



Faculty and Staff Annual Giving Form

Please submit this full page to the 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 on the PASS list 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 donor engagement and strategic initiatives, at mpeterso@shepherd.edu or 304-876-5021.

Received by SU Foundation _____

Received by SU Business Office _____