

Additional pledge forms are available at www.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 multiple 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 check payable to CVC and attach.

STEP THREE: Designation

- ▶ Choose up to four charities per pledge card. The “Directory of Charities” is available at www.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, **one hundred percent of your gift will go to the charity you select.**

STEP FOUR: Authority and Acknowledgment

- ▶ All pledge forms must be signed.
- ▶ 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 Amanda Lucas (0147) or United States mail to Amanda Lucas, CVC Coordinator, Burruss Hall, room 201R, 800 Drillfield Drive, Blacksburg, VA 24061.
- ▶ For more information visit www.cvc.hr.vt.edu, or contact Amanda Lucas at 540-231-7784.

Agency : <u>Virginia Tech</u> Code: <u>208</u>	1 Employee ID# _____ Employee Name (Last, First, Middle Initial) _____	The Commonwealth of Virginia Campaign www.virginia.edu/cvc
2 Method PAYROLL DEDUCTION	OTHER	Annual Gift
\$ _____ per pay period x 24	Cash (attach)	\$ _____
\$ _____ one-time deduction	Check (payable to CVC and attach)	\$ _____
3 Designation <input type="checkbox"/> I DO WISH to designate my gift to one or more specific charities. <input type="checkbox"/> I DO NOT wish to designate my gift to a specific charity. (Consult the list of CVC-approved charities and enter the proper code numbers and dollar amounts here. The CVC accepts pledges for CVC-approved charities only.)		
Code No. _____ Annual Amount _____	Name of Charity _____ Name of Charity _____	Code No. _____ Annual Amount _____
Code No. _____ Annual Amount _____	Name of Charity _____ Name of Charity _____	Code No. _____ Annual Amount _____
4 AUTHORITY AND ACKNOWLEDGMENT Date: _____ I authorize this contribution to the CVC (Signature of Employee) <input type="checkbox"/> YES: I wish to receive confirmation of my pledge. Please share my name, address and gift amount with the charities I have selected for acknowledgment and tax-filing purposes (provide address below). <input type="checkbox"/> NO: I wish my gift to be anonymous.		
Street: _____ State: _____ Zip: _____ City: _____		