**GENERAL INFORMATION**

**What is the Spirit of Giving Campaign?**
The campaign is an annual Beaumont Health initiative to engage all employees in raising funds to help meet the charitable needs of patients and their families, our colleagues and the communities we serve.

**Do I have to make a charitable contribution?**
No. While every employee is asked to consider a meaningful charitable contribution, it is totally up to you. No matter your decision, please sign and return your Confidential Giving Form.

**Why should I contribute?**
The need is great, and we do so many great things! Review the funds on the back of your Confidential Giving Form to find an area that interests you. Watch the campaign video and know that your gift encourages outside donors who appreciate that we invest in our own programs and each other.

**Why do I have to return my Confidential Giving Form even if I don’t give?**
Collecting all forms ensures that you received your materials and that someone asked you to consider a donation. It is your manager’s responsibility to get all their department forms in, so please be kind when they ask and return your form promptly. Your cooperation is greatly appreciated.

**How and where do I return my form? And, how do I know you received it?**
Please complete and sign your form, put it back in the envelope it came in and seal it. If your manager has asked for your form, return it to them. Otherwise, return it in the Form Collection Box at your site’s HR Department or Foundation office, or if necessary, send it by interoffice mail to: Foundation SOG, Site #433-5D. Once your form is processed, the Foundation will confirm receipt by e-mail to your work account.

**Is the Spirit of Giving Campaign the only time each year that Beaumont Health asks every employee to make a charitable gift to a fund of their choice?**
Yes! While employees are informed about special fundraising events they may wish to support – such as the Walk for Miracles, golf outings, galas, etc. – the annual Spirit of Giving Campaign is the only charitable appeal that goes to all employees and asks them to respond.

**CONFIDENTIALITY & RECOGNITION**

**Will my donation, or decision not to donate, be kept confidential?**
Yes! Every aspect of your decision to give, or not give, is handled with respect and confidentiality according to the Donor Bill of Rights of the Association of Fundraising Professionals. The Foundation does not share whether you give, or what or where you give with anyone – not your supervisor, not HR and not your colleagues. The only information shared is whether you have returned your Confidential Giving Form.

**How are we recognized for a successful campaign, and how do we get a Food & Fun Award?**
- **Hospitals** that meet or exceed their giving goal receive recognition and a Giving Goal Trophy.
- **Departments and Units** with at least 50 percent giving and five team members will be recognized publicly and receive a Special Award Certificate to display.
- **Departments and Units** with at least 75 percent giving and eight team members will receive a Food & Fun Award after the campaign closes to celebrate its spirit of giving.
MAKING A GIFT

How can I make a donation?
- Payroll Deduction – Pay your pledge in 2020 through deductions from each paycheck during the year, or have your donation paid in full from your first paycheck of 2020.
- Pay Now – Pay in 2019 by check or credit card for a possible 2019 tax-deduction. For credit card donations use the secure link at beaumont.org/spirit-of-giving.
- PTO – Hours are deducted from your PTO Bank in early 2020. (Directors and above cannot donate PTO.)

Is my donation tax-deductible?
Yes! Beaumont Health is a non-profit entity, so your donation is tax-deductible to the extent allowed by law. Remember, donations are tax-deductible in the year they are paid, not the year pledged.

What projects and programs can I support?
The Confidential Giving Form lists dozens of funds for your consideration, and even more are described on the campaign website. Last year employees chose 169 different funds to support. Contact the Foundation if there is something at Beaumont you would like to support that is not listed.

Can I split my gift among different funds?
Yes! Your Confidential Giving Form has space for you to divide your gift among up to three funds.

If my financial situation changes during the year can I increase, decrease or stop my payroll deductions?
Yes! It’s your donation, and you are in charge of it. Contact the Foundation to make any changes.

How much of my donation goes to the administrative costs of the Beaumont Health Foundation?
None! The Foundation absorbs all campaign costs so 100 percent of your gift goes to work where you want it to.

How does my donation of PTO hours work?
Your donation is taken in early 2020 provided you have 40 hours remaining in your PTO bank after donating. The dollar value of your donated hours is reduced by 10 percent, and then by applicable taxes.

What is the Healing Circle?
If you check the Healing Circle box on your Confidential Giving Form, you are authorizing the Foundation to repeat your selected payroll deduction each year. You can always change your amount or fund choice.

INFORMATION FOR MANAGERS

What if I do not receive a packet for one of my team members?
You can pick up a blank packet from your HR department or the Foundation office in the BSC (5D) or download forms and other materials from the intranet. Just be sure to fill in the information at the top of the Confidential Giving Form with the employee’s name, site and employee ID number.

What do I do if I receive a packet for an employee who is not in my department or not working in October?
Write on the packet LOA for Leave of Absence, Transferred with the new department number if possible, or GONE if no longer working at Beaumont, and return it to the Foundation in a collection box or interoffice it to Foundation SOG #433-5D. The employee will be removed from your department count.

ADDITIONAL INFORMATION AND MATERIALS

Visit the campaign website at beaumont.org/spirit-of-giving, or contact the Beaumont Health Foundation at 947-522-0100 or at spiritofgiving@beaumont.org.