

# Report Envelope

**Fill Out Completely (print)**

Name of Organization: _____		Phone: _____	
Company Address: _____			
Street	City	State	Zip
Billing Address (if different): _____			
Street	City	State	Zip
Employee Campaign Manager Name: _____		Email: _____	
Preparer's Name: _____		Preparer's Signature: _____	
			Date: _____

Total # of Employees in the Brown County area: \_\_\_\_\_

**Totals below should agree with envelope contents (do not include previously reported data).**

Employee Giving	# of Donors	Total Contribution	Cash/Check in envelope	BCUW Only
Employee Payroll Deductions				
Cash/Checks (paid in full contributions)				
Credit Card Contributions				
All Other Employee Giving				
Special Events				
<b>Total Employee Giving</b>				
<b>Corporate Gift</b> (Enclose signed Community Commitment Card)				
<b>Envelope Total</b>				

**For United Way Use Only:**

Envelope #	Deposit Date	Rcv'd Date & Initials	Audited: Content by & Date

*Thank you*

**for supporting your local  
communities in Brown County!**

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**Please remember to only include payments or pledges currently in the envelope and include the following:**

- Enclose all cash and checks.
- Return all top copies of pledge forms.
- All donors should retain the last copy and employer make a copy for their internal records.
- For all corporate contributions, enclose a corporate pledge card.
- Sign, date and seal the report envelope.
- Include correct mailing address, telephone and email address.

**If you have any questions regarding your Brown County  
United Way campaign, please call (920) 432-3393.**