Additional pledge forms are available at cvc.hr.vt.edu. Instructions are listed below, and followed by the pledge form.

**STEP ONE: Your Information**
- Enter your name and Virginia Tech ID number.

**STEP TWO: Method of Payment**
- **Payroll Deduction:** Record the amount you wish to give per pay period then multiply by 24 to determine the “Annual Gift” total. Unfortunately, payroll deduction is not available for wage employees, and they may contribute by cash or check.
- **Cash:** Record the amount in the “Annual Gift” column next to “Cash” and include the cash with the pledge card.
- **Check:** Record the amount in the “Annual Gift” column next to “Check,” make payable to CVC and attach.

**STEP THREE: Designation**
- Choose up to four charities per pledge card. Employees may designate more than four charities when using the online pledge form. The “Directory of Charities” is available at cvc.hr.vt.edu, or ask the CVC representative in your department for a copy. **Please Note:** Charities must re-apply each year and only participating charities for this year’s campaign are listed in the directory and on the website.
- Record the selected charity’s “Code No,” annual amount, and name. If you do not designate a charity a portion of your gift will be used to cover administration cost. The remainder is distributed proportionally to all of the participating charities. If you do designate, **100 percent of your gift will go to the charity you select.**

**STEP FOUR: Authority and Acknowledgment**
- All pledge forms must be signed or they will be returned for signature.
- If you would like for your charity to send a receipt for tax purposes, you must check “Yes” and include an address in the space provided.
- Return your pledge form by campus mail to CVC Coordinator (0318) or United States mail to CVC Coordinator, North End Center Suite 2300 (0318), 300 Turner Street, NW, Blacksburg, VA 24061.
- For more information visit cvc.hr.vt.edu, or call 540-231-8090.