

Spark Hope, Live United.



2022 ANNUAL CAMPAIGN CHECKLIST

Please review the below checklist at the completion of your campaign.

- 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.
- Complete the 2022 Campaign Report. Print hard copy of the filled-out report and place in envelope. Send an electronic copy of the form to United Way of Northern New York's Director of Development. The electronic file is available at www.unitedway-nny.org/campaign-toolkit.
- Paperclip all checks together and place in envelope.
- Paperclip all paper currency together and place in envelope.
- Coordinate with United Way Staff for pickup or delivery of this envelope.

THANK YOU