



Metro United Way

CAMPAIGN WRAP-UP PROCESS

You did it!! The employee giving campaign is complete, so what is next?

1. Where possible, proof paper pledge forms submitted by donors to ensure they are filled out correctly. If you do not use MUW Pledge Cards or ePledge, provide your Development Manager with donor details such as names, emails, addresses, and donation amounts for tax purposes and recognition.
2. **This step is the most important one for closing out the employee giving campaign.** All pledge types (paper pledge cards, ePledge, ePledge lite, Excel file with donor information, etc) will need to be confirmed with the format below for our internal processing purposes.

If you use ePledge or ePledge lite, your Development Manager will send this to you automatically shortly after the links close. If you use pledge cards or send the Excel file, your Development Manager will plug in the information you provided and send an email like the one below with a break down of # of donors and total dollars raised for final confirmation:

Dear ECL name,

Thank you so much for your support of Metro United Way – we appreciate all your hard work for your company’s campaign! Attached are the final results file that you will need to forward to your payroll department. It is critical that you do this immediately in case there are any questions or concerns.

Please confirm with me via email that these numbers meet with your approval.

Below is a summary of your final results:

	DONORS	TOTAL
BILL DIRECT	1	\$1
FULLY PAID	2	\$2
PAYROLL DEDUCTION	3	\$3
CONTINUOUS GIVERS	4	\$4
TOTALS	10	\$10

**Once you receive this email, a quick and easy “yes” reply is all we need