



Campaign Report Form

Please fill out this form completely. It is important for audit purposes and for the efficiency of the campaign. Upon completion, contact the United Way to arrange for pick up or delivery of this form, cash contributions, and unused campaign materials. Thank you for your efforts in helping Putnam County live united!

Business/Organization Name: _____

Employee Campaign Manager: _____

Phone: _____ E-mail: _____

Donation Method	Number of Pledges	Total Amount	Amount Paid Now	Balance to be Paid
Cash				
Check				
Auto Bank Draft				
Payroll Deduction				
Credit Card				
Fundraising Events				
Corporate Gift				
Other				
Grand Total				

This report is being submitted along with:

- Pledge forms Copies of pledge forms List of donor names and amounts

Payment of employee payroll deduct pledges will be paid:

- Monthly, Quarterly, One time on _____, by: Check Electronic Funds Transfer

Payment of corporate gift pledge will be paid:

- Monthly, Quarterly, One time on _____, by: Check Electronic Funds Transfer

Awards earned:

EMPLOYEE CAMPAIGN AWARDS - for per capita giving of \$25 or more.

To calculate, add employee pledges + special events and divide by total number of employees.

(\$_____ + \$_____) / _____ = \$_____ per capita.

- BRONZE (\$25 to \$34.99) SILVER (\$35 to \$49.99) GOLD AWARD (\$50 or more)

CORPORATE LEADERSHIP AWARD - for corporate gifts of \$250 or more.

- RUBY (\$250 to \$499.99) EMERALD (\$500 to \$999.99) DIAMOND (\$1,000 or more)

- A copy of this report has been retained for our records.

Signature: _____ Date: _____

Questions about completing this Campaign Report form? Call 419-523-4505 or e-mail
unitedwayofputnamcountyh@gmail.com

LIVE UNITED™