**KP Gives Volunteer Donation Employee Engagement Questionnaire**

**The following questionnaire must tell us how the Kaiser Permanente Northwest employee has impacted your organization. We receive more proposals than can be funded, please be sure to include the following information to strengthen your proposal submission.**

**Criteria:**

* Kaiser Permanente Northwest (KPNW) employee volunteer service must demonstrate high-impact, ongoing engagement of volunteering with the organization, such as serving as a board member, leading a board subcommittee, providing regular hours of service, or showing a long-term history of service. Employee volunteer hours alone are insufficient.
* Eligibility is limited to nonprofit organizations to which KPNW employees and clinicians donate their time, and the organization’s mission and programs must also align with [Community Health priorities and strategies](https://about.kaiserpermanente.org/content/dam/internet/kp/comms/community-health/northwest/kaiser-permanente-community-health-priorities-strategies.pdf). Please draw direct parallels to one or more of these priorities in your proposal.
* Employee must have 35 volunteer hours accumulated in the past 12 months for eligibility. (MLK Days of Service hours do not qualify.)
	+ No longer valid for this program is accumulating multiple KPNW employees’ time together; donations are to support organizations that have a high impact by **one** KPNW employee.
* If the nonprofit is not already a network partner in [Connect Oregon](https://oregon.uniteus.com/) or [Unite Washington](https://washington.uniteus.com/), the nonprofit must attend one information session:
	+ Connect Oregon Information Sessions on June 13 or July 12; [register here](https://events.uniteus.com/oregon-events/).
		- Watch: [What is Connect Oregon?](file:///C%3A%5CUsers%5CH933082%5CDesktop%5CCommunications%5CKP%20Gives%5Cyoutu.be%5CjTfuNv_zDBw)
	+ Unite Washington Information Sessions June 13 or July 11; [register here](https://events.uniteus.com/washington-events/).
* This Employee Engagement Questionnaire portion of the application must be completed documenting high-impact, ongoing engagement of volunteering with the organization.
* Please indicate the KPNW employee’s name, email address, activities/events participated in, total hours volunteered during the past 12 months, and whether the employee has recorded hours on [KP Cares](https://kaiserpermanente.yourcause.com/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email  | Activities/events | KP Cares hours updated (Y/N) | Total Hours |
|  |  |  |  |  |

1. Please explain how this employee has demonstrated a high-impact volunteer connection to your organization. (50-word limit)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For a KPNW employee serving on your board please complete their term dates.

|  |  |
| --- | --- |
| Term Start Date | Term End Date |
|  |  |

1. Is the nonprofit already a network partner of [Connect Oregon](https://oregon.uniteus.com/) or [Unite Washington](https://washington.uniteus.com/)? If so, indicate which below. If not, indicate which information session the nonprofit attended:

|  |  |
| --- | --- |
| Which network Connect Oregon or Unite Washington? | Information Session Attendance Date  |
|  |  |

**NOTE the following:**

1. Please complete all sections of this questionnaire. Incomplete questionnaires may disqualify the application and result in an automatic decline.
2. This document must be completed and uploaded to the final question of the application. The question states: “Upload any additional information that you would like Kaiser Permanente to consider (annual report, strategic plan, relevant media coverage, success stories, etc.)*.*”

When prompted for an access code in the KP portal, use **NW!@DON1**. For assistance with submitting a proposal through the KP portal, please contact dustin.t.devitt@kp.org. For assistance with content of the proposal, please contact ron.r.shoals@kp.org.