

2019/20 SUMMARY REPORT FOR EMPLOYEE CAMPAIGN

❖ Please complete all sections and return this form to United Way with the donors' pledge cards.

FIRM

EMPLOYEE CAMPAIGN COORDINATOR

NAME: _____

NAME: _____

ADDRESS: _____

TITLE: _____

PHONE: _____

EMAIL: _____

CEO: _____

THIS REPORT IS: PARTIAL _____ or FINAL _____

Total Number of Employees	Total Number of Retirees	Total Number of Board Members	Total Number of United Way Donors	Total Amount Given
				\$

AMOUNTS FOR THIS REPORT ONLY		Number of Gifts	Total Amount
1	CASH GIFTS		\$
2	GIFTS by CHECK		\$
3	CREDIT CARD GIFTS		\$
Attach pledge cards along with cash, checks, or credit card gifts			
3	PAYROLL DEDUCTIONS		\$
Summarize payroll deduction giving here. Return all pledge cards to United Way of Tompkins County.			
4	TO BE BILLED		\$
Be sure all pledge cards are signed by the donors.			
5	TOTAL		\$

AUTHORIZED SIGNATURE: _____ **DATE** _____

Please return this completed form to United Way of Tompkins County and keep a copy for your records. If you have any questions, feel free to contact John Peeples, UWTC Finance Manager, at (607)272-6286 or jpeeples@uwtc.org.

