

CAMPUS CHARITABLE FUND DRIVE INFORMATION SHEET

INSTRUCTIONS FOR FILLING OUT PLEDGE FORM

1. TOP SECTION

- (a) Fill out all information.

2. PAYROLL DEDUCTION

- (a) If you would like to **enroll** or **add** new payroll deductions, check “add new payroll deductions”. Print the charity code(s) (and sub-codes if applicable) and the dollar amount(s) of donation per pay period. **If you have current ongoing deductions this will add to your overall pledges not replace them.**
- (b) To **continue** your ongoing payroll deductions, no **form** is necessary. Deductions continue until cancelled, in writing.
- (c) If you are already making **continuous** designations and wish to **increase** or **decrease** your existing donations, please check “discontinue all present deductions” and “replace with those listed below”. Print each charity (and sub-code) donation amount per pay period. **All current ongoing deductions will be cancelled, your new designations entered therefore no adjustments(+/-) are made to existing ongoing deductions unless you re designate that charity.**
- (d) If you want to **discontinue** all present deductions, please check “discontinue all present deductions”;

3. SIGNATURE

- (a) Employees must sign the pledge forms or the form will be invalid.

4. ONE-TIME DIRECT GIFT

- Complete “ONE-TIME DIRECT GIFT” section on the pledge form.
- Make checks payable to: **Campus Chest.**
- Forward checks along with your signed pledge form to Special Programs, m/c 897.

5. RELEASE OF INFORMATION

- (a) Assumed release of information, if not **completely** filled out. Mark the statement **and** include your signature on pledge form (bottom right). Without both your name (not specific dollar amounts) is released.

6. FINAL STEP FOR EMPLOYEES

- (a) Return signed pledge form to: Special Programs, CCFD, m/c 897 or by fax to 312-996-6807.

UIC CAMPUS CHARITABLE FUND DRIVE REPRESENTATIVE INSTRUCTIONS

- Double check completeness: employee UIN, charity codes (sub codes), amounts and your signature.
- Pledge forms will be scanned into employee’s electronic BANNER file. Pledges remain active until expressly cancelled, in writing. Further information pertaining to Employee Voluntary Payroll Deductions, policy 4.4, <http://www.obfs.uillinois.edu/payroll/deductions/voluntary/>.
- Ongoing payroll deductions may be cancelled at any time, via written instruction. Contributions will be terminated in a timely fashion, effecting future pay cycles. Employee is responsible for verifying payroll deduction(s) cancelled as desired.
- For one-time contributions, SECA charities receive employee designations after the fund drive concludes and the reporting process is complete. Forward forms and checks to MC 897 for deposit.
- Forward pledge forms frequently so they can be entered and acknowledged in a timely manner.

QUESTION AND COMMENTS

For More Information, Pledge Forms, SECA Brochures, Charity Information please visit our website: http://www.uic.edu/depts/hr/Special_Programs/ccfd.shtml

Questions or Concerns: Dana Poncher, Special Programs, MC 897, dponcher@uic.edu, 3-2960.