**California YMCA Youth & Government – 2014 Annual 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 left**.
* Fill in your name in the **CAMPAIGNER** space, if not pre-printed or correct.
* Only use **Updated info** for changes to your donor’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!**

Kelsey Nolan, Campaign Administrator

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