

KP Gives – Volunteer Donation Employee Engagement Questionnaire

The following questionnaire must tell us how the Kaiser Permanente Northwest employee has impacted your organization. This is a highly competitive program; we receive many more proposals than can be funded. Please be sure to include the following to strengthen your proposal submission.

Criteria:

- Kaiser Permanente Northwest (KPNW) employee volunteer service must demonstrate high impact, ongoing engagement of volunteering with the organization, i.e., serving as a board member, leading a board sub-committee, regular hours of service, long-term history of service, etc. Employee volunteer hours alone are insufficient.
- Eligibility is limited to nonprofit organizations that KPNW employees and clinicians donate their time, and the organization’s mission/programs must align with our [Community Health Needs Assessment](#). 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 - No longer valid for this program is accumulating multiple KPNW employees time together; donations are to support organizations that have high impact by *one* KPNW employee.
 - If an employee has 35 hours with more than one qualified nonprofit organization, the KP employee must choose only *one* organization to support.
- This Employee Engagement Questionnaire must be completed documenting high-impact, ongoing engagement of volunteering with the organization. **Questionnaires completed in their entirety *must* be uploaded with the proposal to qualify for a KP Gives donation.**
- Please indicate the KPNW employee name, email address, activities/events participated, total hours volunteered during past 12 months, and whether the employee has recorded hours on [KP Cares](#). Employees ***must*** have hours recorded on KP Cares for the organization to qualify for a KP Gives donation.

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

1. Please provide a narrative as to why/how this employee has demonstrated a high-impact volunteer connection to your organization (50-word limit).

2. For KPNW employees serving on your board please complete their term dates.

Term Start Date	Term End Date

NOTE:

1. Please complete all sections of this questionnaire. Incomplete questionnaires will 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 will ask, “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_KPG_24**. For assistance with submitting a proposal through the KP portal, please contact Katherine.Goyette@kp.org. For assistance with content of the proposal, please contact ron.r.shoals@kp.org.