

## Dear 2026 UR United Way Department Champion,

Thank you for assisting with the University's United Way Campaign. We hope you enjoy your role as Department Champion. Contact the University's United Way Office whenever we can be of assistance. Helping to make the campaign more **visible** on the department level and assisting in getting the word out about the campaign is important. Please read the **2026 Steps for Success** to learn how you can assist us in helping our community! ANY size donation will make an impact and help someone in the Rochester area.

**The 2026 UR United Way website should be available March 6<sup>th</sup>.** Please review the campaign information found there. The online for **department champions** section on the website has the same information available in paper/folder format. The campaign website address is: [www.rochester.edu/unitedway](http://www.rochester.edu/unitedway)

Online pledging begins **March 11<sup>th</sup>**. The ePledge link (online pledging) will be available in Workday and on the website under **make a pledge**. For those who want options other than pledging online, they should be instructed to email the UR United Way Office at [uwco@hr.rochester.edu](mailto:uwco@hr.rochester.edu) and a pledge form can be emailed to them. A quantity of forms can also be mailed via campus mail, by request.

There are **four weekly prize drawings**. Please see the prize sheet or the website for details. Please encourage early pledging, to be eligible for more drawings. As always, Continuous Pledge payroll donors with pledges still in effect are automatically included in all prize drawings- one of the many benefits of Continuous Pledge.

**Continuous Pledge donors** (those with a payroll pledge that rolls over from year to year) will receive an email from the UR UW office with instructions on how to modify their pledge amount or donor options online via ePledge, from **March 11<sup>th</sup> until May 1<sup>st</sup>**. After May 1<sup>st</sup>, Continuous Pledge donors can make modifications by sending an email to the UR United Way Office at [uwco@hr.rochester.edu](mailto:uwco@hr.rochester.edu).

**Campaign reports** will be available to United Way Champions include Summary Reports (which include dollars pledged, number of donors, % participation) and Response Reports (which lists who has/has not responded to the campaign). These reports are helpful tools to assist you in managing your department(s) campaign effort. If you are a NEW champion, please contact Jess to request reports.

Thank you for your help and support!

**Janet and Jess, UR United Way Office.** Questions?

Contact us at [uwco@hr.rochester.edu](mailto:uwco@hr.rochester.edu)