

# 2014 WORKPLACE CAMPAIGN REPORT ENVELOPE

Year & Account #  
Company  
Address

Past Year # of Emp. &  
Employee Gifts

For Office Use  
Only

\_\_\_\_ Copies  
\_\_\_\_ Audited  
\_\_\_\_ Processed  
\_\_\_\_ Key Club  
\_\_\_\_ Address

Envelope #:

**\*Do Not Mail This Envelope\***

Report prepared by: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 2

### Investment table:

Total # of Employees \_\_\_\_\_  
Total # of Donors \_\_\_\_\_

Gift Type: <i>Paid Gifts</i>	Number of Donors	\$ Amount Enclosed
<i>Corporate Gift</i>	Not Applicable	
<i>Employee Cash</i>		
<i>Employee Checks</i>		
<i>Special Events Cash</i>	Not Applicable	
<i>Special Events Check</i>		
<i>Women United</i>		
Total Paid Gifts		\$
Gift Type: <i>Pledged Gifts</i>	Number of Donors	\$ Amount Pledged
<i>Corporate Gift</i>	Not Applicable	
<i>Employee Payroll Deduction</i>		
<i>Employee Credit Card / EFT</i>		
<i>Employee Direct Bill</i>		
<i>Employee Securities</i>		
Total Pledged Gifts		\$
GRAND TOTALS (PLEDGED + PAID)	TOTAL DONORS	TOTAL GIFTS
		\$

### Instructions: Please use pen and print clearly

1. Provide your information and contact details.
2. Complete the **Investment Table**. Calculate pledge forms and donations included in the envelope.
3. Check the PARTIAL BOX if additional forms are anticipated or the FINAL BOX if report is complete.
4. Fill in the appropriate Award if applicable in the **Awards Box** using the Award Key to calculate.
5. Indicate when your organization's employee gifts will be remitted (information obtained from payroll), and write the number of new hire or retiree packets needed for your company.
6. **Return this completed packet to United Way** at 1315 SW Arrowhead Road, Topeka KS or call (785) 273.4804 to arrange a packet pick up.

## Step 4 Awards Box

☐ **YES**, the combined gifts of the employees (no corporate dollars) of our organization have qualified for the following award:

- ☐ Platinum      ☐ Gold  
☐ Silver      ☐ Bronze  
☐ Meeting the Challenge

### Award Key (must meet all criteria to qualify)

Platinum = 90% participation / \$200 per capita  
Gold = 85% participation / \$125 per capita  
Silver = 75% participation / \$75 per capita  
Bronze = 60% participation / \$60 per capita  
Meeting the Challenge = 54% participation