

UNITED WAY CAMPAIGN PACKET



United Way of Pettis County

PLEASE DO NOT MAIL PACKET

Call 826-2980 to make arrangements for the packet to be picked up by a UW volunteer or return packet to:

United Way Office
(US Bank Building)
3615 W Broadway Suite 307
Sedalia MO

staci.harrison@spcuw.org • www.spcuw.org

**3615 W Broadway Suite 307
(US Bank Building)
Sedalia MO 65301
660-826-2980**

Please correct any errors on label

Company Campaign Contact Person, Phone & Email:

Name: _____

Phone: _____

Email: _____

STEP 1 Remit the Employee Pledge Cards in the following way:

1. Cash/Checks & Cards -Remit to UW Office
2. Payroll Deduction Cards
 - A. Remit to your payroll office
 - B. Send a copy of cards to UW office or provide list of names and amounts
 - C. Designated Funds Spreadsheet if cards not included within packet.

STEP 2 Number of Employees _____

Number of Employees Donating _____

Number of Century Club Members _____
(\$100 or more donation)

STEP 3 Payroll deductions for this campaign will begin on (date): _____

STEP 4 Payments will be submitted: Monthly Quarterly Confirm statement mailing address: _____

For SPCUW Office Use Only: QuickBooks Designated Funds Worksheet Database 2 Corporate Gift Worksheet 4 Yr. Comparison Donation Tracker

PLEDGES & PAYMENTS SUMMARY	TOTALS	\$ Amount Enclosed In Packet
1. ALL CASH & CHECKS ENCLOSED ← Enter totals for all employees who contributed by cash or check their donation.	\$ _____ cash \$ _____ checks	\$ _____ Total of Cash & Checks in this envelope
2. PAYROLL DEDUCTIONS Enter \$\$ totals for all employees who pledged through payroll deduction. →	\$ _____ Payroll Deductions	
Add lines 1 & 2 for Employee Donations Enter Subtotal	\$ _____ Subtotal from sections 1 & 2	
3. CORPORATE GIFT Enter amount of gift provided by company. Please enclose signed pledge card by company executive for auditing purposes. →	\$ _____ Corporate Gift Only in this space	\$ _____ Total Corporate Gift in this envelope
4. PAYPAL GIFT	\$ _____	\$ _____
Add lines 1, 2, 3 for Grand Total	\$ _____ GRAND TOTAL	\$ _____ Grand Total enclosed in this envelope
Notes:		