



Scorecard Submission Simplified

Follow these steps to complete and submit your scorecard.

1. Download the [DoNation Campaign 2024 Scorecard](#) onto your computer. The scorecard is a fillable form.
2. Input your donor registration goal and mark completed activities on the scorecard throughout the campaign year. **The scorecard will automatically calculate your points.**
3. Once your workplace's campaign year ends, email the completed scorecard file to DoNation@hrsa.gov.

PLEASE NOTE

- All scorecards must be submitted by **September 30**.
- Submit scorecards in their original, .PDF file format. Do not alter the file type or paste the contents into another program.
- All fields on page 1 of the scorecard must be filled out, including city/state/ZIP code.
- The "Reporting Donation Organization" refers to the organ procurement organization (OPO) responsible for the workplace's service area.

Frequently Asked Questions

Can I submit the scorecard before September 30?

Yes, you may submit scorecards any time between October 1 and September 30, following completion of your workplace's campaign activities.

When will my workplace receive our recognition certificate?

Recognition certificates are delivered via email to the OPO contact listed on your scorecard.

Contact your OPO liaison if you do not receive your certificate within 30 days of submitting your completed scorecard.

When will other recognition materials, including web badges, banners, screensavers, and GIFs be available?

All recognition materials will be available in the [Outreach Materials Library](#) beginning October 1.

Where do I send my scorecard-related questions or concerns?

Please contact DoNation@akoyaonline.com with any DoNation Campaign questions.