

Heart of Illinois United Way Campaign Report Envelope Checklist



All donation forms must be returned to our office by December 31 to honor directed donations or exceptions. **Pacesetter campaigns must report their results by August 31.**

(A writeable/fillable PDF of this form is available online at hoiunitedway.org - see campaign materials page.)

Date: _____ Company/Organization: _____

Coordinator Name and Email: _____

- Enclose ALL Donation Forms (or copies) for accounting purposes.
- Do Not Enclose Cash or Coins.** Provide a check/money order for all cash or coins collected.
- Report results quickly to Heart of Illinois United Way.
- Personal Checks Should be Forwarded PROMPTLY as Partial Payment.
- Verify that all checks are made out to Heart of Illinois United Way.
- Verify all donation forms contain complete information.
- Verify that all direct bill gifts include current billing address.
- Verify that all credit card gifts include a 16-digit card number and expiration date.
- Submit signed corporate pledge card & payment and/or billing information for corporate gifts.
- Complete and attach Campaign Report Form to the other side of this envelope.
- Complete and enclose Campaign Award Form at campaign conclusion (if possible).
- Remember to provide a Full-Time Equivalent Number of Employees on the Campaign Report Form. (Note: 2 Part Time = 1 Full Time)
- For pickup please call 674-5181 - your United Way Campaign Ambassador or a United Way staff member will pickup this packet.

Thank you!

Date: _____ Received by: _____

HOUW Campaign Ambassador/Staff

Contact Lisa Wakeley at 674-5181, ext. 1241 or lisa.wakeley@local.unitedway.org
with questions or for assistance completing your Campaign Report Form.