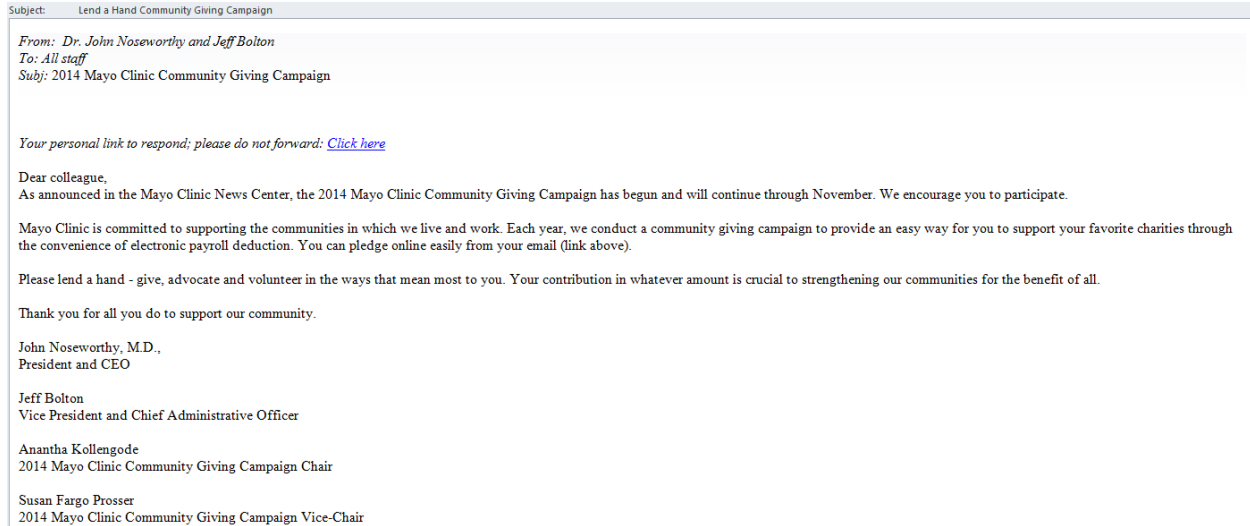
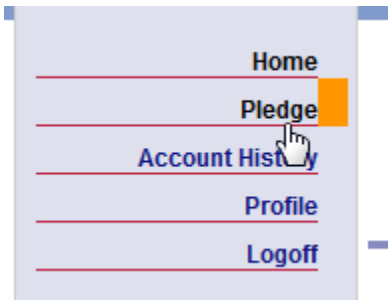


Step by Step Guide to Designate Aldrich for United Way Community Giving

Click on **Link** embedded in e-mail from - mayocampaign@uwolmsted.org



On the United way page Click on the **Pledge Button**



Select your **type of pledge**, and **press Next**

The screenshot shows the 'Select Pledge Type' step of a five-step process: Select Pledge Type, Enter Pledge Amount, Designations, Verification, and Finished. The 'Select Pledge Type' step is highlighted in red. Below the progress bar, the text reads: 'Please select your pledge type. You may choose the method by which you prefer to contribute by checking your choice below. For your convenience, you can have your pledge deducted directly from your pay. Payroll deduction starts the first pay period each year.' There are six radio button options: Payroll Deduction (selected), Check, Cash, Bill Me, Credit Card, and Stock. A seventh option is 'No thanks, I give back in other ways & choose not to pledge at this time.' At the bottom are 'Cancel' and 'Next' buttons.

Choose the **Amount**, **Select designate gift** and **Press Next**

The screenshot shows the 'Enter Pledge Amount' step of the five-step process. The 'Lend a HAND' logo is visible in the top right. The progress bar highlights the 'Enter Pledge Amount' step in red. The text reads: 'Please enter the amount you want to have deducted per pay period OR your total pledge (will calculate automatically)'. There are three input fields: 'Deduction Per Pay:' with '\$10.00', 'Pay Periods Per Year:' with a dropdown menu showing '26', and 'Total Annual Pledge:' with '\$260.00'. Below these is a checkbox labeled 'Do you wish to designate your gift?' which is checked, and the word 'Yes' is next to it. At the bottom are 'Previous', 'Cancel', and 'Next' buttons.

Select Write in Non-Profit of My choice

Community Care Fund

.....Pledge Amount.....

The Live United Community Fund is dedicated to creating opportunities for a better life, focusing on education, income and health....the building blocks for a good quality of life and the community basics of food, shelter, and safety.

Designation Amount

Community Initiatives:

Name	Designation Amount
Basic Needs	<input type="text"/>
Education	<input type="text"/>
Health	<input type="text"/>
Imagination Library	<input type="text"/>
Income	<input type="text"/>

Regional United Ways

Click the 'search' button to see United Ways in surrounding counties. You may use the "Non-Profit of My Choice" section below if your local United Way is not listed here.

Search

Non-Profit of My Choice

Write-in the agency of your choice

Write In

Previous

Write-In

Cancel

Next

Fill out Write in Designation: **Amount, Agency, Address and Notes.** Press **Add** button

Write-In Designation

Total Pledge	\$260.00
Total Designated	\$260.00
Total Community Fund Contribution	\$0.00

Please fill in as much information as you can to help ensure that we are able to direct your funds to the correct organization. If we are unable to verify your organization, United Way of Olmsted County will contact you for further instructions. For more information contact United Way of Olmsted County at: epledgehelp@uwolmsted.org or call (507)287-2000 and request Donor Services.

Amount
\$260.00

Agency Name
Aldrich Memorial Nursery School

Address
855 Essex Parkway NW

City
Rochester

State or Province
MN

Zip/Postal Code
55901

Country
USA

Notes
(507) 289-3097

Add
Cancel Add Designation

Press the Next Button on the following screen

Non-Profit of My Choice

Aldrich Memorial Nursery School \$260.00 Review

Write-in the agency of your choice

Write In

Previous Cancel Next

Select **Sustaining Pledge** option on the Verification Screen

Please check all that apply.

*Work e-Mail:

Preferred address for billing

*Home Address

*Address Line 1:

Address Line 2:

*City: *State: *Zip Code:

*Country:

Items marked with an asterisk (*) are required

- Sustaining Pledge: I will make ongoing payroll contributions, so that my annual pledge renews automatically until I ask to stop or change it.
- This is a combined leadership gift with my spouse/partner
- I am interested in Emerging Leaders (a Volunteer & Networking group)
- I want to join/renew membership in United Way Women's Leadership Council (\$650 minimum)
- I wish to remain anonymous in publications

Press **Confirm** on the Verification Screen

Please review your pledge and confirm it below:

Note: This page is for verification only, your contribution will not be submitted until you click 'confirm' below.

Pledge Type:	Payroll Deduction
Pay Periods Per Year:	26
Deduction Per Pay:	\$10.00
Total Current Pledge:	\$260.00

Designated to	Amount
Aldrich Memorial Nursery School	\$260.00
Total Designated	\$260.00
Total Community Fund Contribution	\$0.00

- Sustaining Pledge: I will make ongoing payroll contributions, so that my annual pledge renews automatically until I ask to stop or change it.

Confirmation page may take a few moments to display.
Please click 'Confirm' only once. Thank you.

Your pledge will be recorded... Thank you!

Go back and change pledge information

Exit e-Pledge (no pledge will be recorded)

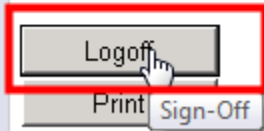
Press Logoff and You're Done.

For your records...

Reference Number:	13208-281328
Pledge Type:	Payroll Deduction
Pay Periods Per Year:	26
Deduction Per Pay:	\$10.00
Total Current Pledge:	\$260.00

Designated to	Amount
Aldrich Memorial Nursery School	\$260.00
Total Designated	\$260.00
Total Community Fund Contribution	\$0.00

Sustaining Pledge: I will make ongoing payroll contributions, so that my annual pledge renews at



As always, thank you for your support of Aldrich!

If you have questions or issues designating Aldrich, please contact the office at 507.289.3097 or aldrich@aldrichschool.com.