

The annual fund

Employee Annual Gift Program

As a not-for-profit institution in higher learning, Paul Smith’s College relies not only on the tuition received from students, but also on donations received by donors. Tuition does not cover all the costs incurred to run the college each year. There aren’t many students who pay full tuition, and most receive a discounted rate of tuition, making gifts to the college even more important.

Most of our students receive financial assistance and wouldn’t be here without it. Employee giving makes a powerful statement. When employees unite in giving, we show the outside world how much we care about Paul Smith’s College. Every gift matters – big or small. An easy way to give is through automatic payroll deduction. With a gift of just $1 per pay period, you can help the college tremendously. We hope you will consider giving. **Here are some sample recurring automatic payroll deduction gifts (semi-monthly)**:

**$1** = $24/year **$4** = $96/year **$8** = $192/year **$20** = $480/year **$35** = $840/year

**$2** = $48/year **$5** = $120/year **$10** = $240/year **$21** = $504/year **$42** = $1,008/year

**$3** = $72/year **$6** = $144/year **$15** = $360/year **$25** = $600/year **$50** = $1,200/year

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (as you would like it to appear in the Giving Report)

**Payment Options:**

 **1. Automatic Payroll Deduction:**

 **□** Deduct $ \_\_\_\_\_\_\_ each pay period until further notice, beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(date)

 **□** Deduct $ \_\_\_\_\_\_\_ as a one-time gift from the pay period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(date)

 2. **Check:**

 a. **□** Check (I have attached check # \_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_\_).

**3. Credit Card:**

**□** Visa **□** MasterCard **□** Discover **□** American Express

 Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp: \_\_\_\_\_\_\_\_ VCode: \_\_\_\_\_\_

 (last 3 digits on back)

 **□** Please charge my credit card for a one-time gift of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **□** Please charge my credit card for a recurring monthly gift of $\_\_\_\_\_\_\_\_\_\_.

 (I understand that this will be charged on or around the 16th of each month.)

Your gift will support the greatest needs of the college when you choose “Unrestricted” below. If you would like to support a specific area of the college, please check “Other” and write in your choice below.

I would like my gift to support:

**□** Unrestricted **□** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return completed form to:**

Andrea Wilcox, Director of Annual Giving and Stewardship

College Advancement, Phelps Administration Building, room 215

For questions, please contact Andrea Wilcox at awilcox@paulsmiths.edu or (518) 327-6079. **THANK YOU!**