



## Employee Campaign Return Form

*\*\*\*This form must be returned by all businesses running an employee campaign*

**Company Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Campaign Coordinator Name:** \_\_\_\_\_

**Total # of employees:** \_\_\_\_\_ **Number of pay periods:**  12  24  26  Other

Type of Employee Contribution	# of Donors	Pledged Amount	Payment Enclosed
a. Cash (enclose cash)			
b. Check (enclose check)			
c. EFT			
<b>Subtotal – FULL PAID (a+b+c)</b>			
d. Direct bill			
<b>Subtotal – DIRECT BILL (d only)</b>			
e. Payroll Deduction			
<b>Total (add subtotal lines full paid + direct bill + payroll deduction)</b>			
Corporate Gift			
Special Events			
<b>Total All Gifts</b>			

<p><b>Do you wish to be billed for your payroll deductions?</b></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> monthly (beginning on _____)</p> <p><input type="checkbox"/> quarterly (March, June, Sept, Dec)</p> <p><input type="checkbox"/> semiannually (Jan &amp; July)</p> <p><input type="checkbox"/> once on: _____</p>	<p><b>Do you wish to be billed for your corporate gift?</b></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> monthly (beginning on _____)</p> <p><input type="checkbox"/> quarterly (March, June, Sept, Dec)</p> <p><input type="checkbox"/> semiannually (Jan &amp; July)</p> <p><input type="checkbox"/> once on: _____</p>
--	--

**Are all pledge cards enclosed?**  yes  no

**Are all checks and cash enclosed?**  yes  no

**Company Notes** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_