

Things to consider when making your gift 😊



To determine what you want gift amount you want to put on your commitment form, ask yourself a few questions:

1. What can I afford to give?
2. Do I just want to give a one-time gift or do I want to break it down into smaller amounts?
3. Can I give more if I break it down into smaller amounts each paycheck or by making a recurring gift on via my credit card?

If you would like to make an easy one-time gift:

1. Determine the amount you want to give?
2. Determine how you want to give it (cash, check, PayPal, credit card)?
3. Complete the form and include your form of payment in the envelope.

If you would like to make your gift through payroll deduction:

1. Determine how much you want to give.
2. Determine when you want to start your payroll deduction.
3. Once you pick the pay period you want to begin your payroll deduction then look at the 3rd column and determine how many pay periods to divide by. (see below)

Using the amount you want to give \$ _____

Divide it by the number of pay periods remaining. _____

This is the amount you want to have deducted each pay period. \$ _____

Complete the form and put it in the envelope and give it to either Helen Adams-Keane or Sandra Grady. Or you can use the mailbox in the business office.

Thank you!!

Use this information to calculate dates*		
Pay Period	Need Form Completed by	Pay Periods to divide by
10/14/2016	10/7/2016	19
10/28/2016	10/21/2016	18
11/11/2016	11/4/2016	17
11/25/2016	11/18/2016	16
12/9/2016	12/2/2016	15
12/23/2016	12/16/2016	14
1/6/2017	12/30/2016	13
1/20/2017	1/13/2017	12
2/3/2017	1/27/2017	11
2/17/2017	2/10/2017	10
3/3/2017	2/24/2017	9
3/17/2017	3/10/2017	8
3/31/2017	3/24/2017	7
4/14/2017	4/7/2017	6
4/28/2017	4/21/2017	5
5/12/2017	5/5/2017	4
5/26/2017	5/19/2017	3
6/9/2017	6/2/2017	2
6/23/2017	6/16/2017	1

**10 month employees will use a different number to divide by.*