

How to Fill Out a Solicitor's Envelope


1. Write in the Department Name. For Example: External Affairs
2. Write in the Department number: For Example: 14800
3. Choose either the Partial or Final box for the department. If you have gathered all pledge forms from a department then mark "Final." If you have more forms to collect from a particular department, mark "Partial."
4. List the names of each employee for whom you are turning in a pledge form. Fill out across the row for employee's pledge. Write in the employee's total donation amount in either the Payroll Deduction column; Cash/Check column; or the Credit Card column. Again, write in the total deduction in the "Total Pledged" column at the end of the row.
5. Total all columns as indicated on the "Totals" row at the bottom of the page.
6. Write in your name as the Solicitor
7. Include a contact phone number.
- 8. Make a copy of the front of this envelope for your records.**
9. Take the completed Solicitor's Envelope (with pledge forms inside) to either, your Cabinet Member (Cabinet member information found on website www.uky.edu/UW); or UKUW Treasurer, Joe Bonilla in 356 Peterson Service Building.

Important Reminders:

Please use one Solicitor's Envelope for each department for which you are turning in pledge forms. For example, if I have pledge forms from employees in Accounts Payable, Sponsored Projects and Payroll; I would fill out three separate Solicitor's Envelopes that included the pledge forms from each of those three departments.

Separate Prize Drawing cards from pledge forms. You may place prize cards in the Solicitor's Envelope but clip or rubber band all prize cards together.

Solicitor's Envelope



United Way
of the Bluegrass

Department Name External Affairs Report type: partial final

Department Number 14800

INSTRUCTIONS

1. All pledge cards must be signed.
2. Please be sure that cash/check is securely attached to the pledge card to which it belongs and placed in this envelope.
3. Please print names clearly and make sure envelope face matches contents of envelope.

UKUW STAFF USE ONLY

Envelope # _____

Account # _____

EMPLOYEE NAME (as shown on pledge card)	PAYMENT OPTIONS			TOTAL PLEDGED
	Total Payroll Deduction Amount	Cash/Check Amount Enclosed	Total Credit Card Amount (for year)	
1. <u>John Doe</u>	<u>156.00</u>			<u>156.00</u>
2. <u>Jane Jones</u>		<u>100.00</u>		<u>100.00</u>
3. <u>Sam United</u>			<u>1000.00</u>	<u>1000.00</u>
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
TOTALS (Please add all columns)	<u>156.00</u>	<u>100.00</u>	<u>1000.00</u>	<u>1256.00</u>

Solicitor's Name Lori Sutton Date 10/5/08

Solicitor's Phone Number 257-2529

TO BE COMPLETED UK AUDITORS ONLY				
Audited by: _____	Group _____	Number of donors _____	Total Amount Pledged in this Envelope _____	Total Amount Cash/Check in this Envelope _____
Date: _____				

Please keep a copy of front of envelope for your records!