



United Way of Bemidji Area

2010 UNITED WAY OF BEMIDJI AREA

# INTERNAL CAMPAIGN SUMMARY/CHECKLIST AND AWARD FORM

## DEADLINE TO COMPLETE INTERNAL CAMPAIGN: NOVEMBER 1, 2010

To type in your information, download the form from our web site - [liveunitedbemidji.org](http://liveunitedbemidji.org), campaign toolbox

United Way of Bemidji Area  
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### 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 (you must submit the pledge forms to your HR or payroll dept)	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) 2010 pledges (employees & fundraisers ONLY - do not include the corporate gift) \$ \_\_\_\_\_
- B) 2009 pledges (employees & fundraisers only - do not include the corporate gift) \$ \_\_\_\_\_
- C) Total increase \$ \_\_\_\_\_  
Percent Increase (subtract B from A, then divide C by B) \_\_\_\_\_ %
- D) 2010 total number employees (FTE) # \_\_\_\_\_
- E) 2010 total number of donors # \_\_\_\_\_  
Percent Participation (divide E by D) \_\_\_\_\_ %

- GOLD** - over 70% employee participation and over 9% increase over last year's campaign.
- SILVER** - over 60% employee participation and over 6% increase over last year's campaign.
- BRONZE** - over 50% employee participation and over 3% 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)
- Make copies of the pledge cards (or a list of donors) and send to United Way  
*United Way will send donation thank you letters, pledge acknowledgements and pillar recognition.*
- Submit donor pledge cards to your HR or Payroll processing department (if applicable)
- Any recent retirees?  
**Please submit names & home addresses.**
- When will payroll deductions from this campaign begin? (remember your HR/payroll processing dept must set up the payroll deductions.)

What is the payment schedule for the year?

United Way's 2010 campaign goal is to raise 2.5% more than last year. In order to reach this goal and to reward you for all the time and effort you put into running a workplace campaign, we have decreased the percentage you need to increase over last year's campaign in order to get a Director's Award. The incentive is for the 2010 campaign only. Best wishes and thanks for all you do to help us improve lives!