Campaign Report



Lake Area United Way, Inc.

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Company Name

Address

City, State Zip

Payroll billing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date payroll deductions begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many pay periods in your year: \_\_\_ 12 \_\_\_ 24 \_\_\_ 26 \_\_\_ 52

How often do you want to receive statements?: \_\_\_ Monthly \_\_\_ Quarterly \_\_\_ Other

Is this your final campaign report? Yes No Report #\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*This report should ONLY include those contributions not on your previous reports*)

Total number of employees in company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of Leadership givers: \_\_\_\_\_\_\_\_\_\_\_\_\_

 # of Donors Contributions Amount Enclosed

Cash & Checks (Individuals)………………………|\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

(*cash and checks enclosed.*

*Please do not include special event money in this total*)

Unpaid Pledges (Individuals)………………………|\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

(*enclose pledge cards for pledges*

*made by credit card or direct bill.*)

Payroll deduction (annualized)…………………….|\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

**(*retain copy of pledge cards for your payroll department*)**

Corporate Gift……………………………………………………………|$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

*We match our employees contribution \_\_\_ Dollar per Dollar \_\_\_ 50 cents per dollar \_\_\_ Other*

Special Event ……………………………………………………………|$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |$\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

# TOTAL THIS REPORT……….………………….# $ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZATON: The information on this report is accurate to the best of my knowledge. I have verified the pledges on this report and Lake Area United Way is authorized to issue statements in these amounts.

Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMPORTANT: *this campaign report must be filled out accurately and entirely for proper award consideration.*

**Key techniques to assist your campaign:**

\_ Name a leader to coordinate and plan with United Way staff

\_ Recruit a campaign team with company-wide representation

\_ Recruit volunteers to follow up with employees (1:15 ratio)

\_ Set meaningful goals along departmental lines

\_ Hold a separate briefing for managers/executives

\_ Conduct a United Way agency tour for executives

\_ Host a Leadership Givers thank you event

\_ Hold informational briefings using United Way speakers

\_ Distribute United Way brochures

\_ Use personalized pledge cards

\_ Conduct an internal campaign kickoff event

\_ Participate in Day of Caring

\_ Offer incentives to employees for participation or giving

\_ Creatively thank employees for giving

For United Way use only.

Envelope # \_\_\_\_\_\_\_\_\_\_\_

Deposit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auditor’s initials \_\_\_\_\_\_\_\_\_\_

\_ Distribute United Way brochures

\_ Use personalized pledge cards

\_ Conduct an internal campaign kickoff event