

FILLABLE PDF PLEDGE CAMPAIGN INSTRUCTIONS



Contributions to United Way of Southwest Michigan can be made with our easy-to-use fillable PDF pledge form, found on our website at uwsm.org/workplace-campaign.

Good news! This is a very simple way to hand out pledge forms since it can all be done via EMAIL. This is exactly like the paper form but without the hassle of physically handing them out or collecting them!

Step 1: Attach the fillable form to your United Way campaign kick-off email (sample emails provided at uwsm.org/workplace-campaign) explaining this new approach to campaign.

Step 2: Mid-way through your campaign send a reminder email with the PDF form attached to keep it top of mind for employees.

Step 3: When your campaign concludes, send copies of the PDF forms either via email or printed physical copies to your payroll department as well as to your United Way Campaign Coordinator.

Step 4: Send a thank-you email to employees announcing your campaign attainment.

Step 5: Pat yourself on the back, you did it!