



## Envelope completion instructions

United Way  
of Northwest Louisiana

### Quick Calculations

**Donation Amount:**

**\$5/paycheck**

**Pay Periods:**

12 times/year - \$60/year  
24 times/year - \$120/year  
26 times/year - \$130/year  
52 times/year - \$260/year

**Donation Amount:**

**\$10/paycheck**

**Pay Periods:**

12 times/year - \$120/year  
24 times/year - \$240/year  
26 times/year - \$260/year  
52 times/year - \$520/year

**Donation Amount:**

**\$25/paycheck**

**Pay Periods:**

12 times/year - \$300/year  
24 times/year - \$600/year  
26 times/year - \$650/year  
52 times/year - \$1300/year

**Donation Amount:**

**\$50/paycheck**

**Pay Periods:**

12 times/year - \$600/year  
24 times/year - \$1200/year  
26 times/year - \$1300/year  
52 times/year - \$2600/year

**Donation Amount:**

**\$100/paycheck**

**Pay Periods:**

12 times/year - \$1200/year  
24 times/year - \$2400/year  
26 times/year - \$2600/year  
52 times/year - \$5200/year

### Create Tally Worksheet:

(see example in campaign resources):

This can be handwritten or an excel spreadsheet. List all donors, amounts, and pledge type.

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### Pledge Forms:

Verify that you have a pledge form (white copy) for everyone who has chosen to donate.

#### Payroll Pledges:

Verify amount and payroll frequency boxes are checked and payroll forms are signed.

#### Cash/Check Pledges:

Verify cash and check totals and include on tally sheet

#### Credit Cards:

Verify amount, frequency, credit card number and expiration date are complete

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### Campaign Envelope:

Record the correct number of total employees

Verify/correct address(es), email(s) and phone number(s) for your business

Complete your name, title, and phone so that questions could be answered if needed as the preparer of the envelope

Complete the summary at the bottom (totals from worksheet)

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If you have any questions, please contact your United Way representative at 318-677-2504.