**CAMPAIGN SUMMARY FORM**

**\*REQUIRED FIELDS**

|  |  |
| --- | --- |
| **\*Business** |  |
| **\*Address** |  |
| **\*City, State****Zip Code** |  |
| **\*Contact Name** |  | **\*CEO/Owner Name** |  |
| **\*Email** |  | **\*Phone** |  |

**Total Number of Employees**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Payroll Deductions will Begin:**\_\_\_\_\_\_\_\_\_\_

**Date First Check will be Sent:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Pay Periods:** \_\_\_\_\_\_\_\_\_\_\_\_\_
(Note: If there are multiple pay periods depending on the employee, please list the number of pay periods individually on the spreadsheet to verify their total donation through payroll.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Contribution | Number of Gifts | Total Amount Pledged | Payment Enclosed | Amount Due |
| Payroll Deductions |  |  |  |  |
| Cash |  |  |  |  |
| Checks |  |  |  |  |
| Credit Cards |  |  |  |  |
| Direct Bill |  |  |  |  |
| Corporate Gift |  |  |  |  |
| Other Special Events |  |  |  |  |
| Grand Totals |  |  |  |  |

**Please include with the final report:**

* Copies of all pledge forms; or email copies to info@uwofsc.org
* All cash and check donations
* Printed copy of your pledge spreadsheet; or email spreadsheet to info@uwofsc.org

(Pledge spreadsheet should include employee name, total gift amount, and gift designation)

Report Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_