

How to Report Your Campaign Results

Large workforces may use multiple envelopes and report the results in batches. Contributors using personal checks and credit cards for donations may want their investment processed quickly. Please call the United Way office for assistance with any of these steps.

1. Collect & sort ALL Pledge Cards by categories of Payroll Deduction, Cash/Check, Credit Card, and Direct Bill.
2. Tabulate each group of pledge cards, complete the white Tally Card with each group's total and attach adding machine tape.
3. Place ALL sorted pledge cards, personal checks and cash donations into the Report Envelope (**Payroll Deduction pledge cards will be returned to your payroll department within 2 weeks**).
4. Verify that the "Paid Pledges" column equals total dollars enclosed.
5. Enclose your signed blue corporate pledge card.
6. Complete all data on the report envelope and be sure to sign it. *We suggest you make a copy of the Report Envelope for your records.*
7. Deliver the Campaign Report Envelope (including white pledge cards, blue corporate card and cash & checks to the United Way office Monday – Friday between 8:30 AM - 4:30 PM or bring it along to a weekly campaign breakfast meeting. You may also call and request that your report envelope be picked up at your office.

Need Help with your Report Envelope?

**Call the Monadnock United Way Office
352-4209**