

Thank you for helping to process pledges to the United Way Campaign! Your support is very much appreciated. In an effort to streamline processing of pledges and to ensure we capture all donor information and match pledges to check amounts we receive from your organization, we have created the following checklist below. If you have ANY questions or if you require ANY assistance, please contact Kendra Baker at (207)778-5048 or by email at [finance@uwtva.org](mailto:finance@uwtva.org).  
Thank you again for all your support!



**CAMPAIGN COORDINATOR FOLLOW-UP CHECK-LIST**

- Collect all employee pledge sheets
- Photo copy employee pledge sheets for your records
- Generate a payroll report which summarizes employee pledges (example below)
- Send the campaign summary report and original pledge sheets to:

United Way of the Tri-Valley Area  
P.O. Box 126  
Farmington, ME 04938  
Attn: Kendra Baker

EXAMPLE

Organization Name: ABC Manufacturing  
Withholding Type: United Way of the Tri-Valley Area Pledges

Payroll Withholding Start Date: \_\_\_\_\_

Payroll Withholding End Date: \_\_\_\_\_

Employee Name	Payroll Deduction	1 Time Direct Contribution	# of Contributions	Total Pledge
John Smith	\$5.00		20	\$100.00
Rita Cunningham		\$100.00	1	\$100.00
Beth Allen	\$2.00		26	\$52.00
Robert McAllister	\$2.00		52	\$104.00
			<b>Total Raised</b>	<b>\$356.00</b>

\*Please note that the number of contributions could be less than 52 weeks per year dependent upon pay structure and timing