

EPLEDGE REPORTS: Log into ePledge and click “Change to e-Administration”. Click on Web Reports:

- Run and print the PDF “**Campaign End Report**”.
- Run and print the PDF “**Cash Report**” (if you allowed cash/checks to be donated).
 - Collect all cash/checks and PAPER CLIP to the report.
 - If the donor printed their emailed receipt, collect a copy.
 - Double check the cash and checks balance.

NOTE: If your campaign only has online pledges (no cash, checks or paper pledges), run the Campaign End Report and email the PDF to your United Way account manager.

IF YOU ALSO HAVE PAPER PLEDGE FORMS:

- Original copies of the paper pledge forms must be returned to United Way and must be signed and dated.
- Direct Bill pledges: verify pledges include donor’s home address.
- Complete the [Envelope Summary Report \(ESR\)](#) for all contents inside with envelope. Mark the ESR Partial or Final (Partial if you are planning to submit another envelope later; Final if this is your last envelope to submit)
- DO NOT staple or tape cash/checks to paper pledge forms
- Checks must be made out to United Way of Greater Greensboro
- Do not combine Special Event dollars and Employee Campaign Dollars in envelopes.

PLACE ALL EMPLOYEE PLEDGES INTO THE REPORT ENVELOPE

If you need a report envelope, contact your United Way account manager.

1. Fill out the front of the envelope in its entirety:

- i. Total employee gifts & Total corporate gift (if providing)
- ii. Your signature & Your contact information

2. Insert into the Campaign Envelope:

- iii. Any paper pledges and the ESR
- iv. The ePledge reports and any cash/checks
- v. Review the checklist to make sure everything listed is included in the envelope

3. SEAL the envelope *PLEASE NOTE: We cannot accept envelopes without being signed and sealed!

PUT ALL SPECIAL EVENT MONEY INTO THE SPECIAL EVENT ENVELOPE:

- Separate special event money between cash/coins and checks. Fill out a [Special Event Reconciliation Report](#) totaling the cash/coins and checks separately.
- Place in the reinforced special events envelope. Seal and complete the front of the envelope.
- Do not include any pledge forms in the special events envelope.

Call/email your United Way contact to let them know you have an envelope ready for pick-up!