1. Collect all pledge cards from the donors. IT IS IMPORTANT THAT YOU check to make sure the pledge card states the TOTAL GIFT AMOUNT. Make sure the donor’s name/address and designation information is legible and that the pledge card is signed.
   o If a donor gave a check or cash, please have them fill out a pledge card and attach the cash/check to that card.

2. Turn yellow copies of pledge cards into your payroll office.

3. Pink copy is the donors receipt.

4. White copies of the pledge cards go to the United Way Office inside the campaign reporting envelope.

5. Sort all white pledge cards that selected “EASY PAYROLL DEDUCTION” (as pictured right) together. Total up all payroll deduction pledge cards and insert total on the “Payroll Deduction” line of the report envelope (pictured below) with the total number of givers.

6. Sort all white pledge cards that selected “DIRECT GIFT” (as pictured above) into the following groups:
   a. Cash
   b. Check
   c. Credit Card
   d. Direct Bill
   Total up each group separately and add each total to the corresponding line on the report envelope (as pictured right) with the total number of givers in each group. If practical, paper clip cash or checks to the corresponding pledge card. **(No Staples)**

7. Include any corporate gifts on the “Corporate Gift” line of the report envelope.

8. Total any funds raised through company-wide fundraisers or special events and insert total on the “Special Events” line of the report envelope.

Instructions continue on back -> -> ->
9. Total all groups and insert total on the “Grand Total” line of the report envelope (as pictured right).

10. Place all white copies of pledge cards and any other documentation in the report envelope. Please keep the pledge cards bundled by group.

11. If you are unable to return the white copy of the pledge cards, IT IS ESSENTIAL that you provide the United Way with a list of the payroll deduction contributors, amounts contributed, and any designations to specific organizations. (An excel spreadsheet template is available at http://www.unitedwaynsv.org/campaign-tools for your use.) If pledge cards are not included, please have a local officer sign off on the bottom of the report envelope.

12. Please fill in all blanks on the report envelope that apply to your organization. It is important to report the number of pay periods.

13. Once the envelope is completed, please sign and include your email address and phone number so the United Way office can contact you if they have questions.

14. Enclose all materials and seal envelope.

15. Call your Account Executive or the United Way Office to arrange pick-up or you may return the envelope to the United Way Office located at 329 N. Cameron St., Suite 201, Winchester 22601.

Please contact the United Way Office at (540) 536-1610 or e-mail hlegge@unitedwaynsv.org if you have questions. THANK YOU!