



United Way of Tompkins County
 313 North Aurora Street
 Ithaca, New York 14850
 Phone: 607.272.6286 Fax: 607.272.2736
 www.uwtc.org

2023/24 SUMMARY REPORT FOR EMPLOYEE CAMPAIGN

❖ Please complete all sections and return this form to United Way with the donors' pledge cards.

FIRM

EMPLOYEE CAMPAIGN COORDINATOR

NAME: _____

NAME: _____

ADDRESS: _____

TITLE: _____

PHONE: _____

EMAIL: _____

CEO: _____

THIS REPORT IS: PARTIAL _____ or FINAL _____

Total Number of Employees	Total Number of Retirees	Total Number of Board Members	Total Number of United Way Donors	Total Amount Given
				\$

AMOUNTS FOR THIS REPORT ONLY		Number of Gifts	Total Amount
1	CASH GIFTS		\$
2	GIFTS by CHECK		\$
3	CREDIT CARD GIFTS		\$
Attach pledge cards along with cash, checks, or credit card gifts			
3	PAYROLL DEDUCTIONS		\$
Summarize payroll deduction giving here. Return all pledge cards to United Way of Tompkins County.			
4	TO BE BILLED		\$
Be sure all pledge cards are signed by the donors.			
5	TOTAL		\$

Authorized Signature _____

Date: _____

UWTC Signature _____

Date: _____



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***Only needed if receiving cash or check donations**

Please return this completed form to United Way of Tompkins County and keep a copy for your records. If you have any questions, feel free to contact Julie Lucas, UWTC Director of Resource Development, at (607)272-6286 or jlucas@uwtc.org.

EMPLOYEES' GIVING REPORT 2023/24

Firm or Department _____

Address _____

Contributor Name	Total Pledge	Paid Herewith	Balance Due	Payroll Deduction	United Way to Bill	Credit Card Used
Total						

 Authorized Signature

 Date

 Telephone Number



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Employee Campaign Coordinator, please note:

1. Please fill in appropriate boxes and retain a copy for your firm's payroll department.
2. As payroll deductions are made, payments should be forwarded to:
United Way of Tompkins County, 313 N. Aurora Street, Ithaca, NY 14850
3. Questions, please call UWTC at 607.272.6286. Thank you for your support!

Thank you for advancing the common good in our communities through United Way of Tompkins County.

Engage. Organize. Transform. UNITED IN ACTION.