

# Report Your Success

At the official end of the giving portion of the campaign, tally the pledge cards and report the information to Earth Share. We recommend that you also use a [campaign report](#) to complete your campaign. If you need help tallying, just let us know — we're happy to help.

Creating a [campaign report](#) can make all the difference for you, the employees, and the participating funds and federations. Some of the benefits a campaign report provides are:

- Documenting the success of your campaign so that you can use it to compare it to future campaigns
- Helping you to set goals for future campaigns
- Helping you to assess progress during campaigns
- Informing employees about how much was pledged
- Serving as a control to ensure that calculated totals match the pledge forms received, both for you and for the participating funds and federations
- Ensuring that donations get to the correct nonprofits

	2004 500 total employees			2005 550 total employees			
	Total \$	# Donors	% Giving	Total \$	# Donors	% Giving	% Change
<b>EARTH SHARE</b>	3,750	75	15%	4,500	90	15%	+20%
<b>BLACK UNITED FUND</b>	3,000	60	12%	3,500	70	13%	+17%
<b>UNITED WAY</b>	2,500	50	10%	3,000	60	11%	+20%
<b>OVERALL TOTALS</b>	<b>\$9,250</b>	<b>185</b>	<b>37%</b>	<b>\$11,000</b>	<b>220</b>	<b>39%</b>	<b>+19%</b>

If you have a combined campaign (involving other funds or federations), calculate the total pledges for each fund and federation and the overall total. Be sure to include your company's matching dollars, if any. You do not need to track designated contributions to specific agencies within Earth Share of Oregon or within other funds and federations. You may want to track donations for your company's divisions, departments, or sites. Give a copy of your report, with pledge cards, to participating funds and federations, and pass it out at your campaign evaluation meeting.

Expect some late arriving pledge forms. Just ask your Earth Share representative to come pick them up and don't forget to add the extra donations to your total.