



For internal use only:

Campaign Year	
Date Received	

**United Way of
Staunton, Augusta
County & Waynesboro**

Company Name: _____

Company Address: _____

Company Address 2: _____

City, State, Zip: _____

Company Phone Number: _____

Number of Employees: _____

CEO: _____

CEO Email: _____

Campaign Chairman: _____

Campaign Chairman Title: _____

Campaign Chairman Email: _____

Payroll Deduction Begins: _____

PLEDGES AND PAYMENTS	\$ AMOUNT OF PLEDGES	\$ AMOUNT ENCLOSED	UWSAW RECEIVED <small>(Internal use only)</small>
FULLY PAID			
DIRECT BILL/ CREDIT CARDS			
PAYROLL DEDUCTION			
SPECIAL EVENTS			
COMPANY MATCH			
CORPORATE GIFT/ SPONSORSHIP			
GRAND TOTAL			

Instructions:

- ⇒ Collect all Employee Pledge Forms
- ⇒ Please review all Employee Forms for completion accuracy
- ⇒ ***Verify Company information on left side of envelope & make corrections as needed to help us keep our records accurate!***
- ⇒ Separate pledge forms as follows:
 - * United Way Copy (white)-attach any payment and enclose
 - * Company Copy (Yellow)- forward to company Payroll Department
 - * Donor Copy (Pink)-keep for your records

If you have any questions about this envelope or need a staff person to pick up, please call 540-885-1229