How to Submit 2020 United Way Campaign Results

Due to the current circumstances created by the COVID-19 crisis, checks for this year’s campaign should be sent directly to our bank. **Please DO NOT include cash in any envelopes mailed to US Bank.** Please convert cash into a check when possible.

Method 1 – Preferred Method

Email your digital campaign results to pledges@stl.unitedway.org

* Fill out the Campaign Report Form and include it in the email with your campaign results
* Include other items such as spreadsheets, scanned pledge cards, or digital pledge cards
* If you also have payments to remit:
	+ Please **DO NOT** include cash in envelopes mailed to the bank. If you have cash, please convert it to a check to include in the envelope, or make arrangements with your Corporate Account Manager (CAM) or Campaign Representative (CR) to get it to the United Way office
	+ Print out and place the same Campaign Report Form on top of any checks along with their corresponding pledge cards in an envelope to be mailed or couriered to:

**Via USPS Priority Mail (preferred):**

United Way of Greater St. Louis

Attn: Annual Campaign

PO Box 954281

St Louis, MO 63195-4281

**Via non-USPS or courier (this incurs a fee for us):**

United Way of Greater St. Louis #954281

SL-MO-C1WS

1005 Convention Plaza

St Louis, MO 63101

Method 2 – No Digital Results Available

Mail or courier your results to US Bank

* Fill out the Campaign Report Form and include it as the cover sheet in your campaign envelope
* Only report results on the Campaign Report Form for pledges that you are including and submitting in each envelope
* Place any pledge cards and checks behind the Campaign Report Form
	+ Please **DO NOT** include cash in envelopes mailed to the bank. If you have cash, please convert it to a check to include in the envelope, or make arrangements with your CAM or CR to get it to the United Way office
* Mail or courier the envelope to:

 **Via USPS Priority Mail (preferred):**

United Way of Greater St. Louis

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Method 3 – Unable to convert cash to check

* Fill out the Campaign Report Form and include it as the cover sheet in your campaign envelope
* Contact your CAM or CR to make arrangements for the remittance of cash