

2009 MARYLAND CHARITY CAMPAIGN
University of Maryland Baltimore Foundation, Inc.
Supplemental Pledge Card

MCC Book # / Agency Code: 5384

Instructions for using this supplemental form for the Maryland Charity Campaign

The University of Maryland Baltimore Foundation, Inc. (UMBF) is an entity eligible to receive donations through the Maryland Charity Campaign. UMBF is composed of many sub-accounts (listed on front page) that are administered by various schools, divisions, and departments here at the University of Maryland, Baltimore.

To make a pledge/contribution to one of the UMBF accounts through the Maryland Charity Campaign, please:

- 1) Complete the **MCC Pledge Card**
 - a) Write the code **5384** on the MCC Pledge Card where it says “Book #” and the amount of your pledge/contribution to UMBF.
 - b) **IMPORTANT:** Employees should not check the box for the statement, “*I DO NOT want my name and address released to agencies I have designated to receive my gift*”, which is located beneath your E-mail address in the “My Name” section of the MCC Pledge Card. **If you check this box, MCC cannot release your name to the UMBF, and your contribution will be added to the campus general fund rather than your preferred sub-account.**
- 2) Complete the **UMBF Supplemental Pledge Card** to designate your preferred specific UMBF sub-account (**see front of form**)

**Gifts can be made only to the funds listed.
Please do not write-in funds, as they are no longer accepted.**

- a) Check off the account name(s) you are donating to and fill-in the amount contributed to each account. Make sure the individual amount(s) equal the total amount on your MCC Pledge Card for the UMBF (Book #5384).
 - b) Write your name, department, and campus phone number on this form in case we need to contact you.
- 3) **Paperclip this form to your MCC Pledge Card (do not staple).**
 - 4) Return both the MCC Pledge Card and the Supplemental Form to your area coordinator.

Instructions for coordinators:

1. If an MCC Pledge Card is returned with a Book # of **5384** please make sure a supplemental foundation pledge card is completed before submitting.
2. Check with the donor if they did not check the “*I DO want my name and address released to agencies I have designated to receive my gift*” in the “My Name” section of the MCC Pledge Card. MCC cannot give UMBF the supplemental form if this box is not checked, and the gift must be directed to a general fund to benefit UMB rather than the designated sub-account.
3. Make sure the donor has listed his/her name, department, and phone number on the form.
4. Double check to make sure the MCC Pledge Card has the Book # on it (5384).
5. Make sure the total pledged to the UMBF/Book # 5384 equals the total indicated on this Supplemental Card.