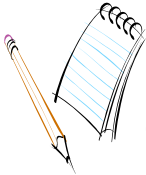


Reporting your data

Once you have reached your goals or have reached the campaign close date and collected all pledges, there are a few housekeeping items to take care of:

- Call your Donor Relations Representative to set up a reporting meeting
- Fill out the requested reporting forms and return to your Mile High United Way representative.
- Report your campaign results to all of your company's employees
- Thank your donors via letter or e-mail and distribute incentives and/or invites to a thank you event



Tip!

Ask everyone in your company to return a signed pledge form, even if they enter zeros and choose not to give. This gives you the confirmation that everyone was asked to contribute and will give you the list of who to follow up with next year.

Here's a quick overview of the necessary forms and what to remember.

Batch No. _____ Year _____

Employee Campaign C-5 Report Form

Please print and press hard in spaces below.

FROM/ORGANIZATION NAME _____

ADDRESS _____

ADDRESS _____

CITY & ZIP CODE _____

CONTACT NAME _____ PHONE NUMBER _____

Company name & address

Mile High United Way

United Way

Party responsible for payroll billing if different than left.

FROM/ORGANIZATION NAME _____

ADDRESS _____

ADDRESS _____

CITY & ZIP CODE _____

CONTACT NAME _____ PHONE NUMBER _____

Company BILLING address

Are you reporting FINAL numbers?

Total Number of Employees _____

Final Yes No

Pledge Cards Enclosed? Yes No

Are the pledges forms attached?

If cash or checks are enclosed, you must include a cash confirmation form.

EMPLOYEE GIVING	NUMBER OF GIFTS	TOTAL AMOUNT CONTRIBUTED	AMOUNT OF PAYMENTS ENCLOSED	BALANCE DUE
1) Payroll Deductions <small>(Return top copy of pledge forms to United Way.)</small>				
2) Direct Billing by United Way <small>(Return signed pledge forms to United Way.)</small>				
3) Credit Cards <small>(Return signed copy of pledge forms to United Way.)</small>				
4) Check Contributions <small>(Return top copy of pledge forms to United Way.)</small>				If cash or checks are enclosed, you must include a cash confirmation form.
5) Cash Contributions <small>(Return top copy of pledge forms to United Way.)</small>				
6) Fund Raiser - (Special Events)				
TOTAL ALL COLUMNS				

BE SURE THAT THIS REPORT INCLUDES ONLY PLEDGES AND PAYMENTS ENCLOSED IN REPORT ENVELOPE.

Payroll Authorization (Agreement that pledge forms total to the above numbers.)

Authorized Signature _____ Title _____

Please print name

First payment will be made on _____ Frequency of Payment: Immediately Monthly Quarterly Semi Annual

Please remit payroll deduction payments to: Mile High United Way, P.O. BOX 5547, Denver, CO 80217-9425

FOR MILE HIGH UNITED WAY USE ONLY

RECEIVED BY / DATE (MM/DD/YY) _____

CREDIT DATE _____ ACCOUNT NUMBER _____

DATE AUDITED _____ AUDITED BY _____

RELEASE DATE _____ DEPOSIT DATE _____

FOR AUDIT USE ONLY

TOTAL _____

CREDIT CARDS _____

CHECKS/CASH _____

TO BE BILLED _____

JOINT CAMPAIGN YES _____ NO _____

CS-08 Distribution of Copies - White, Pink, Yellow & Gold - Return to Mile High United Way / Green - Retained by Company

Breakout pledges by gift type.

Remember to sign

Batch No. _____ Year _____ Program _____

Corporate Commitment Form

United Way
Mile High United Way

Company name & address

Company BILLING address

Fields shaded are required information.

(Please print legibly and press hard in spaces below.)

FIRM/ORGANIZATION NAME _____
ADDRESS _____
ADDRESS _____
CITY & ZIP CODE _____
CONTACT NAME _____ PHONE NUMBER _____

Party responsible for corporate billing if different than at left

FIRM/ORGANIZATION NAME _____
ADDRESS _____
ADDRESS _____
CITY & ZIP CODE _____
CONTACT NAME _____ PHONE NUMBER _____

Enter pledge amount, amount enclosed and balance

Corporate Gift

Total Pledged \$ _____
AMOUNT ENCLOSED \$ _____
Balance \$ _____

Frequency of Payment: Immediately Monthly Quarterly January

First Payment Will Be Made: _____ Date _____

My firm/organization is matching employee gifts at the following rate: _____

Authorized Company Signature _____
Print Name _____ Phone Number _____

Obtain authorization signature

Check frequency box and enter in first payment date

Enter in match percent if applicable

FOR MILE HIGH UNITED WAY USE ONLY

Final YES NO

Corporate Gift/Match

Sponsorship _____
 Mile High United Way _____
 Other _____
 Corporate follows employee designations

IF CHECK AND/OR CASH ARE INCLUDED YOU MUST PROVIDE A CASH CONFIRMATION FORM.

Please remit payments to: Mile High United Way, P.O. BOX 5547, Denver, CO 80217-9425

FOR MILE HIGH UNITED WAY USE ONLY	
RECEIVED BY / DATE (MM/DD/YY)	
CREDIT DATE	ACCOUNT NUMBER
DATE AUDITED	AUDITED BY
RELEASE DATE	DEPOSIT DATE

FOR AUDIT USE ONLY	
TOTAL	_____
CHECKS/CASH	_____
TO BE BILLED	_____

DISTRIBUTION OF COPIES: BLUE, PINK, YELLOW & GOLD - RETURN TO MILE HIGH UNITED WAY / GREEN - RETAIN BY COMPANY OR ORGANIZATION

CC-08 Thank you for making a lasting impression on our community. We can do more together.™

Please do not mail cash or checks.

CAMPAIGN CASH CONFIRMATION

Please do not enclose cash or checks in the attached envelope.

Mile High United Way **United Way**

Fill out Company Information and sign the form along with your phone number

Company Name _____
Street/Suite # _____
City, State, Zip _____
Name _____
Signature _____
Phone Number _____

DISTRIBUTION INSTRUCTIONS

YELLOW COPY: attach adding machine tape and send to Mile High United Way in the attached postage-paid envelope.

WHITE COPY: batch with cash, checks and C-5 report form and send to Mile High United Way in separate Report Envelope.

Direct all questions to: Accounting, 303-561-2313

CONFIRMATION DATE _____

FOR OFFICE USE ONLY

C-5 REPORTING DATE _____ AMOUNT OF CASH \$ _____
AMOUNT OF CHECKS \$ _____
NUMBER OF CHECKS _____ TOTAL \$ _____

Fill in amount of money you are giving to MHUW. Remember to separate cash and checks.

Mail yellow copy and attach white copy to your paper work

Mile High United Way, 2505 18th Street, Denver, Colorado 80211