



3631 Perkins Avenue  
 Cleveland, OH 44114  
 (216) 361-9920  
 www.communityshares.org

*Please Print*

Date Completed \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Campaign Manager \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Number of Employees \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Payroll Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

LIST ONLY PLEDGES AND PAYMENTS INCLUDED IN THIS ENVELOPE						
TYPE OF CONTRIBUTION	No. of Gifts	Total \$ Amount of	OFFICE USE ONLY	Auditor	Date	
Payroll Deduction Pledges						
Fully Paid Contributions	Checks					
	Cash					
	Credit Cards					
Online giving via Community Shares iPledge*						
Text-to-Give via Mobile Cause* *Call Shares to get payroll report detail for your payroll dept. and enclose a copy						
<b>TOTAL OF EMPLOYEE GIFTS</b>						
Special Event Funds Enclosed						
Company Gift						
<b>GRAND TOTAL</b>						

**THIS REPORT IS:** PARTIAL  FINAL   
 check one Campaign End Date \_\_\_\_\_

CAMPAIGN COORDINATOR CHECKLIST	COMMUNITY SHARES USE ONLY	
	Auditor	Date
<input type="checkbox"/> This reports only the contents in this envelope.		
<i>For Community Shares pledge forms I have:</i>		
<input type="checkbox"/> Enclosed <b>original</b> copies in this envelope.		
<input type="checkbox"/> Enclosed copies of online pledges.		
<input type="checkbox"/> Made copies for myself.		
<input type="checkbox"/> Asked employees to keep a copy.		
<input type="checkbox"/> Given copies to my payroll department.		
<input type="checkbox"/> Envelope is filled out completely.		
<input type="checkbox"/> Envelope is signed.		
<b>Call (216) 361-9920 for envelope pick-up.</b>		
	Credit Card Audit	
	Mobile Text Audit	
	Online Audit	
	Other Audit	
	Computer Entry	
	Deposit Date	
	Scan	