

After the Campaign

Turn in Payroll copies:

Accurate and timely remittance of campaign results and paperwork to your Payroll Department and United Way helps ensure that payroll deductions, cash, checks, credit card pledges, and stock contributions are processed quickly. It also ensures that donors and your organization are properly recognized for their contributions.

Make sure that you provide United Way with a list of donors and results, including number of employees, number of donors, number of leadership donors and all contributions. Keep a copy so that the next year's campaign team can begin their campaign with an accurate analysis of the previous year's campaign.

Turn information in to LE:

Reporting results accurately and promptly is crucial. When you are ready to report the results, your United Way loaned executive or staff will pick up your report envelopes. It is important to schedule this meeting ahead of wrap-up & ask any questions over the phone ahead of time. Your loaned executive or staff is required to sit down with you to help you fill out the envelope. Each of you can check the totals & information on the envelope to prevent mistakes or frequent trips back & forth to resolve them.

We appreciate the time you spend to account for all information on the envelope.

For assistance with preparing your results for United Way, please refer to the Reporting Results Checklist.