

# HOW TO SUBMIT UNITED WAY CAMPAIGN RESULTS

PLEASE FOLLOW THE INSTRUCTIONS THAT ALIGN WITH THE MATERIALS THAT YOU HAVE

**I have all digital results (pledge tracking sheet and/or scanned pledge cards).**

- *Use this method if you have no payments to remit at this time.*
- Fill out the [Campaign Report Form](#).
- Email the completed form, your [tracking spreadsheet](#), and/or your pledge card scans to [pledges@stl.unitedway.org](mailto:pledges@stl.unitedway.org).

**I have paper pledge materials and no payments to remit at this time.**

- Fill out the Campaign Report Form.
- Print and mail the completed form along with your paper pledge cards:

Via USPS Priority Mail:  
United Way of Greater St. Louis  
Attn: Annual Campaign  
PO Box 954281  
St Louis, MO 63195-4281

**I have checks and other paper pledge materials to submit.**

- Fill out the [Campaign Report Form](#).
- Print and mail the completed Campaign Report Form along with your paper pledge cards:

Via USPS Priority Mail:  
United Way of Greater St. Louis  
Attn: Annual Campaign  
PO Box 954281  
St Louis, MO 63195-4281

**I have cash and checks and other paper pledge materials to submit.**

- Fill out the [Campaign Report Form](#).
- If possible, convert the cash to a check, and follow method 3 instructions.
- If you are not able to convert the cash into a check, submit an order for a [Workplace Campaign Envelope](#) and contact your United Way staff member to arrange for a pickup.

Not sure which way works best for you? Contact your United Way staff member to let them know the materials you have and work together to determine the proper arrangements. If you are unsure of who your United Way staff member is, please email [ecchelpdesk@stl.unitedway.org](mailto:ecchelpdesk@stl.unitedway.org).