

General Instructions

1. You do not need to wait until your campaign is over to turn in an envelope. It is recommended that you turn them in weekly or as you collect substantial numbers of pledges.
2. Don't forget to sign on the reverse once you and a United Way representative have checked your figures together. (If this is not possible, it is recommended that you and a co-worker verify the figures and both sign the envelope.)
3. **Seal your envelope.**
4. Make a copy of the front of this envelope and retain it for your records.
5. Please do not mail the envelope. Call your United Way volunteer or the United Way office at 773-5339 for pick up. You may drop it off yourself or bring it to a weekly report lunch.

Comments/Additional Information

Submitted by: _____ Phone Number: _____