

## Employee Giving Campaign Frequently Asked Questions

### **If I sign up to donate via payroll deductions, do I need to fill out a new form every year?**

NO! Once you sign up for payroll deductions your deduction will continue year over year until you give notice that you would like it stopped. If you would like it discontinued, please contact Angie Smith at [angela.smith@nwtc.edu](mailto:angela.smith@nwtc.edu) or 920-498-6931. *You do need to fill out a new form if you wish to change your deduction amount or where your gift is going to.*

### **What are the giving options?**

Visit [www.nwtc.edu/employeegiving](http://www.nwtc.edu/employeegiving) to access all giving options:

- **Payroll**—easiest way to give! Have your donation taken right out of your paycheck and it rolls over from year to year. Sign up online or return contribution form to Foundation DO207.
- **Credit Card**—give a one-time gift online. We do not store any of your credit card information online or via paper per PCI compliancy regulations.
- **Cash/Check**—give a one-time gift either with cash or personal check. Return contribution form to Foundation DO207.

### **Can my team champion or co-workers see how much I give?**

NO! We treat donor confidentiality very seriously. The only people that are privy to your information are Foundation staff and payroll.

### **Where does my money go?**

Wherever you would like it! It is your money, so you can designate wherever your passion lies.

- **NWTC Fund**—Meets immediate student and program needs. Contributions fund new or ongoing initiatives that support student success, the College's top priority. It reaches more students!
- **Existing named scholarship** that you are aware of and want to support.

### **My department supports a scholarship every year. Am I automatically already counted as a giver in this campaign?**

No. Giving is a personal choice, and you would need to specify that you want to support that scholarship. If you chose to give to that scholarship via payroll deduction in the future or are currently doing so, you would automatically count as a giver.

### **If I purchase an item from a special event (area specific chili cook off, bake sale...) is my money for that purchase counted as a donation for 100% giving?**

No. Per IRS regulations, a donor cannot receive any services or goods in exchange for their donation. All monies raised from these events will be counted in overall dollars raised from your team for the campaign but will not count as your individual donation. If you would like to host an "event" such as this, we encourage you to have forms available at the table for teammates to complete and turn in with their donation when they "purchase" their item.