

Every company and campaign is different, and the DonorPoint donation platform is flexible and customizable to meet the needs of your individual company. This checklist is a tool to assist you in developing and running a successful campaign. Providing the materials below will help you, your team and United Way of Greater Cleveland (UWGC) determine your specific needs. If you have any questions, please contact your UWGC Account Manager.

Company Name:

UWGC Account Manager:

Campaign Launch Date:

ITEM	OPTIONAL OR MANDATORY	DATE NEEDED
DonorPoint Building Guide	Mandatory	6 weeks before launch -
Workplace Campaign Communication Planner	Mandatory	4 weeks before launch -
Company Logo (PNG format)	Mandatory	4 weeks before launch -
Employee File*	Mandatory	4 weeks before launch -
Custom Email Messages (in MS Word file)	Optional	6 weeks before launch -
Goal Amounts	Optional	4 weeks before launch -
Special Event Materials	Optional	4 weeks before event launch -

**Please review the Employee File Template. Your help in providing employee data to the specifications listed greatly facilitates our processing campaign results.*

Delay in providing any of the above items in the time frame specified may delay your campaign launch.

For United Way of Greater Cleveland Use Only

Company Name:.....

UWGC Account Manager:.....

Company FRID:.....

Employee Campaign Manager:.....