



Campaign Report

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 Ada, OK 74820
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 email: executivedirector@adaunitedway.org
 James Jackson, Executive Director

Company Name:

Address:

City/State/Zip:

Executive:

Phone #:

AUTHORIZATION: The information on this report is accurate to the best of my knowledge. I have verified the pledges on this report and Ada Regional United is authorized to issue statements in these amounts.

Please sign: _____
 Title: _____
 Print Name: _____
 Phone: _____
 Date: _____

IMPORTANT: This campaign report must be filled out accurately and entirely for proper award consideration.

Payroll billing address (if different from mailing address): _____
 Date payroll deductions begin: _____
 How many pay periods in your year?: ___ 12 ___ 24 ___ 26 ___ 52
 How often do you want to receive statements?: ___ Monthly ___ Quarterly ___ Other

Is this your final campaign report? ___ Yes ___ No Report # _____

Total number of employees in company: _____
 Total number of Leadership Circle givers: _____ (Turn in Leadership Circle List with this Campaign Report)

	# of Donors	Contributions	Amount Enclosed
Cash & Checks (Individuals) <i>(Cash and checks enclosed. Please do not include special event money in this total.)</i>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Unpaid Pledges (Individuals) <i>(Enclose pledge cards for pledges made by credit card or direct bill.)</i>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Payroll deduction (annualized) <i>(Return pledge card, a copy will be returned to your payroll department)</i>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Corporate Gift <i>We match our employees contribution ___ Dollar per Dollar ___ 50 cents per Dollar ___ Other</i>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Special Event	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total This Report	# <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

- Mark the key techniques used in your campaign:**
- Name a leader to coordinate and plan with United Way Staff
 - Recruit a campaign team with company-wide representation
 - Recruit volunteers to follow up with employees (1:15 ratio)
 - Set meaningful goals along departmental lines
 - Hold a separate briefing for managers/executives
 - Conduct a United Way agency tour for executives
 - Host a Leadership Circle thank you event
 - Hold informational briefings using United Way speakers
 - Distribute United Way brochures
 - Use personalized pledge cards
 - Conduct an internal campaign kickoff event
 - Participate in Day of Caring
 - Offer incentives to employees for participation or giving
 - Creatively thank employees for giving

For Ada Regional United Way use ONLY

Envelope # _____
 Deposit # _____
 Date _____
 Auditor's initials _____