California YMCA Youth & Government - 2010 Annual Support Campaign

Campaigner Training Materials
HOW TO FILL OUT A PLEDGE CARD

THERE ARE 3 THINGS WE NEED: 1. CONTACT INFO, 2. PLEDGE AMOUNT, AND 3. PAYMENT INFO

1. **CONTACT INFO** Your pledge card is either **blank** or has **pre-printed information**

   - **Top Left side of card:** Check all contact information for your donor**.** If your card is not pre-printed, please fill in all the information **on the left.**
   - **Top Right side of card - CAMPAIGNER:**, **this will be your name- if blank fill it in**
   - **Top Right side of card-CHANGES:** If printed donor info is **incorrect** enter **changes** only!

2. **PLEDGE AMOUNT – Center Section- PLEDGE:** Fill in **total amount pledged** in the blank space next to **$.**

3. **PAYMENT INFO-** Choose **one** of the three **payment methods** for your donor.

   - **Cash enclosed** or **check enclosed -** fill in **amount** you are enclosing.

OR

   - **Bill Me-** Choose to be billed either: **one time, monthly or quarterly**. (Note: NO **one time** payments in the month of December--November is the final month)

OR

   - **Credit card:** Mark ***Card Type,*** fill in **Name as it appears on card**, enter ***Card Number*** and ***Expiration Date*** (Mo/Yr). Mark billing choice for either **entire amount, quarterly, or monthly**.

Use **Additional Comments** for any notes to the office**.** We will respond, or add info to the database for next year. Examples: You solicit a donor and **don't get a pledge** (enter "refused to give", "could not reach", etc.). Or, your donor is interested in info about Y&G. (enter "send info")

RETURN ENTIRE CARD TO Y&G.

Note: If you have a card but decide **not to solicit the donor**, please return to Michelle by the ***campaign deadline***.

Finally**,** if you think of **someone new** to solicit, please call or e-mail Michelle first. We want to make sure that the donor is **not already assigned**.

As a campaigner, *you play a* **BIG ROLE** in ensuring that donors are treated well, and guaranteeing that payments reach our office. Please provide us with as much info as possible!

Contact: Michelle Warden, Development Coordinator
California YMCA Youth & Government
2000 Alameda, Suite 128, San Mateo, CA 94403
(650) 522-9622, Fax (650)522-9626
michelle@calymca.org