



WORKPLACE GIVING REPORT FORM

Employer _____

Campaign Coordinator _____ Telephone _____

Number of Employees at Workplace _____

REPORT ALL PLEDGES AND PAYMENTS INCLUDING ONLINE PLEDGES

Type of Contribution	Number of Donors	Total Pledged	Total Paid Now
Cash or check gift			
Credit card pledges			
"Bill me" pledges			
Payroll pledges			
General corporate gift			
Corporate match gift			
Special Event, <i>Describe:</i> _____			
Grand Total			
Questions or notes:			

Completed by _____ 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 (one copy goes to CSW, employer retains one copy for their records, employee retains one copy for their records.)
 - 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 pickup.
 Community Shares of Wisconsin
 931 E. Main Street, Suite 10
 Madison, WI 53703
- Reach out with questions via phone (608-256-1066) or email (csw@communityshares.com)

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