the cash and checks in this envelope match the total above?
- Make sure pledge cards are signed by individual donors and included in this envelope?
- Distribute white copies to the payroll department, yellow copies to United Way and Pink copies the donor.
- Put special event donations in the envelope?
- Deliver finished envelope to United Way, or make arrangements for United Way to pick up the envelope.