



**United Way**  
Alberta Northwest



**EMPLOYEE CAMPAIGN REPORT**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Payroll Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**INSTRUCTIONS**

- 1. Payroll Deductions:** Please fill out this report including payroll contact information. Attach the white copy of the pledge form to this Campaign Report; forward the yellow copy to your payroll department.
- 2.** Enter cash/cheque/credit card, payroll pledges, Corporate donation or match, Special Event funds in the appropriate column.

Number of Employees \_\_\_\_\_ Number of Donors \_\_\_\_\_

|                                  | # | Cash/Cheque/Credit Card |   | # | Payroll Pledges |   | Total |
|----------------------------------|---|-------------------------|---|---|-----------------|---|-------|
| Employee Campaign                |   |                         | + |   |                 | = |       |
| Corporate Donation or Match      |   |                         | + |   |                 | = |       |
| Special Events (Non-Receiptable) |   |                         | + |   |                 | = |       |
| Total                            |   |                         |   |   |                 |   |       |

**Note:** The United Way Alberta Northwest will issue Tax Receipts for all cash/cheque/credit card donations upon receipt of \$10 or more.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
United Way Representative