



Building Tomorrow Together

TO: CUNY Campaign Donor
FROM: Renee Daniels, Ext 5959/Cheryl McKenzie, Ext. 6073
CUNY Campaign Coordinators

We are convinced that our contributions, yours and mine, can make a difference. Together, we can help promote positive, lasting change in people's lives, in neighborhoods, and in communities throughout our area. This year giving is easier with the new on-line format! Please follow the directions which helps to save time and paper.

1. Log onto donation site <http://www.cuny.edu/site/campaign.html>
2. User name: Your last name, password your initials and last 4 digits of social security number
3. Click on GIVE NOW
4. **Options are:**
 - a. The CUNY Campaign Fund
 - b. University Organizations – Example: LaGuardia Foundation #2225
 - c. Specific 501@tax exempt agencies, see on-line brochure
https://www.uwnyc.com/egift09/docs/CUNY_CampaignBrochure.pdf
 - d. Combination of above (up to 8 agencies)
5. **If paying by check:**
 - a. Confirm total amount of your donation Click Continue.
 - b. Donor Profile page. If you want to be acknowledged by your charity, fill in all fields for your contact information.
 - c. Enter your email address
 - d. Click authorize Pledge
 - e. Print out your confirmation page. Make your check out to The CUNY Campaign and submit your check and confirmation page to your campaign captain.
6. **If paying by payroll deduction you can choose either easy payroll deduction which divides your donation over 26 pay periods; continuous payroll deduction which designates how much to give at each pay period until further notice and lastly, one time payroll deduction.**
 - a. Make your choice of payroll deduction type and continue.
 - b. You will be directed to the Donor Profile page. If you want to be acknowledged by your charity, fill in all fields for your contact information.
 - c. Authorize Pledge
 - d. Print out confirmation
7. **Donations submitted by Non-CUNY Employees and Research Foundation:**
 - a. Non-CUNY Employees will not be able to submit their donations on-line. They must fill out and sign the pledge form and submit the form to their captain.

http://www.cuny.edu/site/campaign/pledge_form_105011.pdf

If you have any questions or concerns, contact your Campaign Captain or contact one of the Campaign Coordinators.