



United Way
of Bemidji Area

2009 UNITED WAY OF BEMIDJI AREA

INTERNAL CAMPAIGN SUMMARY/CHECKLIST AND AWARD FORM

DEADLINE TO COMPLETE INTERNAL CAMPAIGN: OCTOBER 31, 2009

To type in your information, download the form from our web site - liveunitedbemidji.org_campaign_center

United Way of Bemidji Area
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www.liveunitedbemidji.org

SUMMARY INFORMATION

Organization	Division (office use only)
Contact Name	Number of Employees
Mailing Address	()
City, State Zip	Phone
	Email

Feel free to copy this form. Each time an internal amount is turned in to the United Way, a separate Summary Form should accompany it. Include new pledges on each summary form-please DO NOT include results previously turned in.

THIS FORM IS A: Partial Report OR Final Report

If completing electronically, simple double click on the appropriate box and select checked.

Number of donors using Payroll Deduction	Number of donors using Direct Billing	Number of donors using Auto Bank Debit	Number of donors using online Credit Card	Number of donors using Paid Now (cash or check)	TOTAL NUMBER OF GIVERS FOR THIS REPORT	
#	#	#	#	#	#	
Total dollar amount of Payroll Deductions Donations	Total dollar amount of Direct Billing Donations	Total dollar amount of Auto Bank Debit Donations	Total dollar amount of online Credit Card Donations	Total dollar amount of Paid Now (cash or check)	TOTAL DOLLAR AMOUNT FOR THIS REPORT	
\$	\$	\$	\$	\$	\$	
OTHER FUNDRAISER(S) TOTAL (i.e. BBQ, auction, casual day, bake sale...)					+	\$
CORPORATE GIFT TOTAL					+	\$
CAMPAIGN GRAND TOTAL					=	\$

LIVE UNITED

AWARDS

CORPORATE GIVING AWARD

- President's – Corporate gift of \$1,000 - \$4,999
- President's Plus – Corporate gift of \$5,000 - \$9,999
- President's Plus Plus – Corporate gift of \$10,000 and above

DIRECTOR'S AWARD* percent employee giving increase and percent employee participation

- A) 2009 pledges (employees & fundraisers – do not include the corporate gift) \$ _____
- B) 2008 pledges (employees & fundraisers – do not include the corporate gift)- \$ _____
- C) Total increase \$ _____
Percent Increase (subtract B from A, then divide C by B) _____ %
- D) 2009 total number employees (FTE) # _____
- E) 2009 total number of donors # _____
Percent Participation (divide E by D) _____ %

- GOLD** – over 70% employee participation and over 10% increase over last year's campaign.
- SILVER** – over 60% employee participation and over 7% increase over last year's campaign.
- BRONZE** – over 50% employee participation and over 5% increase over last year's campaign.

*Employee campaign contributions of \$1,000+ will receive a plaque, \$999 and less will receive a certificate.

EMPLOYEE PARTICIPATION must have an increase in giving over last year

- Combined employee pledges & fundraisers total over \$10,000
- Combined employee pledges & fundraisers total over \$15,000
- Combined employee pledges & fundraisers total over \$20,000

CAMPAIGN CHECKLIST

- Fill out the award information on this form
- Fill out corporate gift card (GOLD card enclosed)
- Submit donor pledge cards (make a copy if needed) or a list of donors.
**United Way will send donation thank yous, pledge acknowledgements and pillar recognition.*
- Any recent retirees? Please submit names & addresses.
- When will payroll deductions from this campaign begin?

What is the payment schedule for the year?

* In order to cut down on costs, the United Way has implemented a new Directors Award plaque, which combines the Directors Award Gold, Silver, & Bronze categories and the Employee Participation categories in one plaque. The Directors Award plaque will display metal bars that indicate the category of the award(s) received. Organizations will receive one metal bar for obtaining either Gold, Silver or Bronze. The bar will also recognize if you received one of the three employee participation levels indicated. Organizations will receive the plaque and the metal bars/awards at this year's Victory Dinner. Then for future years, only the metal bars will be presented, which can be added to the plaque. When a plaque is full, the agency can request a new plaque.