

ENVELOPE# _____

CAMPAIGN ENVELOPE

100 Parkwood Street • Lowell, AR 72745
(479) 750-1221 • www.unitedwaynwa.org



United Way
of Northwest Arkansas
UnitedWayNWA.org

Company/Organization	Account #
Address, City, State, ZIP	

**Data Provided On This Form Should Only Reflect Donations/Pledges In This Envelope.
(Do not include amounts from previously submitted envelopes)**

Separate employee pledge cards by selecting payment option to complete the following section.

	Type of Giving	Number of Gifts	Amount Paid	Amount Paid Now (Cash & Check Enclosed)
1	Payroll Deduction			
2	Credit Cards and Bill Me			
3	Fully Paid (Cash & Checks)			
4	Please indicate preferred billing start date and frequency: Corporate Gift For balance due, please bill: <input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> One-Time Will begin quarterly in January			
	Grand Total <small>In this envelope only (add lines 1-4)</small>	#	\$	\$

*Authorized Signature	_____ Name	_____ Title	_____ Phone	_____ Date
United Way Staff/Ambassador	_____ Name	_____ Title	_____ Phone	_____ Date

United Way Staff Routing - Internal Only				
Company Employment Numbers				
_____	_____	_____	_____	_____
Envelope <small>Date/Staff Member</small>	Deposit <small>Date/Staff Member</small>	Credit Cards Run <small>Date/Staff Member</small>	Data Entry <small>Date/Staff Member</small>	Data to RD <small>Date/Staff Member</small>

If you have any questions, please call United Way at 479-750-1221

DID YOU REMEMBER TO CHECKLIST:

- Verify that the cash and checks in this envelope match the total on the report?
- Update employee numbers on the front of the envelope?
- Make sure pledge cards are signed by individual donors and included in this envelope?
- Please distribute copies as follows:
 - White copy - Return to United Way
 - Blue copy - Retain for payroll department
 - Yellow copy - Donor should keep
- Sign the envelope?
- Put special event donations in the envelope marked Special Events?