



Faculty and Staff Annual Giving Form
*Please submit this full page to the
 Office of Annual Giving, Shepherd University Foundation.*

Yes, I want to make an impact at Shepherd University!

- I wish to make an immediate gift in the amount of \$ _____.
- I would like to give through payroll deduction in the amount of \$_____ per pay.

Please complete this form, including your contact information and gift designation. For payroll deduction, please also sign agreement below.

Name: _____
 Address: _____
 City, State, Zip: _____
 E-mail: _____
 Phone: (h) _____ (c) _____

I would like to designate my gift to:

- The Shepherd Fund:** support annual scholarships, faculty development and campus enhancement.
- Other: _____ (amount if splitting donation: \$ _____)
(Department or program)
- Other: _____ (amount if splitting donation: \$ _____)
(Department or program)

Check here if you want your name and contribution to be anonymous in the President's Report and Honor Roll of Donors.

Methods of Payment:

- Payroll deduction: Complete the section below.
- Enclosed is my check payable to the Shepherd University Foundation.
- Credit card: Give online at: <http://shepherduniversityfoundation.org/donate/>

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 paid on or after _____, (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 or replaces 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.

**If you have any questions, or would like additional information on ways to give,
 please contact Meg Patterson, director of stewardship, at mpeterso@shepherd.edu or 304-876-5021.**

Received by SU Foundation _____

Received by SU Business Office _____