Faculty and Staff Annual Giving Campaign Form

Yes, I want to make a gift to support Shepherd University!

☐ I wish to make my gift in the amount of $ ________________.

☐ I would like to pledge my gift in the amount of $______________ and fulfill it through payroll deduction.  
(Please complete this form, including contact information and gift designation as well as the payroll deduction agreement below.)

Name: ____________________________________________________________
Address: __________________________________________________________
City, State, Zip: ____________________________________________________
E-mail: ____________________________________________________________
Phone: (h) _____________________________ (c) ___________________________

I would like to designate my gift to:

☐ The Shepherd Fund, to support additional financial aid, annual scholarships, and faculty development.  
☐ Other ____________________________________________________________ *(Department or program)*

Methods of Payment:

☐ Enclosed is my check payable to the Shepherd University Foundation.
☐ Charge to my credit card:
  ☐ American Express  ☐ Discover  ☐ Mastercard  ☐ Visa
Card No.: ________________________________ Exp. Date: _____________  Security Code: ____________

Signature: ________________________________

☐ Please check here if you wish for your contribution and name to remain anonymous in the President’s Report and Honor Roll of Donors.

If you have any questions, or would like additional information on ways to give, please contact Julia Krall, Director of Annual Giving, via e-mail at jkrall@shepherd.edu or by phone at 304-876-5526.

X  ____________________________________________________________

SHEPHERD UNIVERSITY PAYROLL DEDUCTION AGREEMENT

By this agreement, made by and between __________________________________________________________ (employee name) and Shepherd University (the employer), the parties hereto agree as follows:

Effective, with respect to amounts earned on or after the first day of __________________ 20__, (which date is subsequent to the execution of the agreement) the amount indicated below shall be deducted from the employee’s present salary.

A total of $________________________ shall be deducted from EACH paycheck (Minimum deduction of $5.00 per pay).

*This is a:  _____ new deduction  _____ change to my current deduction.

This agreement shall remain in effect for the duration of the employee contract except as changed or terminated by the employee with a 30 day notice. Employee must contact the payroll department in the business office to discontinue deductions.

________________________________________________________________________  ______________
Employee Signature  Date

The Shepherd University Foundation will provide each employee with a yearly donation receipt for tax purposes.

Received by SU Foundation ______________  Received by SU Business Office ____________
Frequently Asked Questions

Why should I support Shepherd?
Giving is a personal decision and each person who gives to Shepherd University has their own answer to that question. In addition to your daily contributions of energy and effort, a financial contribution is a different and important way to demonstrate your investment in Shepherd and its students. The reasons for giving are diverse but all reflect a sincere belief in the work being done here and is a vote of confidence in the university and its future. Any gift you make will contribute to a sense of partnership and pride across campus...and beyond.

How much should I give?
You determine the size and designation of your gift according to your own charitable interests, your personal willingness to give, and your financial capacity. We invite you to consider making a contribution at any giving level that you are comfortable with – it’s truly your participation in the effort that matters.

What can I give to?
You have many choices but we could not begin to list them all. Many donors choose to make a gift to The Shepherd Fund. These funds are used to meet the needs for student financial assistance and faculty scholarships. You can also choose to have your gift support a specific department or program, the library, athletics, or one of the many named scholarships that are available to Shepherd students.

How can I give?
There are many easy ways to make a gift to Shepherd. Please contact Julia Krall, Director of Annual Giving, in the Office of Advancement by phone at 304-876-5526 or via e-mail at jkrall@shepherd.edu for more information about the numerous ways to make a gift including automatic payroll deduction, check, and credit card.

How does payroll deduction work?
Payroll deduction is one of the fastest, easiest, and most convenient ways to make a gift. By completing the payroll deduction section on the Faculty and Staff Annual Giving Campaign Form, you specify the amount you would like automatically deducted from each paycheck as well as the start date.

Who will know about my gift?
Participation in the campaign is your choice. You will receive a receipt, but the specific amount of your gift will remain confidential to others. As a donor to the University, your name will be listed in the President’s Report and Honor Roll of Donors. If you wish to keep your gift anonymous, you can indicate so on the form.

Can I make a gift jointly with my spouse?
Of course, it is entirely your choice whether to make your gift as an individual or as a couple. Don’t forget – if your spouse works for a company with a matching gift program the value of your gift will be enhanced even further.

Thank you for supporting Shepherd University!