

## REPORTING YOUR RESULTS

Complete the information on the Employee Report Sheet. An example appears on the following pages. If you prefer, an Excel spreadsheet is available at [www.unitedwaygfegef.org](http://www.unitedwaygfegef.org) or contact Shaun Havis at 701.775.8661 or [shavis@unitedwaygfegef.org](mailto:shavis@unitedwaygfegef.org)

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Begin by compiling the following to complete your report envelope:

- The United Way copy of donor pledge forms (white).
- Group the cash/checks to the appropriate pledge forms.
- The Employee Report Sheet(s).
- The Corporate Pledge Form (if appropriate).

Complete your Employee Report sheet as follows:

1. Insert initial information, including Company Name, Address, and Total Number of Employees.
2. If your organization has made a Corporate Pledge, please indicate this in on Row 1 of the Report Sheet by listing the amount in the “Total Pledged” column and in the corresponding “Method of Payment” column.
3. List each contributor along with their total annualized pledge in the “Total Pledged” column *and* their total pledge in the corresponding “Method of Payment” column.
  - a. You may wish to list all employees regardless if they contributed, for tracking purposes. This is not necessary for United Way.
4. List each contributor’s Donor Choice Code in the “Donor Choice Code” column. If an employee does not designate an optional donor choice, leave the cell blank.
  - 1 = Education, Financial Stability & Wellness
  - 2 = Specific 501(c)3 agency
5. Total all columns with dollar amounts. The “Total Pledged” column should equal the sum of the remaining columns.
6. Indicate *total* number of contributors.
7. Total all “Donor Choice Code” and record in the “Total Donor Choice” box.
  - a. Please note that the “Total Donor Choice” may not equal the overall contribution total.
8. If your organization has more donors than the amount of the rows allotted, carry forward totals to a new report sheet.
9. Sign and date your report for United Way to reference if questions arise. Return the United Way portion of the pledge forms (white) along with any cash/checks and any unused materials.
10. Call your Account Executive when your report is ready to be picked up or mail to the United Way office if the content is appropriate to do so.