



HOW TO DONATE WITH EVERY TRANSACTION

Using Greensheets

It is in our hearts to continue to grow our unique culture of caring at Keller Williams Realty which has had such a powerful impact on those who receive KWKC support, and also on those who make it possible.

There are several ways you can donate with each transaction. **Please watch the following [video tutorial](#)** and follow along below with the step-by-step sheet **on how to contribute through the Greensheets** to support the next generation of leaders.

Giving through Greensheets

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Choose **+Create a Greensheet** in the top right corner and then complete your General Information

The screenshot displays the 'KW GREENSHEET' interface. At the top, a green navigation bar includes 'Dashboard', 'Create a Greensheet' (highlighted with a red box), 'Find a Greensheet', and 'KWLS'. Below this, a sidebar on the left lists various options like 'Printable View', 'Help Documentation', and 'KW Cares Opt Out'. The main content area is titled 'GREENSHEET Contract to Close' and features buttons for 'Submit to MCA', 'Save for Later', and 'Reset Form'. The 'GENERAL INFORMATION' section is highlighted with a red border and contains the following fields:

- Where are your Documents? Command or Dotloop? *** (Text input)
- Submitted by:** Jay Cermak
- Greensheet Type: *** (Dropdown menu, currently set to 'Residential')
- Contract Date: *** (Text input)
- Close Date: *** (Text input)
- Transaction** section:
 - Type: *** (Dropdown menu, currently set to '[Select]')
 - Class: *** (Dropdown menu, currently set to '[Select]')
 - Listing Source:** (Dropdown menu, currently set to '[Select]')
 - Property Type: *** (Dropdown menu, currently set to '[Select]')
 - Distressed Type:** (Dropdown menu, currently set to '[Select]')
 - Buyer Source:** (Dropdown menu, currently set to '[Select]')
- Property** section:
 - MLS#:** (Text input)
 - MLS Area:** (Text input)
 - Street#: *** (Text input)
 - Street Name: *** (Text input)
 - Line 2:** (Text input)
 - Unit Number:** (Text input)
 - City: *** (Text input)
 - State/Province: *** (Dropdown menu, currently set to '[Select]')
 - Zip/Postal Code: *** (Text input)
 - County: *** (Text input)
 - Subdivision:** (Text input)
 - Map Grid:** (Text input)

A 'Next Section' button is located at the bottom right of the form.

3. Complete your Price / Commission, Buyer information + Seller information and then click on Agent Detail.

The screenshot shows the 'KW GREENSHEET' interface. The 'GENERAL INFORMATION' section is expanded, showing 'PRICE / COMMISSION - EARNEST / ESCROW'. This section includes fields for 'Earnest/Escrow Money Held By', 'Amount', 'Sale Price', and radio buttons for 'Percentage' and 'Flat'. Below this, the 'AGENT DETAIL' section is highlighted with a red box and an arrow pointing to it. The 'AGENT DETAIL' section includes fields for 'BUYER', 'SELLER', 'CO-BROKER', 'VENDORS', and 'NOTES'. A 'Next Section' button is visible at the bottom right of the highlighted area.

4. Under the Agent Detail section, there are spaces provided where you can donate to KW Cares, KW Kids Can, and the BOLD Scholarship fund. Enter your giving amount, and continue completing the form. Hit 'Submit to Market Center' when complete. It's that easy!

The screenshot shows the 'Agent Detail Page 1' form. It includes sections for 'Agent A', 'Agent B', and 'Agent C'. The 'Agent A' section is highlighted with a red box and an arrow pointing to it. This section includes fields for 'KW Cares', 'KW Kids Can', and 'BOLD Scholarship' donations. The form also includes fields for 'Agent Name', 'Agent Role', 'Type', 'Class', 'Agency', 'Listing Unit', 'Sales Unit', 'Agent Written Volume', 'Gross Commission', 'Outside Referral', 'MC Approved', 'Agent Commission', 'Agent Royalty Rate', 'Capped on Royalty', 'Agent Royalty', 'Agent Licensing', 'Inside Referral', and 'Agent's 1099/T4 Income'.

Thank you for being a part of the KWKC family. Be sure to follow us on [Facebook](#) & [Instagram](#) and see more [here](#) on how your gift allows us to continue empowering the next generation of leaders.

KW Kids Can, Inc is a 501(c)3 nonprofit organization (also known as KW Kids Cares) 47-1062933. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your financial donation. For additional questions or documents, please email support@kwkc.org and we will be happy to fulfill your request. KWKC wishes to acknowledge Keller Williams Realty for the overwhelming financial support of both the KW leadership and associates all over the country. Together, we are changing the world.