




931 East Main Street, Suite 10 • Madison, WI 53703  
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## SAMPLE WORKPLACE GIVING REPORT FORM

Thank you in advance for completing your Workplace Giving 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.



### 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 ALL PLEDGES AND PAYMENTS INCLUDING ONLINE PLEDGES**

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

For further questions, please contact Kewiana Pollard at 608-256-1066 or kpollard@communityshares.com