

Preparing Your Campaign Report Envelope

(Template available on CD)

Thank you for coordinating the United Way Campaign in your workplace!

Listed below is a checklist of items to help you prepare this campaign envelope:

- Be sure to check the back of the pledge card for employee designations.
 1. If it is easier for you to report the requested information on an Excel spreadsheet or other computerized spreadsheet, versus hand writing the information on the summary form, please feel free to use your own computerized form.
 2. Please be sure to completely fill out the Campaign Report.
 3. Give the yellow copy of the pledge cards to your payroll office for payroll deduction. Enclose the off-white card copy of the pledge cards in the envelope.
 4. **Please return your envelope to the United Way office by October 31, 2009 or make arrangements with the Campaign Cabinet member who is working with you to have it picked up.**

If you have any questions, or would like a United Way staff person to help you fill out the paperwork, please feel free to call our office at 315-539-1135.

Thank you for your time and efforts in organizing your company's campaign!

LIVE UNITED

