

EMPLOYEE PAYROLL CONTRIBUTION AUTHORIZATION FORM

PART 1 – EMPLOYEE DATA

Name		Employee Number
Address		
City	Prov	Postal Code
Home Ph	Work Ph	Email

PART 2 – THE TYPE OF FUND

There are many ways to give to RRU. You can direct your gift to preserving our heritage and campus trails or supporting our students, academics and research, diversity and more. We have selected a few key areas needing your support below. For a complete list of funds and more information, please visit advancement.royalroads.ca.

<input type="checkbox"/> The Howard Dorrance Staff Legacy Bursary	Staff matching gift opportunity. A bursary supporting students enrolled in the 2nd half of their RRU program who demonstrate financial need due to unforeseen and exceptional circumstances.
<input type="checkbox"/> Bursaries	Student awards granted based on financial need.
<input type="checkbox"/> Scholarships and Awards	Funding for students based on accomplishment and/or merit.
<input type="checkbox"/> Sustainability	Research and projects focused on sustainability.
<input type="checkbox"/> Other	

PART 3 – PAYMENT OPTIONS THROUGH PAYROLL DEDUCTIONS

By my signature below or by my email submission, I authorize:

<input type="checkbox"/> One time contribution of	\$	
<input type="checkbox"/> Bi-weekly payroll deductions in the amount of (min \$5)	\$	
Start Date MM / DD / YY	End Date MM / DD / YY	<input type="checkbox"/> Continuous

PART 4 – EMPLOYEE AUTHORIZATION

Employee Signature	Date MM / DD / YY
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PART 5 – DONOR RECOGNITION

May we include you in our Donor Recognition Program?

Yes No, I prefer that my gift remain anonymous

PART 6 – FOUNDATION CONSULT (OFFICE USE ONLY)

Fund assigned
Foundation contact
Date

PART 7 – PAYROLL (OFFICE USE ONLY)

Form received by	Date MM / DD / YY
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Thank you for investing in education at Royal Roads University. If you would like more information, please visit advancement.royalroads.ca. You can also contact Advancement Manager Yvette Guigueno at Yvette.Guigueno@RoyalRoads.ca or Advancement Coordinator Hayley Bennett at Hayley.Bennett@RoyalRoads.ca.

Staff charitable donations will be included in employee's annual T4 statements. Please note that all personal information is collected and used in accordance with the BC Personal Information Protection Act (PIPA). For more information see www.oipc.bc.ca. Our goal is to be completely transparent and accountable to all our donors.