



Greater Milwaukee  
& Waukesha County

# COMMUNITY CAMPAIGN REPORT ENVELOPE

Envelope # \_\_\_\_\_ of \_\_\_\_\_

for United Way use only

Campaign Year

for Pledge Processing use only

Andar Envelope #

for United Way use only

Organization Account #

Organization Name & Address

Easy envelope calculator at [UnitedWayGMWC.org/Report-Envelope](http://UnitedWayGMWC.org/Report-Envelope)

**ONLY INCLUDE TOTALS FOR THE CONTENTS OF THIS ENVELOPE! DO NOT INCLUDE ANY PREVIOUSLY SUBMITTED CONTRIBUTIONS, INCLUDING DONATIONS MADE ONLINE.**

	Number of Donors	Total Pledge in Envelope	Cash/Check in Envelope
<b>Employee Payroll Contributions</b>	#	\$	
<b>Other Employee Contributions</b> Cash/Check, Credit Card, Bill Me, Stock (record special event dollars below)	#	\$	\$
<b>SPECIAL EVENTS</b> (Workplace fundraisers - casual days, bake sales, auctions, etc.)		\$	\$
Total Pledge and Cash/Check enclosed should match for Special Events			
<b>CORPORATE GIFT</b>		\$	\$
<b>GRAND TOTAL</b>	#	\$	\$

Is this your FINAL Campaign Report? ☐ Yes ☐ No

Notes: \_\_\_\_\_

Report Prepared by (please print)

Phone

Email

Signature

Date

**SEE BACK OF ENVELOPE FOR SUBMISSION CHECKLIST. THANK YOU!**

for United Way use only

for Pledge Processing use only

Received by United Way staff member (please print)

Date

A: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ I made copies of all payroll pledges and forwarded them to my payroll department.

225 West Vine Street  
Milwaukee, WI 53212  
UnitedWayGMWC.org



Greater Milwaukee  
& Waukesha County

### Ambassador Checklist:

- ☐ Totals on front reflect contents of this envelope, not any previously submitted contributions.
- ☐ I made copies of all employee payroll contribution forms and gave them to my Payroll Department.  
*Donors should make copies of their original form for their personal records before submitting.*
- ☐ Envelope contains **original** pledge forms.
- ☐ Checks and cash are attached to each donor's original pledge form. *Use paper clips only – no staples please.*
- ☐ All checks are made out to United Way.
- ☐ I provided my name, phone number, and email address on front of envelope.
- ☐ Envelope is sealed and I have signed and dated over the seal.

**Questions?** Contact United Way at 414.267.8408  
or [donor@unitedwaygmwc.org](mailto:donor@unitedwaygmwc.org)

**Thank you!**