

United Way of Lane County 2022 ePledge Set-Up Details



Org Name:
Contact:
Phone:

Andar #:
Title:
Email:

Please provide the following to help us set up your ePledge portal:

How many annual pay periods in 2023? Or for specified of campaign timeframe?	
Can one-time payroll deductions be processed from the first pay period in January? (Y/N)	
Whitelist and remove firewall restrictions for <i>give@unitedwaylane.org</i> ? (Y/N)	
Whitelist and remove firewall restrictions for the IP address 167.89.79.228? (Y/N)	
A high-resolution company logo (250px wide .jpg, or .png files only) (Y/N)	

Who will be assigned as an administrator for this account: _____
Who do we need to send payroll reports to at the end of the campaign: _____

Send Employee List to account manager at United Way (Excel preferred)

Required:

- Employee ID
- First Name
- Middle Name/Initial
- Last Name
- Employee Email Address

If applicable, include:

- Nickname/Preferred name
- Location
- Work Zip
- Employee Postal Code

Campaign and ePledge schedule

Date	Time	Activity
		Campaign Start
		Campaign End
		Presentation (<i>if applicable</i>)

Date	Time	Activity
		Welcome/Kick-Off Email
		1st Email Reminder
		2nd Email Reminder*

*Number of reminders vary depending on organizational culture. Best practice, no more than one a week.

Deadlines

Date	Tasks
	Send employee list to United Way
	<i>UW send template landing page message to organization to edit (UW staff)</i>
	Send finalized landing page message to account manager at UW
	<i>Send employee list to Operations (UW staff)</i>
	Send payroll deduction donor report to organization

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Campaign Endorsement Landing Page Template Message

Upper level support is the best foundation for a United Way campaign. The following are example communications (letter, email, etc.) that may be used by your CEO, Labor Leader, Superintendent, or Campaign Manager throughout your United Way Campaign. If you prefer to write your own we encourage you to do so, and we are here to assist you if needed. This can help you get started:

Example:

Dear (employee name),

We at (company name) know everyone has to do their part to make Lane County a better place to live and work. That's why we're a proud supporter of United Way of Lane County. We know that we are stronger when we collaborate and work together.

We have all been impacted, in large and small ways, by the COVID-19 pandemic and wildfires across the North West. We also all have an opportunity to be a part of the recovery and rebuilding of our communities, and help re-imagine a more just and resilient future for Lane County.

United Way of Lane County is helping lead this work. Together, they partner collaboratively with community partners, leveraging resources, relationships, and expertise to create opportunities for a better life for Lane County's most vulnerable residents. Now more than ever, our families, neighbors, and friends need our support.

By giving to United Way, we can be a part of the solution.

I sincerely hope that you'll join me in support of this year's United Way Campaign. Imagine the impact we can make together. Because together, we can accomplish more than any of us could alone!

*Sincerely,
(CEO name)*