

**UIC CAMPUS CHARITABLE FUND DRIVE INFORMATION**  
*Charitable Giving at UIC - <http://www.hr.uic.edu/paychecksinfo/charitable/>*

**2018 CAMPAIGN DATES**

Monday, September 17 – Monday, November 19, 2018

**PLEDGE FORM INSTRUCTIONS**

The 2018 form is fillable, for employees to type directly on the PDF. The form may also be printed and completed by hand.

**1. TOP SECTION**

Complete **ALL** requested information (including UIN)

(a) Please note, the “Total Contributing Employees” space is only for those submitting a GROUP DONATION.

**2. PAYROLL DEDUCTION**

(a) A minimum of \$2 per designation.

(b) To **enroll** or **add** new payroll deductions, please check “add new payroll deductions.” Type/write the charity code number (and sub-codes if applicable) and the amount to designate per pay period.

(c) If you are already on continuous payroll deduction and would like to **continue** the current donation, **no form** is necessary as deductions automatically roll over unless requested otherwise.

(d) If you are already on continuous payroll deduction and would like to **change, increase, or decrease** the current donation, check “discontinue all present deductions and replace with those listed below.” Type/write the new charity code and the new total amount to donate per pay period in the spaces indicated.

(e) If you wish to **discontinue** any or all present deductions, check “discontinue all present deductions” or specify which ones to discontinue. Additions or changes to payroll deductions can be made at any time throughout the year.

**3. PAYROLL DEDUCTION SIGNATURE**

For all PAYROLL DEDUCTION submissions, employee must **print and sign** the bottom of the pledge form or the form will be invalid and returned to the employee.

**4. ONE-TIME DIRECT GIFT**

(a) Complete “ONE-TIME DIRECT GIFT” section on the pledge form.

(b) MONEY ORDERS, BANKERS CHECKS, and CASH are accepted.

(c) Make MONEY ORDERS or BANKERS CHECKS payable to: **Campus Chest**

**5. THANK YOU OR REMAIN ANONYMOUS**

To **remain anonymous**, place an “X” by the statement on the pledge form and print to sign your name in the bottom right section. Without a signature and an “X” your name may be included in recognition materials.

**6. FINAL STEP FOR EMPLOYEES**

Submit **signed** pledge forms to UIC Human Resources, Special Programs/CCFD **by Monday, November 19.**

(See submission methods below.)

**UIC CCFD AMBASSADOR INFORMATION**

- For the fillable pledge form link or to print additional pledge forms, visit the Charitable Giving page on the UIC Human Resources website at <https://www.hr.uic.edu/paychecksinfo/charitable/>.
- When assisting employees, confirm that the pledge form is complete and signed by the employee.
- All pledge forms and payment should be forwarded for deposit to UIC Human Resources, Special Programs/CCFD. (See submission methods below.)
- All 2018 CCFD pledge forms are **due by Monday, November 19.**

**METHODS FOR PLEDGE SUBMISSION**

To UIC Human Resources, Special Programs/CCFD:

(a) Campus mail to HRB 201B, MC 897

(b) US Postal mail 715 South Wood Street, HRB 201B, Chicago, IL 60612

(c) Email scanned copy to [specialprograms@uillinois.edu](mailto:specialprograms@uillinois.edu) **(For Payroll Deduction only)**

(d) By fax to 312-996-6807 **(For Payroll Deduction only)**

***For Campus Charitable Fund Drive inquiries please contact Rebecca Fortier in UIC Human Resources at [specialprograms@uillinois.edu](mailto:specialprograms@uillinois.edu).***