

# VtSHARES

## A Pledge Form Desk Aid

The Pledge Card Desk Aid is designed to help you assist others in your group navigate the online pledge form.

Here is what you can do:



### Visit [www.vtshares.vermont.gov](http://www.vtshares.vermont.gov)

Become familiar with the [VtSHARES website](#). Using the left-hand navigation, or widgets at the bottom, read about the history of the campaign, explore the many nonprofit organizations to choose from, and see how each donation makes a significant difference.



### Choose a Nonprofit Organization

How do you choose which nonprofit organization(s) to direct your donation to? You can select '[Nonprofit Organizations](#)' from the left-hand navigation pane or scroll down to the widget on the home screen.

Eligible nonprofit organizations are organized by individual counties and as one complete listing. By clicking on the links, you'll see the list of available options – including their website and contact information, use Ctrl-F to search for something specific, download and print if you so choose.

Once you have identified the nonprofit(s) you'd like to support, write down the 5-digit code associated with the nonprofit organization and its full name. The nonprofit organization number will appear to the left of the nonprofit organization name and will include a hyphen.

For example, 12-200 Green Mountain United Way.

Once you have your nonprofit organization(s) identified and written down. Move to filling out the [online pledge form](#) for payroll deduction.

# 3

## Complete the Online Pledge Form

Access the [online pledge form](#) various ways on the website, including by selecting 'Pledge' from the left-hand navigation pane or scrolling down to the widget on the home screen.

All fields marked with a red asterisk are mandatory fields. Throughout the form, please complete sections by filling in the fields listed. You'll notice there are descriptions and help icons in various fields. You can use your mouse to move to the next field or use the tab key.

Your name must be entered as it appears in VTHR. On page two, your office entity name will auto populate as it's listed within VTHR. Please confirm that all information is accurate before proceeding, or use the Previous button to make any necessary changes.

Please choose whether you are pledging to donate as a one-time payroll deduction or over 26 pay periods. Then, using the nonprofit organization information from Step 2 above, or via the link to nonprofit organizations included on the top of the form, enter the five digit code with the hyphen included. Add the annual amount you are pledging to donate. You may enter as many nonprofits as you'd like. A list of your choices will appear below. Annual amount must be divisible by 26 if you aren't doing a one-time deduction. Changes may be made by using the icons to the right of your pledge.

Once you continue to the next page, you'll find a summary, including the nonprofit organization's name which auto-populated from the code you entered. If any changes need to be made, please use the 'Previous' button.

Select whether or not you would like your chosen nonprofit organization(s) to acknowledge your gift. If you choose 'Yes', the voluntary name and address fields become mandatory and your information will be shared with the nonprofit(s), who will send you letter of appreciation that can be used for tax purposes.

Indicate if you would like a VtSHARES Contributor Pin or not. Pins will be distributed prior to the first payroll deduction and only to those who have selected to receive one.

A summary page will appear. Please print, using the icon provided, for your records. You may edit fields if necessary. If all is correct, check the acceptance button at the bottom and 'Continue'. A confirmation email will be sent to the email address you provided. Thank you!

*"Giving is not just about making a donation, it's about making a difference" – Kathy Calvin*