

A SAMPLE OF THE 2009 SCANNABLE PLEDGE FORM

The scannable employee pledge form is illustrated on the next page (reduced in size). Scannable pledge forms increase the speed and accuracy of the record keeping process by reducing manual input. On a scannable pledge form:

- The donor writes the four-digit code numbers (from the resource guide) of the selected charities.
- The donor may give a gift by payroll deduction and/or a one-time gift by check or cash.
- Each pre-printed pledge form is unique to each employee and should not be copied for others to use.

As you complete your scannable pledge form, please remember:

- Use a black or blue pen.
- Erase errors or changes completely.
- Do not fold or staple the pledge form.
- Forms may be photocopied for your records or your agency coordinator's records.
- Sign and date the pledge form if you are making a payroll deduction pledge.
- You must complete separate forms if you choose to make both a payroll deduction gift and a one-time gift.
- Each pre-printed pledge form is unique to each employee. The donor information should not be whited out and should not be copied for others to use.
- Please do not make any extra marks or lines on the form because it causes extra time to remove the marks before scanning.

When you have made your choices and have completed your pledge form, please return it to your agency campaign coordinator.

- If you wish to make your donation anonymous, please fill in the appropriate bubble located by your signature.
- If you do not wish to receive a donor recognition item, please fill in the appropriate bubble by your signature.

“CCC” Payroll Code *

Employees choosing to donate through payroll deductions will have the code “CCC” listed on their pay statement.

* This does not apply to the Ohio Turnpike Commission.

“0000” Undesignated Code

Designating your contribution increases your charity's ability to capture a greater portion of the undesignated dollars. Because some of your money may go to charities that you do not support, we strongly encourage you to designate. Charities that receive no direct contributions will not receive any undesignated contributions.

Employees choosing not to designate their contributions to a specific charity, but who want to donate to the campaign as a whole, should enter “0000” where the charity code is needed.

A “0000” contribution will go into a category called “undesignated” and will be divided among the federations by the percentage of dollars they were pledged versus the total campaign dollars.

