



United Way
Waterloo Region
Communities

**ARE YOU
THE ONE?**

50 Sportsworld Crossing Rd. (East Building), Suite 220, Kitchener, ON, N2P 0A4
Phone: (519) 888-6100 • Regular Office Hours: Monday-Friday 8:30-4:30

2018 Workplace Campaign Summary Envelope

ORGANIZATION INFORMATION

Account Name:		
Address:	City:	Postal Code:
Employee Campaign Manager (ECM) Name:		
Phone (ECM):	Email (ECM):	

ENVELOPE PREPARED BY

Print Name (1):	Phone:	Initials:
Print Name (2):	Phone:	Initials:

CAMPAIGN SUBMISSION CHECKLIST

Please complete this checklist in full before submission to ensure timely processing

- All pledge forms are completed in full, are signed by the donor, and included in package.
- Pledge forms have been organized according to payment type: cash, cheque, credit card, and payroll.
- Donation amounts on pledge forms match with the corresponding cheque(s). All cheques are affixed to the top of the corresponding pledge form and are made payable to "United Way Waterloo Region Communities".
- Printed your name(s) and initials to note that you have prepared the envelope.
- Completed Contribution Summary below.
- Indicated special event and corporate gift totals. Provided corporate pledge confirmation and/or corporate match information.
- Indicated if your workplace handles designations to other charities.
- Provided us a current number of total employees at your workplace.
- All cash, cheques, donation forms are in the envelope and sealed.

*Envelopes that **only** contain payroll donations can be mailed to us. **Do not mail cash.**
Please contact your United Way staff partner to arrange for a pick-up date and time.*

CONTRIBUTION SUMMARY

EMPLOYEE CONTRIBUTIONS

	# Donors	Total Amount	Donations	# Donors	Total Amount
Payroll Deductions			Visa		
Cash			MasterCard		
Cheques			AMEX		

Employee Total: \$ _____

CORPORATE CONTRIBUTIONS

Donations	Total Amount	Corporate Pledge Summary	
Corporate Gift (cheque enclosed)		Is your pledge confirmed?	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____
Special Events (cheque preferred)		Is it a corporate match?	

ENVELOPE TOTAL: \$ _____

OTHER

Does your workplace handle designations to other charities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will employee payroll deduction be recorded on T4 slips?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (require payroll receipts)
Total Number of Employees	_____	

FOR UNITED WAY USE ONLY:

Received by:	Verified by:	Entered in Andar by:
Initials: Date:	Initials: Date:	Initials: Date: