How do I give to the Community Fund Drive?

You can give using a paper form, which is available online at umn.edu/cfd. It can be used for both payroll deductions and check donations and can be returned via campus mail to Payroll Services, WBOB, 1300 South 2nd Street, Suite 545, Campus Mail Code 7534.

Or, you can give online through the Community Fund website, umn.edu/cfd, selecting “Donate Now” on the top right and selecting one of these options:

- “How to Donate Online” is a presentation which shows the screens and provides tips on logging on, making a donation selection, and receiving your confirmation for online giving.
- “Donate to the Community” links to the eWay online pledge site. This system is new to the Community Fund Drive in 2015 and is administered by the Greater Twin Cities United Way.
- “Offline Giving Form” is a printable form that can be completed and sent to the Office of Human Resources via campus mail using the address on the form.
- “Donate to the UofM” links to the University of Minnesota Foundation’s website. The Foundation is a federation partner in 2015 and has set up a separate donation page for faculty and staff gifts during the campaign.
- “Federation Expenses” is a document which contains processing fees for federation partners.
- “Charitable Agencies” lists all the nonprofit agencies by their membership in a partner federation. This does not include the University of Minnesota.

I'm having trouble logging into the “Give to the Community” site. How do I get access?

To protect your data privacy, this year you need to enter your University Internet ID (x.500) as your Username, and then the letters “um” followed by your seven digit employee ID number as your password to log on to donate. Your employee ID number is located on your U Card and on MyU if you select “My Info” on the left, your number is displayed across from your name. This password is not your day-to-day Internet ID login password. It is a separate password used only for this system.

How do I enter the amount I want to donate or pick a charity represented by a federation online?

Giving to charities should be easy, so if you have any issues online, please fill out a form, call the helpline, or look at the how-to guide for information.

You can call the Office of Human Resources at 624-UOHR (624-8647) if you need help. The “How to Donate Online” guide provides images of screens to help you navigate the donation system.
Do I have to make a donation in order to win a prize?
Everyone is eligible to win a prize. Go to umn.edu/cfd and select “Donate to the Community.” Once you have accessed the eWay system, click “Give,” then you can select the option, “I can’t give financially but want to be entered into the prize drawing.”

How can I find out how much and which organization I gave to last year?
The Office of Human Resources Contact Center has information on which organization you donated last year. To know how much you donated, call 624-UOHR (624-8647). The individual agency will be listed on your pay statement, which is available on MyU.

If I give to a federation or agency through payroll deduction, when will my donation begin to be deducted from my paycheck?
Bi-weekly payroll donations will be taken out starting on January 6, 2016 and stop at the end of the calendar year. One-time gifts will be deducted on February 3, 2016.

Can I donate to an organization that is not represented by one of the Community Fund Drive federation partners?
Yes. Employees can give to their favorite charities as long as it is a 501(c)3 nonprofit organization. You just need to provide the organization’s name and street address when making your donation.

Can I make a donation using my credit card?
The community-based federations in the Community Fund Drive do not accept credit card donations. Gifts to the University through the Foundation can be made by credit card.

When will the organization receive my donation?
Distribution of gifts to the nonprofit or federation depends on several factors:

- One-time gifts:
  - To a partner federation are distributed February 3, 2016.
  - To an agency associated with a partner federation are distributed on the federation’s schedule—contact the federation for more information.
  - To another nonprofit (write-in) are distributed between March 15 and 23, 2016.

- Payroll deductions:
  - To a partner federation are distributed each pay period.
  - To an agency associated with a partner federation are distributed on the federation’s schedule—contact the federation for more information.
To another nonprofit (write-in) are distributed quarterly between the 15 and 23 in the months of March, June, September, and December.

**Once I make a donation can I change it?**
Yes. You can edit your online donation until the campaign closes on November 13, 2015 using the eWay system. If you submitted your donation with the paper donation form, call Payroll Services at 612-624-6847.

**Will I receive an acknowledgement of my gift?**
You will receive a confirmation email from “ewayhelp@gtcuw.org” after your donation has been submitted, even if you donate using the paper form. Employees who want an acknowledgement from the federation or nonprofit need to indicate this on the online submission process or the paper donation form.

**How do I get a record of my donation for tax purposes?**
Employees can use the donation confirmation email and information on their payroll statement. To access a copy of your pay statement, go to MyU and select “My Pay” and “View/Print All Pay Statements” at the bottom of the page. Select a payroll period and donations will appear in the after-tax deduction area. It will also appear for the year on your W-2 form which will be visible on MyU. If an employee donates more than $250 as a one-time gift, that gift must be acknowledged by the nonprofit.

**Who are the Community Fund Drive federation partners?**
The 2015 campaign federations are Community Health Charities Minnesota, Community Shares Minnesota, Greater Twin Cities United Way, Minnesota Environmental Fund, Open Your Heart to the Hungry and Homeless, United Negro College Fund, and new this year the University of Minnesota Foundation. Information on each federation is available by clicking on the federation logos on the CFD homepage. A page opens up with information on what a $3, $5, and $10 per pay period gift can accomplish through our federation partner plus a link to the organization’s website.

**Where can I find a list of the charities/agencies represented by the federations?**
The Community Fund Drive federations represent nearly 500 charities. A list of these charities are available to review on the website and in the “Donate to the Community” online giving platform for community federations.

**Why is the University of Minnesota Foundation part of the campaign this year?**
Faculty and staff have always been able to donate to the University of Minnesota Foundation through the Community Fund Drive, but the gifts had a service fee deducted by the federation that managed write-in donations.

This year the Community Fund Drive has made donating easier by providing a link from the Community Fund Drive website (www.umn.edu/cfd) directly to a page for employee gifts to the Foundation.
Giving to the University is different from gifts to community federations and nonprofits in a couple of ways:

- Gifts through payroll deduction to the University of Minnesota will begin immediately and continue until you choose to discontinue them, unlike gifts to other federations, which stop at the end of the calendar year.
- The University of Minnesota does accept credit cards for ongoing or one-time gifts.
- All gifts receive an acknowledgement through the Foundation.

If you have questions on giving to the University, contact Jennifer Eggers, eggers018@umn.edu, 612-624-1420.

**Why did the University change the online donation system?**

In previous years, the University created a customized online giving platform which no longer worked after the Upgrade. The University considered the time and resources needed to develop an online giving platform that would only be used for a few months and opted to partner with the Greater Twin Cities United Way instead. The University thoroughly reviewed eWay and the Greater Twin Cities United Way to ensure the software and vendor would meet our data privacy and security needs.