


# Sample Report Envelope

Thank you in advance for completing your Campaign Report Form (included with the campaign materials delivered to your location). It is very important that you fill the form out completely and seal all the pledges in the envelope before mailing. For guidance, please refer to the hypothetical example below. (Please be aware that not all campaign sites will fill in every category on the form and the amounts donated will vary greatly from one site to another.)



## Community Shares of Wisconsin

### Campaign Report Form

PLEASE FILL IN COMPLETELY

*SAMPLE*

Employer Your Company

Address Your Address

City Your City State WI Zip \_\_\_\_\_

Campaign Coordinator Name Telephone Phone

Number of Employees at Workplace \_\_\_\_\_ ← *As of campaign period*

**REPORT ONLY PLEDGES AND PAYMENTS NOT PREVIOUSLY REPORTED**

Type of Contribution	Number of Contributions	Total Amount of Contributions	Amount Paid Now
Cash/check gift	6	1000.00	1000.00
Credit card pledges	1	450.	450.00
"Bill me" pledges	1	100.	
Payroll contribution pledges	13	3783.00	
Corporate contribution Matching? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	N/A	5333.00	5333.00
Special Event Describe: <u>Bake sale</u>	N/A	132.50	132.50
<b>GRAND TOTAL</b>		10,798.50	6915.50

Partial Report \_\_\_\_\_ Final Report

Completed by Name Date Date

**INSTRUCTIONS:**

- Complete this report and make a copy for your records.
- Balance the total cash and checks against this campaign report.
- Return the following items, sealed in this envelope.
  - White (top) copies of all completed pledge forms (Employer retains yellow copy for payroll; employee retains pink copy)
  - All personal and bank checks, made out to **Community Shares of Wisconsin**.
- Mail to **Community Shares of Wisconsin** or call for pick up.

**Thanks for your help!**  
 Community Shares of Wisconsin  
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[www.communityshares.com](http://www.communityshares.com)

Please contact Ana (608) 256-1066 or [acheung@communityshares.com](mailto:acheung@communityshares.com) if you have any questions regarding the form or need additional envelopes sent to your location.