



COMPANY		DATE	
	Contact Name	Email	Phone
ECM			
DATA			
UWGKC STAFF			
UWGKC EPLEDGE			
	Date		Date
DATA FILE DUE TO UWGKC		CAMPAIGN START	
SITE LIVE		ACTIVE CAMPAIGN CONCLUDES	

## Data File Upload Details Excel spreadsheet format; due six weeks prior to campaign kickoff

The following items listed below are required for each employee:

- EMPLOYEE ID NUMBER  
*Should be unique & in same format as last year*
- EMAIL ADDRESS
- NAME (FIRST, M., LAST)
- PAY PERIODS PER YEAR

	2016		2017	
WORK ZIP CODE PROVIDED*	Yes	No	Yes	No
SALARY PROVIDED	Yes	No	Yes	No
HOME ADDRESS	Yes	No	Yes	No
ETHNICITY <i>Optional</i>	Yes	No	Yes	No
GENDER <i>Optional</i>	Yes	No	Yes	No
BIRTHDATE <i>Optional</i>	Yes	No	Yes	No
MULTIPLE LOCATIONS* <i>If using multiple locations, data is due eight weeks prior to campaign kickoff</i>	Yes	No	Yes	No

**\* Required in file submission if multiple locations are "yes"**

### NOTES:

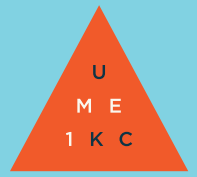
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## Site Design

	2016		2017		Provided By & Date
LOGO <i>280px</i>	Yes	No	Same	New	
KICKOFF EMAIL	<del>Yes No</del>		Same	New	
INCREASE CHALLENGE	Yes	No	Yes	No	
SUGGESTED GIFT 1 - 5%	Yes	No	Yes	No	
SUGGESTED GIFT 2 - 10%	Yes	No	Yes	No	
SUGGESTED GIFT 3 - 15%	Yes	No	Yes	No	
SUGGESTED GIFT 4 - OTHER	_____ %		_____ %		

KICKOFF EMAIL SENDER \_\_\_\_\_ @uwgkc.org

KICKOFF EMAIL SUBJECT LINE \_\_\_\_\_

### 'CONTACT US' FOR KICKOFF EMAIL

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

NON-RESPONDENT EMAIL          Standard          Custom

NON-RESPONDENT EMAIL SENDER \_\_\_\_\_ @uwgkc.org

NON-RESPONDENT EMAIL SUBJECT LINE \_\_\_\_\_

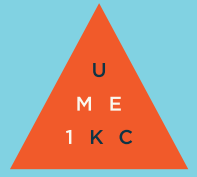
### DATES FOR NON-RESPONDENT EMAIL

\_\_\_\_\_

### DETAILS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Local IT should whitelist the uwgkc.org and unitedwaygkc.org domains and open the flow control for the duration of the campaign.**



## Payment Types

Payment types offered: Payroll Deduction, Credit/Debit, Electronic Check, Direct Bill, Stock and No Donation

For payroll deduction, complete the following:

	2016		2017		Provided By/Date
PAYROLL DEDUCTION	Yes	No	Yes	No	
PERCENTAGE	Yes	No	Yes	No	Specifics
PER PAY PERIOD	Yes	No	Yes	No	Specifics
TOTAL PLEDGE	Yes	No	Yes	No	
ONE-TIME PAYROLL	Yes	No	Yes	No	
PAYROLL DEDUCTION BEGINS (MO/YR)					
PAYROLL EXPORT DATE (SENT BY UW)					

*For payroll deductions, we will send a file with Employee ID Number, Donor Name, and Total Pledge Amount.*

### REGIONAL CAMPAIGN

Does the company remit payroll payments to any United Way other than UWGKC?      Yes      No

Please note: United Way of Wyandotte County is a separate United Way

### NOTES:

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