

WORKPLACE GIVING

2021 - 2022



The Path of Your Gift

It's easy to make a difference. Workplace giving is a simple, convenient and affordable way to give to the causes and organizations you care about most. Each year, your employer partners with Community Shares of Colorado to distribute donations that will make long-lasting change in our state. See what workplace giving option is right for you!

Choose a gift scenario...



PAY PERIOD CONTRIBUTION

Pledge a gift per pay period (e.g. \$5) for a total annual contribution of \$60, \$120 or \$130 (depending on number of pay periods) to one or multiple charities. Contributions will begin January 2022 and run through December.



RECURRING GIFT

Pledge a recurring gift (e.g. \$5 per month) via credit/debit card or EFT (Electronic Funds Transfer) for a total annual contribution of \$120 to one or multiple charities.

NOTE:

By selecting this option, your contribution will start immediately, and your card will be charged with the first payment.



ONE-TIME GIFT

Give a one-time gift to one or multiple charities in one of three ways:

- Pledge a one-time payroll contribution that comes out of the first January 2022 payroll
- Charge a credit/debit card on the date of pledge submission in Fall 2021 (with a 3.5% card processing fee)
- Issue a personal check made payable: "Community Shares of Colorado" and mail to: 789 Sherman St., Suite 230, Denver CO, 80203



Gifts are processed and distributed by our partner, Community Shares of Colorado, which retains a 15 percent administrative fee up front.

Community Shares notifies each charity of the gift by March 31, 2022, by providing a report that includes the gift amount, name of employee (if elected to share) and employer name.

Community Shares receives your workplace's payroll contributions beginning January 2022.



Some workplaces offer a **match or administrative offset** to increase your total gift. Contact a workplace giving representative at your organization to find out if this is an option.



Community Shares distributes gifts to charities monthly.

Gifts submitted using personal check or credit card are distributed beginning March 2022 and gifts submitted via payroll are distributed beginning April 2022.



When you give online, **acknowledgment of your gift for tax purposes** is sent automatically via email by Community Shares. Be sure to save this email for tax preparation.

Questions? Contact Community Shares at giving@cshares.org for additional information about how to make a workplace giving contribution.

What does Community Shares of Colorado's 15% administrative fee cover?

Operational costs in assisting workplaces, donors and charities

Maintaining and managing the online giving website

Handling all fiscal management components

Community Shares of Colorado, 789 Sherman St. Suite 230, Denver, CO 80203 | (303) 861-7507