

Tips for Handling CVC Pledge Cards and Donations

Pledge Cards

Receive Pledge cards as they are turn in to you. As they come in, review the cards to ensure that the following components are legible. The numbers in parentheses refer to the sample pledge card on page 3 of this tool.

- Name of employee (should be printed) (1)
- Employee ID Number (some may be using the SSN) – only Required on payroll deduction donations (2)
- Agency Name (3)
- Agency 3-digit code (3)
- Total amount of Pledge (4)
- Amount to be taken from paycheck each pay period (5)
- 3- or 4-digit code for charity ID (6)
- Authorization signature (for Credit Card and Payroll Deduction) (7)
- Charity Name (8)
- Donor address IF HE/SHE WANTS TO BE RECOGNIZED BY THE CHARITY (9)
- Credit Card Information if donating via credit card (10)

Check to make sure that the “math is right”. Multiply the number of pay periods x the amount per payday and it should match the annual gift amount. If it does not match, call the donor to work out the correct gift amount.

Distribution of Pledge Cards

White Copy goes to Payroll Office (Payroll deductions only)

Yellow Copy goes to Processing Center (see below)

Pink copy is the Donor’s copy

Check to see if the yellow copy is legible when separating the 3-part form.

Group yellow copies of pledge cards by cash, check, payroll deduction, and credit card. Convert cash into a check (Virginia Credit Unions and your personal bank will generally do this for you). DO NOT MAIL CASH. Alternately, you can deposit cash into any Bank of America branch. (Deposit Slips are available from agency chairs.) It is good cash control to have two people count the cash every time it changes hands.

Completing the Pledge Transmittal Sheet

Think of this form as a COVER PAGE for the pledge cards.
(Transmittal Sheets, continued)

Total the dollar value of checks and place that total in the appropriate box on the transmittal form. Count the total number of checks and enter that number.

Total the dollar value of the annual gift given by credit card and enter the number of pledges and the total dollar value in the appropriate place on the transmittal form.

Total the dollar value of the annual gifts given by payroll deduction and enter that amount on the transmittal form.

Number of donors must equal number of pledge cards.

Total all columns and make a copy of the form for your records. If you are sending multiple batches throughout the campaign, you should date them and or number them to keep track of the many batches.

If you elect to deposit checks and cash into the Bank of America using CVC deposit slips, please attach a copy of the cashier's deposit slip to your transmittal sheet.

Each pledge card should have a check, money order, or cashier's check attached to it (no more than one staple please) if not deposited by the coordinator.

Bundle the pledge cards and transmittal sheets and mail them to the address on the transmittal sheet (not the CVC office) for the processing center. *For only those agencies located in the greater South Hampton Roads area, you may take advantage of transmittal pick-up services in that area. Call 757-321-2760 ext. 131 and ask for Nick Mills. He will dispatch one of their loaned executives to pick it up.*

If you have additional questions, contact your agency chair or the CVC Office Staff at Nicole.Mason@dhrm.virginia.gov or Anne.Dinterman@dhrm.virginia.gov.

Sample Pledge Card

Agency: _____ **3** ID _____ **2** Employee Name (Last, First, Middle Initial) _____ **1**
 Code: _____



The Commonwealth of Virginia Campaign.

Before completing this form please read the back of this pledge card to learn more about the CVC.

WHITE - Agency Payroll Office
YELLOW - CVC Processing Center
PINK - Employee Copy

STEP ONE - Method PAYROLL DEDUCTION **4**

Method	Annual Gift	OTHER	Annual Gift
\$ _____ per payperiod x 24 (semi-monthly)	\$ _____	Cash (attach)	\$ _____
5 \$ _____ per payperiod x 26 (bi-weekly)	\$ _____	Check (payable to CVC and attach)	\$ _____
NEXT TWO FOR ACADEMIC ONLY		Credit Card: <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	
\$ _____ per payperiod x 9 (monthly)	\$ _____	Name _____ 10	
\$ _____ per payperiod x 12 (monthly)	\$ _____	Number _____ EXP. _____	
		Stock Gift: <input type="checkbox"/> I wish to give a gift of stock. Please contact me at: _____	\$ _____

STEP THREE: AUTHORITY AND ACKNOWLEDGEMENT

Date _____

I authorize _____ **7** this contribution to the CVC (Signature of Employee)

YES, I wish to be recognized by the CVC. Please share my name, address and amount of gift with the charities I have selected for acknowledgement purposes (provide address below)

YES, I would like to be recognized by the CVC (for gifts of \$500 or more)

NO, I wish my gift to be anonymous

Street _____ **9**

City _____ State _____ Zip _____

STEP TWO - Designation

I DO NOT wish to designate my gift to a specific charity I DO WISH to designate my gift to one or more specific charities
 (Consult the list provided and fill in the proper code numbers and dollar amounts here. ONLY CVC Approved charities please!)

6 [Code No.] [Annual Amount] 8 _____ Name of Charity	[Code No.] [Annual Amount] _____ Name of Charity
[Code No.] [Annual Amount] _____ Name of Charity	[Code No.] [Annual Amount] _____ Name of Charity