

CAMPAIGN SUMMARY REPORT

To be completed by Payroll Department or Company Coordinator

Report Date: _____



ADDRESS INFORMATION

Company Name _____
 Mailing Address _____
 City/State/Zip _____
 Billing Address (if different) _____
 City/State/Zip _____

GENERAL INFORMATION

Local CEO _____ Phone _____ Email _____
 Payroll Contact _____ Phone _____ Email _____
 HR Contact _____ Phone _____ Email _____
 Company Coordinator _____ Phone _____ Email _____

Number of Employees		Number of Pay Periods		This Report Is:	
Full Time _____	Part Time _____	Per Year _____	During These Months _____ - _____	_____ Partial	_____ Final

Please complete each section below as it applies to your employees/corporate UWSK pledges. If you have any questions regarding the completion of this report, please call 270-843-3205.

	Number of Donors	Total \$ Amount Pledged	Total \$ Amount Paid (Enclosed)	Balance Due
Payroll Deduction Pledges		\$		\$
Ongoing Loyal Contributors		\$		\$
Cash (Currency)		\$	\$	
Checks		\$	\$	
Bill Direct		\$		\$
Corporate Gift		\$	\$	\$
Special Event(s) (Currency)		\$	\$	\$
Special Event(s) (Checks)		\$	\$	\$
GRAND TOTAL		\$	\$	\$

Corporate Billing Date: (Circle one) Monthly Quarterly One Time Beginning on: _____
 (Date)

Payroll Deduct Billing Date: (Circle one) Monthly Quarterly One Time Beginning on: _____
 (Date)

Leadership Giving: (Gifts of \$1,000 or more) _____
 Number of Leadership Gifts in this package _____

Loyal Contributors list attached? Yes No _____
 (Signature)

Cash & Check totals verified by coordinator: Yes No _____
 (Signature)

Cash & Check totals verified by United Way Rep: Yes No _____
 (Signature)

FOR UNITED WAY USE ONLY

Audited By: _____

Date: _____

Posted By: _____

Date: _____

United Way of Southern Kentucky
 1110 College Street
 Bowling Green, KY 42101
 P: 270.843.3205
 F: 270.843.3236
 www.uwsk.org

Prepared by: _____

Signature: _____

(Please Print)
 Date: _____

Title: _____

Phone: _____

Email: _____