



United Way
of Whatcom County

Campaign Wrap Up Checklist

Check off each step as you prepare to wrap up the campaign

- Make sure all donations and forms are turned in
- Check forms to make sure they are completely filled out
 - Look for signature, correct # of pay periods, total donation amount, credit card expiration date, etc.
- Schedule a wrap up meeting with your United Way representative
- Make copies of all payroll deduction forms for your HR department (Originals go to United Way)
- Fill out the Campaign Wrap Up Sheet:
 - Update key contact information
 - Provide most recent employee count
 - Enter donation amounts as indicated
- Provide feedback about what worked well this year and what could be improved.
 - Ask your team for input as well
- Announce results and thank everyone
- Pat yourself on the back. 😊

Any other follow up required?

- _____
- _____
- _____

Thank you!