

LIVE UNITED



SPECIAL EVENTS

United Way of Greater Greensboro
1500 Yanceyville Street • Greensboro NC 27405
Telephone 336-378-6600 • Fax 336-378-6611
UnitedWayGSO.org

TO: EMPLOYEE CAMPAIGN MANAGERS (ECM)

THIS ENVELOPE IS FOR USE IN SUBMITTING SPECIAL EVENT ACTIVITIES ONLY. ALL SPECIAL EVENTS SHOULD BE COMBINED. CAREFULLY COMPLETE FRONT OF ENVELOPE WE DEPEND ON YOU FOR COMPLETE AND ACCURATE INFORMATION. THANK YOU.

SUMMARY

SPECIAL EVENTS \$ _____

YOUR SIGNATURE: X _____

COMPANY NAME _____ ACCOUNT # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ECM NAME _____ PHONE _____

PLEASE INCLUDE IN THIS ENVELOPE:

CASH AND CHECKS

NO PLEDGE CARDS SHOULD BE INCLUDED IN THIS ENVELOPE. ONLY SPECIAL EVENT FUNDS SHOULD BE SUBMITTED.

PLEASE KEEP FOR YOUR RECORDS:

Copy of EMPLOYEE CAMPAIGN REPORT (ECR)

UNITED WAY OFFICE USE ONLY

United Way Representative _____
(Please Print)

Electronic File Name _____

Face Page Processor _____

Envelope # _____

Auditor Name & Date _____

SEAL ENVELOPE -- PLEASE DO NOT MAIL -- A UNITED WAY REPRESENTATIVE WILL PICK IT UP