

END OF CAMPAIGN CHECKLIST



Verify all pledge forms (paper and electronic) have been submitted.



Confirm payroll deduction information has been processed by your payroll department.



Submit any cash or check donations according to campaign procedures..



Ensure matching gift information has been collected, if applicable.



Confirm final campaign report has been received from United Way.



Verify employee participation and leadership giving lists, if applicable.



Complete a short campaign evaluation.

For any questions, please reach out to c.king@uwscmi.org