

United More Than Ever.

CAMPAIGN COORDINATOR CHECKLIST

United Way of Northern New York's mission is to measurably improve the lives of ALL residents of Jefferson, Lewis and St. Lawrence Counties through leadership, training and funding. Through the generosity of our donors and our Community Impact Program, the North Country Center of Nonprofit Excellence and grants, we are creating successful outcomes cross the North Country.

- Review all campaign materials.
- Mark your calendar with the reporting deadlines.
- Consider making your own gift first to lead by example and share about the decision or process with your co-workers.
- Set up an in-person or virtual meetings to show the campaign video. Email a link of the video to all employees.
- Hand deliver hard copy pledge cards or email the link to the electronic form.
- ASK FOR A DONATION TO UNITED WAY!**
- Encourage all employees to go to United Way Website www.unitedway-nny.org for more information on the United Way of Northern New York's impact throughout the North Country.
- Urge co-workers to give through the convenience of payroll deduction.
- Collect all pledge forms (even those that are not filled out), cash contributions, and checks in time to meet reporting deadlines. Give payroll their copy of pledge card donation.
- If conducting on-line campaign print the donor report and email to your payroll.

Double check . . .

- All pledge forms are signed.
- All bill-direct information is correct and signed.
- Paperclip any cash and checks to the pledge forms.
- Encourage employees who haven't pledged to contribute.
- Turn in all forms, checks and cash to Tobi Darrah at United Way of Northern New York.

**THANK DONORS FOR SUPPORTING THE UNITED WAY AND
FOR MAKING A DIFFERENCE IN THEIR COMMUNITY!**

