California YMCA Youth & Government – 2013 Future Leaders Campaign

HOW TO FILL OUT A PLEDGE SHEET

Below are step-by-step instructions for completing your pledge sheet. Please remember that pledge sheet information is CRITICAL to the success of campaign. We want to acknowledge our donors in a timely manner. As a campaigner, *YOU PLAY A BIG ROLE* in ensuring that donors are treated well and guaranteeing that payments reach our office.

Top of Sheet

- **If your sheet shows donor info (black print) on the Top Left side of sheet** please check **accuracy of contact information for your donor!** Fill in any **missing or incorrect** information on your preprinted sheet in the **Updated info (changes)** section on the **right**. Please include as much information as possible, i.e., e-mail, cell phone, etc.
- **If your sheet is not pre-printed, please fill in all the information on the <u>left</u>.**
- Fill in your name in the **CAMPAIGNER** space, if not pre-printed or correct.
- Only use **Updated info** for changes to your <u>donor</u>'s pre-printed information. This is not for Campaigner address!

Center Section (Contribution Information):

Fill in the total amount pledged (in the blank space next to My/Our Pledge to the this campaign is $)
THEN:
Choose one of the three payment methods according to how donor wants to be billed.

1. **Donor is paying and enclosing either a check or cash. Fill in the amount enclosed.**
2. **Donor wants to be billed**. Donor has a choice of when to be billed: one time, monthly, or quarterly. We are unable to accept a one time payment in the month of December so please advise donors that November would be the final month.
3. **Credit Card:** Check Card Type, fill in donor name *as it appears on card*, then *Credit Card Number* and *Expiration Date.* Fill in **how** the donor wants to charge, either the entire amount or the monthly amount. If name on credit card is different from Donor Name, write name CLEARLY in comments field.

Blank space on right: Use Additional Comments for any notes to the office about your donor. For example, **if you solicit the donor and don't get a pledge** (i.e. refused to give, could not reach, etc.) please put the reason in the additional comments area.

RETURN ENTIRE SHEET TO Y&G (envelopes are provided in your packet)
Note: If you took a sheet but have decided not the solicit the donor, please return the sheet to Kelsey by the ***final day of campaign.***

Finally, if you think of someone new you'd like to solicit, please call or e-mail Kelsey first. This way, you will be assigned to the donor, or be notified that the donor is already assigned.

Thank you for following these steps and for ensuring the campaign is successful!

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