

ePledge Quick Checklist

Company Name _____

E-pledge Administrator _____

Administrator's e-mail address _____

Information needed by United Way by:	Checklist	Completed
3-4 weeks prior to your campaign	Organization approval for electronic communications from United Way to be allowed through security setting.	Date complete:
3-4 weeks prior to your campaign	Campaign start date	_____ Month/date
3-4 weeks prior to your campaign	Campaign end date	_____ Month/date
3-4 weeks prior to your campaign	Contact names and emails for those involved in running the campaign	Date sent:
3-4 weeks prior to your campaign	Notify United Way of any special information that may need to be tracked	Date sent:
2-3 weeks prior to your campaign	Complete list of all employees and their email address in an Excel spreadsheet or .CSV file	Date sent:
2-3 weeks prior to your campaign	Endorsement letter from your CEO and/or welcome message for home page.	Date sent:
2-3 weeks prior to your campaign	Your company logo in JPEG or GIF form (optional)	Date sent:
2-3 weeks prior to your campaign	Number of pay periods, i.e., 12, 24, 26 or 52	Date sent:
2-3 weeks prior to your campaign	Participation goal (%) for this year's campaign or Total gift goal (\$) for this year's campaign	_____ % or \$ _____
1 week prior to campaign	Site testing and finalization	Date completed: