

HOW TO FILL OUT A PLEDGE FORM

Please use a pen to fill out the pledge form. Please write clearly.

DONOR INFORMATION

- Fill in the first section with name and home address.
- Fill in date of birth.
- Provide preferred personal phone and indicate by circling if it is a home or cell number.
- Fill in your preferred email address.
- Use Employee ID section if your employer requires it.
- Please indicate if you are retiring soon.

GIFT TO THE COMMUNITY

Please choose how you would like to make your gift:

- Payroll Deduction:
 - 1) Choose a pledge amount per pay period listed, or write in your own on the line provided.
 - 2) Fill in your number of pay periods each year.
 - 3) Multiply amount per pay times number of pay periods and fill in blank for total yearly pledge.
- One-time Giving: You may give a one-time gift by cash, check or credit/debit card.
- Bill Me: You may request to be billed. There is a \$25 monthly or \$100 one-time minimum. Please let us know the amount of gift and how often you would like to be billed.

RECOGNITION OPTIONS

- Please fill this out if you would like your partner or spouse's gift combined with your gift.
- If you would like to remain anonymous, there is a box to indicate this that must be checked. This means that you will not be publicly acknowledged as a donor.

SIGNATURE

All donors should sign their name and date their form on the applicable lines.

OPTIONAL

- If you would like to give 100% to the Community Fund, no further action is required.
- If you would like to designate a percentage to an Issue Area (Basic Needs, Education, Financial Stability, Health) or to the Dolly Parton's Imagination Library, please indicate here.
- If you are choosing to designate all or a portion of your gift to another 501(c)3, you will need to indicate where it should be directed and how much is being directed here. Divided gifts are acceptable.

COPIES

- Donors keep the PINK copy for their records
- Employee Campaign Coordinator is responsible for getting the WHITE of the pledge forms to payroll for processing, and the YELLOW forms to United Way (with any cash or checks) in the Campaign Report Envelope.