**PLEDGE CARDS**

Pledge cards provide donors with an opportunity to make gifts in the moment. If your unit needs pledge cards for an upcoming event, please see the following steps for obtaining and using pledge cards.

# Requesting Pledge Cards

* Reach out to your Advancement Assistant to request pledge cards. Please include the following information in your request:
	+ **Appeal code for the event**
		- How to request an appeal code: <https://depts.washington.edu/uwadv/central-resources/gproc/forms/appeal-code-request/>
	+ **Information on the fund(s) available for donor giving:**
		- Fund name(s)
		- Allocation code(s) for the fund(s)
		- Budget number(s) for the fund(s)
	+ **Giving levels:**
		- Giving levels will vary based on the event audience. Ex. ($100, $500, $1000) **OR** ($25, $50, $100, $500)
		- Note – the donor will have an “other” option to write in an amount of their choosing
	+ **Date of event**
	+ **Quantity of pledge cards needed**
* Using the information you provide, your Advancement Assistant will create specialized pledge cards for you, and deliver them within **10 business days** of your original request

# Using Pledge Cards

* Distribute pledge cards and corresponding envelopes at your event
* Be sure to collect all pledge cards and corresponding cash / checks once completed

\**In order to properly process gifts from pledge cards, all fields must be completed.*

# After Your Event

* Collect all completed pledge cards and corresponding cash / checks in a single envelope

*\*All completed pledge cards* *and corresponding cash / checks must be kept in a locked safe until delivered to your Advancement Assistant to process.*

* Hand deliver the completed pledge cards and corresponding cash / checks to your Advancement Assistant as soon as possible

\**All completed pledge cards must be delivered to your Advancement Assistant within 3 business days*

*\*Do not put completed pledge cards or monies in campus mail*

# What Happens Next?

* Your Advancement Assistant will work with Gift Services to process the gifts using the pledge cards
* Please allow 3-4 weeks for gifts made at your event to appear in gift reports

Questions? Please contact the Advancement Assistant for Advancement Services at **206.543.2235** or **hlm18@uw.edu**