


SAMPLE CAMPAIGN REPORT

Thank you in advance for completing your Campaign Report Form. There should have been one included with the campaign materials delivered to your workplace. It is very important that you fill out the form completely and seal all the pledges in the envelope before mailing it. For help, please first refer to the sample envelope below.

Note that this sample envelope is filled out for every category. Depending on the contributions received, not all campaign sites will fill in every category. In addition, the amounts received and donated will vary from one site to another.



Community Shares of Wisconsin

Campaign Report Form

PLEASE FILL IN COMPLETELY

Employer: Your Company Name

Address: Your Company Address

City: Your Company's City State: WI Zip: Company Zip

Campaign Coordinator: Your Name Telephone: Your Work Phone #

Number of Employees at Workplace: # as of the time of the campaign

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	1,000.00	800.00
Credit card pledges	2	450.00	300.00
"Bill me" pledges	1	320.00	
Payroll contribution pledges	13	3,783.00	
Corporate contribution Matching? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	N/A	5,553.00	5,553.00
Special Event Describe: <u>Bake Sale</u>	N/A	132.50	132.50
GRAND TOTAL		11,238.50	6,785.50

Partial Report
 Final Report

Completed by: Your Name Date: Today's Date

Check here if multiple envelopes *Check here if 1, final envelope*

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

For further questions or additional report envelopes, please contact Victoria at 608-256-1066 or vboucher@communityshares.com