



Program Request Form

CONTACT INFORMATION

Name: _____

Title: _____

Email: _____

Phone: _____

Total Reward Consultant Name: _____ ☐ Reviewed/Approved

Date Submitted: _____

PROGRAM INFORMATION

Program Name: _____

Program Details (explain what the program is all about):

Objective/Goals (what would be a successful result of this program?):

How will this program be measured? _____

Program Start Date (please allow 3-4 weeks for program set up): _____

Program End Date: ☐ ONE TIME ☐ ON-GOING _____

Additional Information/Notes:



Program Request Form

PROGRAM ELEMENTS

What would you like to do via Celebrating You? (check all that apply)

- ☐ Award points to a specific person or group of people
- ☐ Award a badge to a specific person or group of people
- ☐ Display a banner ad with a link to more information on Celebrating You
- ☐ Display a news story on Celebrating You
- ☐ Display a leaderboard showing progress/results for a specific group of people on Celebrating You
- ☐ Create custom communications
- ☐ Collect information, photos, or other documents via an online form
- ☐ Create a budget of points for someone to award as they choose
- ☐ Print physical cards pre-loaded with points (On the Spot Cards) *minimum point issuance of 9,260 (\$2500) required
- ☐ Other _____

Post-Program Results (Fill out this section after your program has ended)

What were the results of this program? Please include specific metrics to help us calculate ROI, when applicable.

Division Number for Program Funding (For allocating Reward Point expenses)

Division Number (Note: this is not the same as the Cost Center - see Process steps on page 4):

Finance Contact Approval: _____

Global Operations Use Only

Request Received by: _____

Date Received: _____

Date Provided to BIW: _____

PROGRAM REQUESTOR

Program requestor makes initial inquiry to Total Rewards Consultant, BIW or Global Ops

NEW CUSTOM PROGRAM REQUEST PROCESS

Please allow 3-4 weeks for program setup

GLOBAL BENEFITS OR TR CONSULTANT OR BIW

New Program Request Form sent to program requestor

PROGRAM REQUESTOR

Completes & submits form to Total Rewards Consultant & Global Benefits (GBSGlobalBenefits@coca-cola.com).

GLOBAL BENEFITS OR TR CONSULTANT OR BIW

Reviews form and provides feedback, if needed

LORI WALKER OR JILL WELCH & GLOBAL BENEFITS

Once all approvals are received, form is sent to BIW to confirm program set up.

LORI WALKER OR JILL WELCH AND BIW

BIW and Lori/Jill work together to determine program type and schedule a meeting with program requestor if additional information is needed.

PROGRAM REQUESTOR

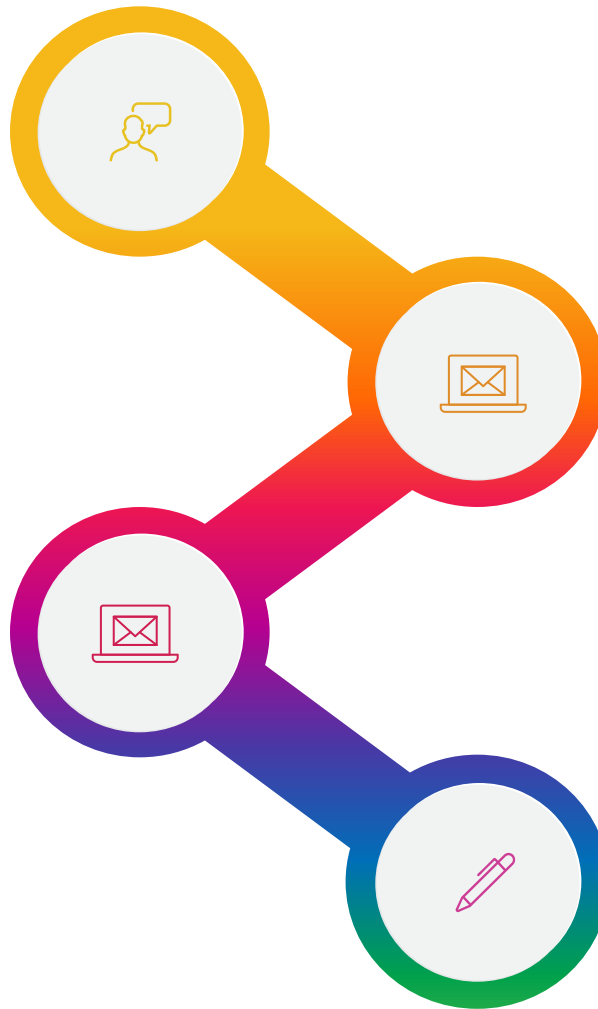
- Sends deposit file or other final information to BIW & Global Ops for processing
- Provides results (if available) for program measurement

BIW

Loads points and/or processes other communications (if needed) and confirms when complete

PATH TO DIVISION NUMBER IN WORKDAY

PROGRAM REQUESTOR
Completes & submits form to Total Rewards Consultant & Global Ops. Note: the Division Number is required for billing.



IN WORKDAY
Open the Worker Panel for the person to which the program costs should be charged

IN WORKDAY
Click on 'Job' then 'Organizations'

IN WORKDAY
The first 8-digit code under 'Organization' is the Division Number

Job Details | Professional Profile | Support Roles | All Current Jobs | Coca-Cola Indicators | **Organizations** | More ▾

Member of These Organizations 11 items

Organization	Organization Type	Organization Subtype
10004731 COR-Office of CFO & Enabling Services	Business Organization Hierarchy	BU/Corp Function
0801 The Coca-Cola Company	Company	Company
Consolidated Reporting Companies	Company Hierarchy	Company