



2024 / 2025 ANNUAL CAMPAIGN CHECKLIST

Thank you for your outstanding work coordinating the United Way campaign at your workplace. You truly embody the “Live United” spirit, and your efforts will positively impact thousands of North Country residents!

The following checklist is designed to help you wrap up your campaign. Please do not hesitate to reach out with any questions.

- Review all received pledge cards to ensure each one is correctly filled out with the donor’s information.
- For donors using PAYROLL DEDUCTION, remove the perforated bottom of the pledge card and give to Human Resources or Administration as appropriate.
- If you are using the online pledge portal, please make sure that all records are highlighted in green (which means the pledges are confirmed). You may generate your campaign report from the portal and add your paper pledge totals.
- Complete the 2024/2025 Campaign Report. Print and place in the enclosed envelope, along with paper pledge forms, checks and any currency collected during the campaign.
- Mail the campaign envelope to the United Way office at the address below or coordinate with United Way staff for pick up.
- Last but most definitely not least, pat yourself on the back for a job well done and know that you made a difference in the community!

United Way of Northern New York, Inc.
167 Polk Street, Suite 300
Watertown, NY 13601

Questions? Reach out to us at (315) 788-5631 or dawn.cole@unitedway-nny.org

Can’t find the campaign report? No worries. Check out the campaign toolkit at:
<https://www.unitedway-nny.org/campaign-toolkit/>

Thank you for your support and leadership!