

# **COMPANY COUNT INFORMATION**

Company counts are due to the KCCC office by 5:00 p.m. on Thursday, February 15, 2024.

These counts *must* be submitted on your company letterhead and notarized. We only need the total count; you are not required to include each eligible employee's name. Please note, this is the official number which will be used in determining the 2024 KCCC Divisions.

**Your company count represents the number of KCCC-eligible employees that COULD participate – not necessarily the number of people that plan to participate. Please refer to the KCCC Eligibility Requirements when determining your company count.**

Counts can be uploaded to the challenge manager website. Company coordinators select Manage Company under the company coordinator listing of your dashboard. Under the Company Count Letter & Profile tab, there is an Upload button below Company Profile text box. Hit the choose file button to select your Company Count Letter file and then the Upload button. After uploading, hit the save button to submit your count.