

Question:

Q: Some of our employees and their families are on tight budgets. Should we invite them to be part of the campaign?

A: Yes, most people appreciate the opportunity to participate. In fact, people with lower incomes sometimes participate more than their higher paid co-workers. Giving through payroll deduction is convenient, and even a small amount each pay period makes a difference. Over 50 percent of the campaign donors gave \$100 or less last year.

Q. Should I ask an employee who said no last year?

A: Yes, give them the opportunity. We never know what life experiences may have happened over the year. Remember, the number one reason people don't give is they were not asked.

Tax-Related Issues

Q: Can I claim a tax deduction for my contribution?

A. Yes.

Q: What documentation do I need to claim a tax deduction?

Payroll deduction: Your final year-end paycheck and copy of your pledge form will substantiate your total contribution for the year.

Check: Your cancelled check is your receipt.

Credit Card: Your statement with the charge is your receipt.

Special Events: No goods or services can be exchanged