



2026 / 2027 CAMPAIGN WRAP-UP CHECKLIST

You did it! Thank you for bringing the United Way Campaign to life in your workplace. Your time, energy and leadership help make this work possible. Before you officially call your campaign complete, use this quick checklist to help wrap everything up.

- ☐ 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 2026/2027 Campaign Report. Print and send to United Way, along with paper pledge forms, checks, and any currency collected during the campaign.
- ☐ Mail the Campaign Report and pledge forms 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

COMMUNITY DOESN'T JUST HAPPEN.
Thanks for showing up.