MICHIGAN STATE UNIVERSITY
COMMUNITY CHARITABLE CAMPAIGN

Processing Pledge Forms

1) A #2 pencil is required (not the plastic type).
2) Signature is needed if designation is payroll deduction. Signatures are not required for zero pledges, check or cash donations.
3) Be sure there are no extra markings that the scanner could interpret as information.
4) If designated, home address and work phone # is helpful for questions/acknowledgments.
5) If 1/2%, 1% or 2% is marked, be sure the AMOUNT is also written and bubbled.
6) Do not separate the checks/cash from the pledge forms.
7) Use paperclips to attach checks/cash to the pledge form. Please do not staple.
8) Envelopes containing cash should be hand delivered to:
   Susan Clifford
   140 Administration Bldg
   Please do not send cash through the mail, checks or payroll deduction forms can be sent through campus mail to the same address.
9) For updates on your campaign go to the web site for the “Campaign Progress Report” at:
   http://www.msuccc.msu.edu
10) Graduate Assistant who doesn’t receive a pre-printed pledge form may use a blank pledge form.
11) For blank pledge forms contact Susan Clifford at 353-7788 ext. 4 or email her at clifford@ctlr.msu.edu
12) If payroll deduct is marked; be sure one lump sum (in February) or every pay period is marked.
13) Credit Card deductions are processed as one lump sum in February.
14) Remind employees to make copies of their pledge forms for their own tax records.

Questions?

Contact Susan Clifford by phone 353-7788 ext. 4 or email clifford@ctlr.msu.edu