



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

*Please Print*

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	\$ Amount Enclosed
Payroll Deduction Pledges			N/A
Fully Paid Contributions	Checks		N/A
	Cash		
	Credit Cards		N/A
Online giving via Community Shares iPledge (Call Shares to get payroll report detail for your payroll dept. and enclose a copy)			N/A
<b>TOTAL OF EMPLOYEE GIFTS</b>			
Special Event Funds Enclosed			
Company Gift Enclosed			
Company Gift to be Billed by Community Shares			N/A
<b>GRAND TOTAL</b>			

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

**CHECKLIST**

- This reports only the contents in this envelope.  
*For Community Shares pledge forms I have:*
  - Enclosed **original** copies in this envelope.
  - Made copies for myself.
  - Asked employees to keep a copy.
  - Given copies to my payroll department.
- Envelope is filled out completely.
- Envelope is signed.

**Call Community Shares at (216) 361-9920 to arrange pick-up of envelope.**

**COMMUNITY SHARES USE ONLY**

	Auditor	Date
Pay. Ded. Audit		
Fully Paid Audit		
Special Event Audit		
Credit Card Audit		
Online Audit		
Other Audit		
Computer Entry		