



United Way
Peterborough & District

United Way @Work Light Campaign Setup Form

Please complete this set-up form so that we can set up your United Way @Work Light online campaign. Submit this form to office@uwpeterborough.ca a minimum of 1 week before you wish to launch your campaign.

WORKPLACE CONTACTS:

Role: **Employee Campaign Contact** - Access the campaign dashboard and campaign reports with donor details – permissions are easily customized, please ask!

Name: _____

Email: _____

Phone #: _____

Role: **Payroll Contact** – Access the Payroll Deductions Report

Name: _____

Email: _____

Phone #: _____

CAMPAIGN INFORMATION:

Organization Name: _____

Campaign Start Date: _____

Campaign End Date: _____

Campaign Goal: _____

Display Dollar Thermometer: Y / N

Logo for Desktop (*JPG approx. 275 x 70 pixels*): *pls attach*

Logo for Mobile (*JPG approx. 115 x 70 pixels*): *pls attach*

Employee Pay Period Number: _____

Donor's Pay Period Option(s): _____



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LOCATION DETAILS:

If your workplace has locations outside of Peterborough County, please indicate below:

<input type="checkbox"/>	Please check to use the same locations as last year
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COMPANY LOCATIONS:

Level 1 (ie Prov/Region/Area)	Level 2 (ie City/Store #)	Address including Postal Code