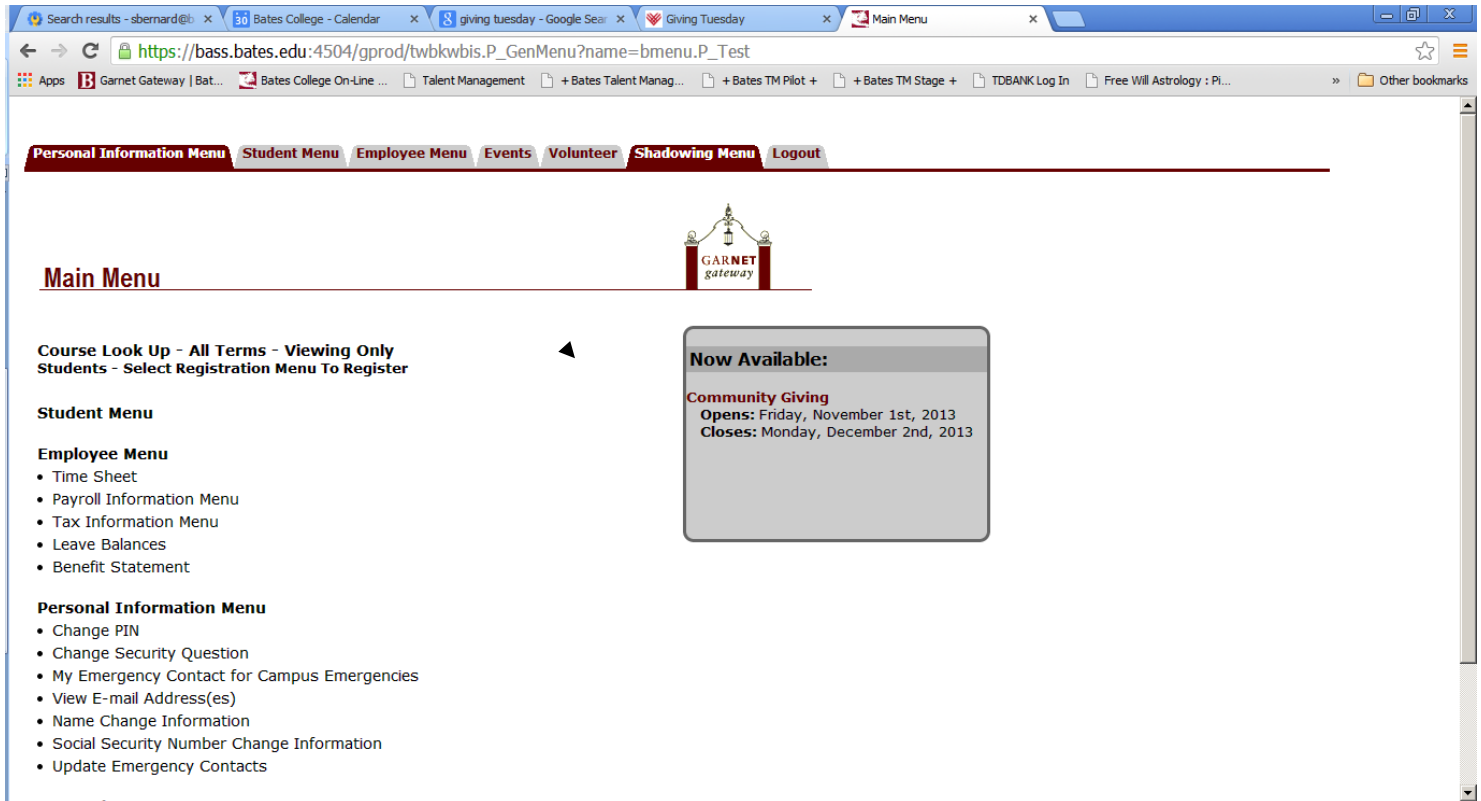## 2014 BATES COMMUNITY GIVING CAMPAIGN INSTRUCTIONS

Access the Community Giving Campaign web page by selecting the **Community Giving** link on the Main Menu of the Garnet Gateway.

Once on the Community Giving Campaign page, enter the amount **per pay period** you want to contribute (the system knows how many times you are paid in a year). The choice to have a one-time deduction taken is also an option. Be sure to select either the **One time gift** option or the **Each Pay Period** option. The form will do the math for you and display your **Total Gift**. NOTE: one-time deductions will be taken from your first paycheck of 2014.

To the right of the Payroll Deduction box is the Recognition box. Please indicate if you wish the specific organizations you select to be notified of your gift(s) by clicking the appropriate button (Yes or No). NOTE: if you select 'No', you will not receive an acknowledgement of your gift for tax purposes.

In the Designate Charities box, enter the desired distribution of your **Total Gift** amount. The form will calculate the approximate pay period deduction (**Approx. Pay Period Amt**:) based on your contribution amount and number of pay periods. If you prefer to give to one specific organization within an agency, select from the choices in the drop-down boxes by clicking on the down arrow to the right of the drop-down box. Should you need further information about any of the agencies or the organizations they support, simply click on the agency icon. A new window will pop up so that you can search for the information you need. To close the window, click "close" in the lower right corner of the box.

If you would like to split your gift between two or more organizations within an agency, list the total amount in the contribution box and then list the organizations and amount in the Special instructions box to the right. Or you may simply wish to allow the agencies to distribute your contribution as they see fit, in which case it is not necessary to make a selection.

https://bass.bates.edu:4504/gprod/kgw_community_giving.p_ctrl

Apps | Garnet Gateway | Bat... | Bates College On-Line ... | Talent Management | + Bates Talent Manag... | + Bates TM Pilot + | + Bates TM Stage + | TDBANK Log In | » | Other bookmarks

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Community Giving Campaign

Giving:

Help make a difference in our community and the lives of neighbors. Below you will find opportunities to support local causes that are important to you. Please consider making a contribution to the 2014 Bates Community Giving Campaign! THANK YOU!!

Payroll Deduction:

I authorize the following to be deducted from my 2014 paycheck(s):

Amount: 11

○ One time gift
◉ Each Pay Period *(amount x12)*

Total Gift: **$132**

Recognition:

◉ Yes, please give my name to the charities I support so my gift may be acknowledged
○ No, please do not share my name. I do not require acknowledgement of my gift for tax purposes

Designate Charities:

Total Gift: $132

Charity	Amount	Specify a charity:	Special instructions regarding my gift:
Community Health Charities	Amount to Community Health: 12	all Community Health charities... — Approx Pay Period Amt: 1.00	split 50/50 ALS Association & American Kidney Fund
MaineShare	Amount to MaineShare: 12	EqualityMaine Foundation — Approx Pay Period Amt: 1.00	
United Way	Amount to United Way: 108	Other UW or 501(c)(3) Nonprofit Agency — Approx Pay Period Amt: 9.00	Good Shepard Food Bank

Amount left to be designated: $0

Submit

You may return to this page at any time during the campaign to make changes to your gift.
If you have any questions, please e-mail **communitygiving@bates.edu**.

Return to Main Menu

When the **Amount left to be designated** equals **$0**, you are ready to select the **Submit** button. Don't forget to indicate whether or not you wish any selected charities to be notified of your name and gift.

Upon submitting your pledge, a summary page will be displayed. You will also receive an email message confirming your pledge. It is possible to revisit your pledge at any time during the campaign if you need to make any changes.

Any questions or concerns about or issues or problems with this process may be e-mailed to communitygiving@bates.edu.