




931 East Main Street, Suite 10 • Madison, WI 53703
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SAMPLE CAMPAIGN REPORT FORM

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 return it with your pledge materials. For help, please first refer to the sample report below.

Note that this sample report 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.



2022 Workplace Giving Report Form

Employer Your Company Name

Campaign Coordinator Coordinator Name Telephone Work Number

Number of Employees at Workplace # at time of campaign

REPORT ONLY PAPER PLEDGES AND PAYMENTS NOT PREVIOUSLY REPORTED

| Type of Contribution | Number of Donors | Total Pledged | Total Paid Now |
|---|------------------|------------------|------------------|
| General corporate gift | 1 | 5,000.00 | 4,000.00 |
| Cash or check gift | 6 | 1,000.00 | 800.00 |
| Credit card pledges | 2 | 450.00 | 300.00 |
| "Bill me" pledges | 1 | 320.00 | |
| Corporate match gift | 1 | 5,553.00 | 5,553.00 |
| Payroll pledges | 13 | 3,783.00 | |
| Special Event Describe: <u>Bake Sale</u> | N/A | 132.50 | 132.50 |
| GRAND TOTAL | 24 | 16,238.50 | 10,785.50 |
| Questions or notes: | | | |

Completed by Your Full Name Date Today's Date

INSTRUCTIONS:

- Balance the total cash and checks against this campaign report.
- Return the following items in a sealed envelope including this form:
 A copy of all completed pledge forms (1 copy goes to CSW, employer retains 1 copy for their own records, employee retains 1 copy for themselves)
 All personal and bank checks, made out to **Community Shares of Wisconsin**.
- Complete this report and make a copy for your records.
- Mail to **Community Shares of Wisconsin**, drop off at the address below, or call for pick up.
 Community Shares of Wisconsin
 931 E. Main Street, Suite 10, Madison, WI 53703
- Reach out with questions: Phone: 608-256-1066 | Email: csw@communityshares.com

On behalf of CSW and our member nonprofits, thank you for your help!