



Susan Barber &lt;sbarber@cnu.edu&gt;

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## "Give from the Heart" - Commonwealth of Virginia Campaign 2011

1 message

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**Lisa Wingfield** <lwing@cnu.edu>  
To: employees@cnu.edu, faculty@cnu.edu

Thu, Oct 27, 2011 at 12:58 PM

Dear Colleagues,

Have you ever given to the [Commonwealth of Virginia Campaign](#)? If so, then you have helped provide a homeless family with a warm and safe place to sleep. You've helped deliver a hot meal to a homebound senior. You've given a group of kids a safe place to play away from the street or helped a disabled adult realize their potential to be an active member of their community. You've strengthened our community in so many ways.

Here is your chance to continue your annual giving to the CVC Campaign or to make this your inaugural year! Any amount is welcomed and appreciated. "*Give from the Heart*," our agency's Commonwealth of Virginia Campaign, begins Tuesday, November 1.

Contribution methods and important dates are listed below. Supervisors, please share this with your department members who may not have access to e-mail. If you have any questions, please contact me at [757.594.7882](tel:757.594.7882) or [lwing@cnu.edu](mailto:lwing@cnu.edu).

Thank you for all you do for our agency and our community. Together we can make a difference.

Sincerely,

*Lisa*

Lisa Wingfield  
CVC Campaign Coordinator  
Triesmann Health and Fitness Pavilion Director

*"You must be the change you wish to see in the world."* – **Mahatma Gandhi**  
**CVC Campaign Donation Information \***

## **We make it easy to "Give from the Heart!"**

Payroll deduction or credit card gifts (Visa or MasterCard only) may be made through the CVC's [online processing system](#).

Cash, check, or credit card (VISA, MasterCard, American Express or Discover) gifts may be made by using the ***paper pledge form*** (attached to this e-mail). Contact your CVC coordinator for more information.

**Get Ready:** If you choose to designate your gift to your favorite charity (or several charities), have the name(s) and code(s) ready. If you want to search for charities that meet your own needs, go to <http://www.cvc.vipnet.org/donors/directorylist.htm> and look through over 1,200 charities. Jot down the names of the charities on your list. The Online Giving System allows you to select a charity from a drop-down list of charities in alphabetical order. There is a charity for every interest.

**Get Set:** The online system, EmployeeDirect, has pre-filled the information such as your name, address, and agency information for you. If the information displayed is NOT correct, please immediately contact your Human Resource representative or Payroll Officer. Changes to personal data made in this system will not update any other State records.

If you are using the paper pledge form, gather the form (attached to this e-mail or contact your CVC Coordinator for a copy) as well as your payment method (cash, check, VISA, MasterCard, American Express or Discover), then complete the steps below.

**Go:** For ***online giving***, please navigate through <http://cvcvipnet.org/donors>. (Give Now ~ Commonwealth of Virginia Pledge Form ~ Online Processing Form) and provide the information requested.

For ***paper pledge processing***, complete the appropriate information using the attached form. The Agency Name and code has already been filled out for you. List your name, state employee ID number and department in the top section, then follow these steps:

**Step One.** Indicate your payment method. If you are using a credit card, list the name on card, card number and expiration date.

**Step Two.** Check the box that reflects if you "do" or "do not" want to designate your gift to a specific charity (otherwise it goes to the general CVC fund).

**Step Three.** Sign and date in the appropriate spots and then indicate whether or not you choose to be anonymous or if you would like

your information provided to the agency (or agencies) you choose to support.

**Step Four.** Keep a copy for your records and send the original to your CVC Coordinator, Lisa Wingfield (Room G149, Triesmann Health and Fitness Pavilion in The Freeman Center)

**Important CVC Campaign dates:**

Tuesday, November 1 ~ CVC Campaign begins

Friday, December 13 ~ Last day to submit the paper pledge form to your agency's CVC Coordinator (paper pledge forms will not be accepted after this date).

Friday, December 20 ~ Last day for online payroll deduction giving.

Friday, January 20 - ~ Last day for online giving via MasterCard or VISA (payroll deduction will not be an option after December 20).

*\* Please note that CVC Campaign contributions should be made through the steps listed above while the Faculty/Staff Campaign contributions should be made as directed by the Office of University Advancement.*



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