



## 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](mailto: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): Please send via email

Logo for Mobile (JPG approx. 115 x 70 pixels): Please send via email

Employee Pay Period Number: \_\_\_\_\_

Donor's Pay Period Option(s): \_\_\_\_\_



**United Way**  
Peterborough & District

**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 |
|--------------------------|-----------------------------------------------------|

**COMPANY LOCATIONS:**

| Level 1<br>(ie<br>Prov/Region/Area) | Level 2<br>(ie City/Store #) | Address including Postal Code |
|-------------------------------------|------------------------------|-------------------------------|
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