



Online Giving Portal - Standard Memorandum of Understanding (MOU)

UWCI will manage the electronic giving campaign for: **COMPANY NAME**

Campaign Dates:	/ /	/ /	Live Dates:	/ /	/ /
Number of Sites:	1		Number of Admins:	1	

Roles and Responsibilities	
United Way of Central Iowa (UWCI)	Company
UWCI manages the funds, pays the employee designations, and allocates the funds according to United Way's standard procedures.	Company will communicate the company's use of eWay to its employees.
UWCI will provide an electronic pledge capture system, eWay , accessible through the internet for the agreed upon period listed above.	Company is responsible for the distribution, collection, and entry of paper pledge forms into eWay, unless otherwise indicated.
UWCI will work with company to establish eWay implementation timelines, reporting needs and training of designated user(s).	Company will provide administrative user(s) contact information, including name, email address, and phone number.
UWCI will provide website hosting services for said eWay.	Undesignated contributions will default to the local United Way of Central Iowa.
UWCI will provide password protected administrative access for eWay for authorized representatives from company to pull reports during the campaign dates listed above.	Company will provide the following to UWCI for eWay setup: • Company logo, and any letters or digital pictures (optional) they wish to have populated on the site. • Content including, but not limited to: ○ Kick-Off Email (and subsequent emails) ○ Welcome/Landing Page ○ Thank You Page • This signed Memo of Understanding. • Master Employee Data File, including employee: ○ Legal first name ○ Legal last name ○ Email address ○ Employee ID (or unique identifier) ○ Number of pay periods ○ Company segmentation (manager, department, location, etc.)
UWCI will import employee information into eWay prior to the start of the campaign.	
UWCI will support the following giving types and options: • Payroll Deduction (one-time, per pay period, or annual amount), Check, Stock, Credit Card, Direct Bill. • UWCI initiatives and affinity groups, eligible agencies, and other United Ways in accordance with UWCI's Donor-Directed Contribution Policy.	



UWCI will assist with exporting payroll deduction data to the company's payroll department at the end of the fundraising period.	Company will ensure each payroll deduction period balances to the matching payroll deduction payment and includes the minimum donor detail (listed below) before sending it to UWCI.
UWCI will provide contact information for admin users seeking help with eWay. Responses will be within 24 hours (M-F 8am - 4:30pm CST).	- Employee ID - Employee Name - Employee Payment Amount
Unless otherwise required by law, UWCI will not disclose to any third party any information containing the donor's name, address, income information, and any other donor-specific data obtained as a result of its performance of obligations under this agreement, unless clearly authorized by the donor to release donor-specific data for direct acknowledgement from their designated charity choice(s).	Company will add the IP Addresses 167.89.21.58 & 167.89.21.57 and the domains @truist.com, @frontstream.com & unitedwaydm.org to their 'approved' list. Kick-off emails will be sent from sellers.mary@unitedwaydm.org, unless otherwise directed by the company. Company will validate employees are using systems with TLS 1.1 and TLS 1.2 capabilities. If not, eWay will not be accessible.

Joint Service Level Agreements
Company and UWCI agree to cooperate in the testing of the data exchange process.
Company and UWCI agree to cooperate in the running of employee campaigns and to encourage undesignated giving to support the broadest range of community education, income, and health programs.
Company and UWCI agree that data contained in the Master Employee Data File will remain confidential and be used exclusively by UWCI for communication and employee campaign processing and fulfillment.
Company and UWCI agree to work in a manner where any conflicts are resolved in good faith.

Fees
TRUIST Transaction Fee
There is a \$3.15 fee per transaction . This fee is not incurred for "no donations" transactions. UWCI will send an invoice for these fees. Statements are sent after your campaign has closed. Company agrees to pay these fees timely.

By signing, company and UWCI agree to the statements above.
This memorandum is valid for one year from the signing date, at which time a new one will be presented, if necessary.

Printed Name (company representative)	Title
Signature (company representative)	Date
Nick Elliott	Donor Services Director
Printed Name (UWCI representative)	Title
Signature (UWCI representative)	Date