



2025 / 2026 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 there are no duplicate pledges. You may generate your campaign report from the portal and add your paper pledge totals.
- ☐ Complete the 2025/2026 Campaign Report. Print and send to United Way, along with paper pledge forms, checks, and any currency collected during the campaign.
- ☐ Mail the campaign materials to the United Way office at the address below or coordinate with United Way staff for pick up.
- ☐ Last but most certainly 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

Check out the campaign toolkit at: www.unitedway-nny.org/campaign-toolkit-2/

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

Thank you for your support and leadership!