

When should we start and end our campaign?

The official campaign window is August 21st-November 1st. We encourage you to kick off your campaign when the Foundation & iQ Credit Union visit your staff meeting and then let the campaign last for about two weeks. We aim to announce the results of the campaign on the first of December, so we appreciate receiving completed forms before Thanksgiving break.

Can I restrict my monthly/one-time Staff Campaign gift to my school or a VPS program?

Unfortunately, No. The staff campaign is designed to raise money to support the Foundation for VPS and all the ways we provide support to VPS students district wide.

I want to join "The Hour Club." How do I know my current hourly pay?

You can check your hourly salary through Employee Access in Skyward or contact Jennifer Andrieu in payroll.

What should I do if the employer of my spouse/partner will match my donation?

Once you've been issued a receipt, it can be submitted to the employer along with any required form. If you need help with this reach out to us at <u>FoundationVanPS@vansd.org</u>.

What are my payment options?

Donations can be made by payroll deduction or credit card.

Where do I return my form?

PDF payroll forms can be emailed to <u>staffcampaign@vansd.org</u>. Hard copies of forms can be returned to a designated collection box at your school, the campaign coordinator, or sent via interoffice to Foundation for VPS, ATTN: Jenny Thompson.

I missed the campaign window. Can I still donate?

Absolutely. We can accept payroll deduction forms until Dec. 15th and you can make a donation online at any time of the year by visiting <u>HERE</u> or visiting our website: <u>https://foundationforvps.org/staffcampaign/</u>.