



West Valley-Mission Foundation  
PAYROLL DEDUCTION AUTHORIZATION

*Your donations are 100% tax-deductible.\**

Classified Staff                       Academic Staff                       Full-Time                       Part-Time

Social Security No.: *(last four)* XXX-XX-\_\_\_\_\_ Effective Payroll Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Last
First
M.I.

Deduction Control: Contribution to be deducted from:  10 monthly     11 monthly     12 monthly paychecks  
*(Please return this form to the WV-M Foundation Office).*

<u>FOUNDATION FUNDS</u>	NEW	CHANGE	TOTAL AMOUNT OF MONTHLY DONATION	PAYROLL CODE
WVC College Priorities Fund <b>Fund #721</b>				
WVC Scholarship <b>Fund #59</b>				
WVC Student Emergency Assistance <b>Fund #728</b>				
WVC Textbook Assistance <b>Fund #72</b>				
MC College Priorities Fund <b>Fund #723</b>				
MC Scholarship <b>Fund #58</b>				
MC Student Emergency Assistance <b>Fund #722</b>				
MC Textbook Assistance <b>Fund #71</b>				
WV-M District Priorities Fund <b>Fund #724</b>				

To request a payroll deduction, check "NEW" and indicate the desired monthly donation amount. You may select multiple funds and donation amounts. ***IF you are currently making payroll deductions, you must also complete this new payroll deduction form, choose from these specific fund categories, and note the amount of your monthly***

Dear Payroll Deduction Donor,

Your payroll deduction contributions will enrich the quality of education and learning environments provided by West Valley College, Mission College, and the WV-M District. It is important that you designate the purpose of your donations by completing and returning this form.

Thank you.

### FUND DESCRIPTIONS

#### WVC College Priorities Fund (#721)

This fund provides financial resources to support and further the WVC's priorities as articulated in the institution's goals, strategic initiatives, and other planning processes.

#### WVC Scholarship Fund (#59)

A college education eludes some students because of cost. Scholarships are among the most important ways to encourage student engagement in higher education and successful completion of his/her educational goals. This fund provides financial resources in the form of scholarships to assist current WVC students.

#### WVC Student Emergency Assistance Fund (#728)

Students often encounter unforeseen barriers during the semester which have the potential to deflect their attention away from their studies. Such circumstances include transportation challenges, child care issues, housing emergencies, and other similar situations. This emergency fund provides financial resources to help mitigate these circumstances and allow students to refocus their energy and attention on their courses.

#### WVC Textbook Assistance Fund (#72)

Textbook costs have escalated to the point that this has become a barrier to students entering and remaining in college. Book grants and loans allow students to acquire necessary textbooks and, in so doing, promote student retention, success, and progress toward educational goals and aspirations. This fund provides financial resources to support the college's textbook assistance programs.

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#### MC College Priorities Fund (#723)

Mission College sets goals and strategic priorities that support student success and achievement. Donations help to ensure quality learning environments; promote instructional and student service program needs and provide for a comprehensive education that meets the needs of the 21<sup>st</sup> century learner.

#### MC Scholarship Fund (#58)

Donations communicate your appreciation of Mission College students' success in the classroom and their contributions to the community. By providing scholarship assistance, students receive a tangible acknowledgement of their academic progress and know they have Mission College employees supporting their efforts towards continued success and achievement.

#### MC Student Emergency Assistance Fund (#722)

Donations provide for students who may have incurred an emergency in their lives that dramatically impede their academic progress. Catastrophic events or loss can deter school attendance. Your donation provides support for continued attendance or assistance as students transition through crisis.

#### MC Textbook Assistance Fund (#71)

Donations allow students the ability to pay for textbooks when in need. Student success in the classroom depends on the availability of course textbooks and other related supplies. Mission College is committed to several textbook funding opportunities. Your donation is one way to support our student needs.

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#### WV-M District Priorities Fund (#724)

This fund provides financial resources to support and further the WV-M District priorities as articulated in the District Strategic Plan. Donations will ensure that resources are available to help enhance infrastructure, planning, promotion, and operation of a student-centered district.

#### Samples of Annual Deduction Amounts

\$4.17/month (\$50.04/year)	\$8.34/month (\$100.08/year)	\$20.84/month (\$250.08/year)	\$41.67/month (\$500.04/year)
\$64.50/month (\$750.00/year)	\$83.34/month (\$1,000.08/year)	\$208.34/month (\$2,500.08/year)	\$416.67/month (\$5,000.04/year)

donations. The former employee payroll deduction fund is replaced with the above Foundation Fund choices to more effectively link employee giving with college/district needs.

To request a change in your payroll deductions at any time, you may complete a new form and mark the change column and new designation and new monthly donation amount.

By signing this form, you authorize the West Valley-Mission Community College District Payroll Department to make the requested deductions from your paycheck each month. This deduction will continue indefinitely unless the District's Payroll Department or the WV-M Foundation Office receives notification of a change or deletion.

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Employee Signature

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Date

\* Foundation Tax ID # 77-0396330

Created: 9/18/2001

Revised: 12/1/2010

*white: Payroll*

*yellow: Foundation*

*pink: Donor*