



EMPLOYEE CAMPAIGN REPORT INSTRUCTION SHEET

1. Write down your company/agency name, address, and name of CEO/president/agency director.
2. Check whether this is a Partial Report (additional gifts will be coming) or the Final Report (no more gifts are expected).
3. Include who the report was prepared by and his/her phone number and email address, the HR/payroll name and his/her phone number and email address, and the Employee Campaign Manager (ECM) and his/her phone number and email address.
4. Fill in the number of employees at your company/agency, both full time and part time.
5. Complete the company's campaign timeline, start date and end date.
6. Begin entering amounts in the first two columns only.
 - a. For payroll, please include the beginning date
 - b. Rows labeled payroll, cash, checks, credit cards, and direct bills are for employee totals only
 - c. Left column is the dollar amount, right column is the number of employees that gave in that category
 - d. Employee Totals row:
 - Add up total dollar amount given by employees only. This does NOT include special events or corporate gifts.
 - Add up total number of employees giving. This dos NOT include special events or corporate gifts.
 - e. Corporate Gift
 - Only enter the amount of the corporate gift
 - Please specify if it is payroll matching, check, etc.
 - f. Special Events
 - Only enter the total amount donated from special events
 - Please specify if these are separate checks, cash, etc.
 - Please separate checks/cash received from special events from checks/cash received from employees for their individual giving.
7. Add up the total dollar amounts from the rows in column one and enter amount in the total gift to United Way box at the bottom of the page.
8. On the back of the sheet, include any employees who are in our Hero Club or Women United (WU).
 - a. An employee is eligible to be in United Way's Hero Club or WU if he/she gives \$500 or more.
 - b. Only female employees are eligible to be in WU and must give \$500 on their own.
 - c. In the table, in the middle of the sheet, write down the employee's name, address, amount given, and their Hero Club level.
 - The employee's level can be found in the boxes above the table. The levels are divided by the amounts given by the employees.