



United Way of Elgin

ePledge

Administrator's Manual

Welcome

Thank you for using the e-Pledge system. This Internet and e-Mail based tool, presented in partnership between your organization and United Way, is designed to make giving quick and easy.

e-Pledge significantly reduces, or even eliminates, the paper forms traditionally used in the course of an employee workplace campaign, resulting in improved efficiency for all parties.

This guide is designed to assist you in setting up and running an effective e-Pledge campaign.

What Is e-Pledge?

e-Pledge is an online pledge collection tool that fits seamlessly into your existing United Way campaign, allowing you to efficiently and safely raise money while eliminating pledge cards. It's all done through United Way of Elgin's secure database Andar360. E-Pledge and Andar360 work together to safely store your employees' data, send emails directly to your employees, set up a branded site just for your company, automatically track pledges and run real-time reports.

Benefits of using e-Pledge

- Reduces or eliminates the need for paper pledge forms
- Maximizes efficiency of campaign administration
- Centralizes campaign information in one shared database
- Enables real-time reporting or tracking of donors throughout the company
- Secure and confidential

e-Pledge Timeline

Before your campaign

In order to get your site set up, we'll need some employee information prior to your campaign kickoff.

6 weeks prior to your campaign

- An excel spreadsheet containing the employee data: see Appendix A
Examples include:
 - Unique Employee ID
 - First and Last name of employee
 - Home Address
 - Employee email

- Company logo
 - High resolution, 100 x 100 pixels
 - In either a .jpg or.gif file

- Kick-off and close dates of the campaign

- If there are any special incentives or prize categories that would need to be tracked through the e-pledge system.

4 weeks prior to your campaign

- Welcome/Home Page Message – the first page your employees will see when they log onto the site (see appendix C)
- E-mail verbiage for initial email that will go to employees to announce your kick-off (see appendix B)
- E-mail verbiage for any follow-up emails that you want sent during the campaign, as well as dates to be sent.
- Thank you email verbiage for email that automatically gets sent to employees once they pledge.

During the campaign

We e-Mail all employees with a personalized link to the e-Pledge system on the pre-determined campaign kick-off date. You continue to have whatever rallies, auctions or other company events that you would normally have each year. We monitor the e-Pledge system throughout the campaign and provide technical support. We will answer any questions and resolve any issues in a timely manner.

If and when requested, we can generate real-time reports of those employees who have not logged in and send them a reminder, repeating the process again at the end of the campaign.

After the campaign

You tell us what date to close the campaign, leaving your administrator IDs available to run reports for up to two weeks after the campaign is closed. If there were any special reports for incentives or prizes that were discussed before the campaign, those reports would be provided at this time. We would also send a payroll file to your HR department in the format requested. Lastly, we would hope to get another chance to meet with all of your key contacts to discuss the strengths and weaknesses of the e-Pledge campaign in order to prepare for next year.

The Employee Campaign Manager (ECM) should run a cash report from the e-pledge website to identify individuals who have not turned in their payment. Fill out the campaign report with fully paid employees and special event money. Collect all the payments and put the money, campaign report and the cash report inside the campaign envelope you were provided.

If you are making a corporate gift, please fill out a corporate pledge card and place it in the envelope.

Contact your United Way representative to come collect your envelope.

Appendix A – Data File Layout

You need to send us an employee file at least 6 weeks prior to the start of your campaign that conforms to the following:

- The data should be sent as an Excel spreadsheet.
- Unused fields from the list below do not need to be included in the spreadsheet.
- Any fields listed below that you need us to return in the payroll file MUST be included on original employee data file.
- Any information (ex. Supervisor, location, business unit, etc.) that you would like to use to sort or filter your reports MUST be included on original employee file in Report Sort 1 to Report Sort 3.
- Please be aware we cannot import the full name of an employee in one column. The first, middle and last names MUST be separated into distinct columns.

Field #	Field Name	Data Type	Maximum Length	Required Field
1	Donor Identifier	Numeric	20	Y
2	User ID	Text	20	Y*
3	Password	Text	20	Y*
4	Prefix	Text	15	Y
5	First Name	Text	15	Y
6	Last Name	Text	25	Y
7	Middle Initial	Text	15	N
8	Suffix	Text	15	N
9	E-Mail	Text	70	Y**
10	Home Address	Text	40	Y
11	City	Text	25	Y
12	State	Text	2	Y
13	Zip	Numeric	10	Y
14	Department Name	Text	25	N
15	Department #	Numeric	20	N
16	Campaign Manager	Text	25	N
17	# of Pay Periods	Numeric	2	Y
18	Report Field 1	Text	25	N
19	Report Field 2	Text	25	N
20	Report Field 3	Text	25	N
21	Report Sort 1	Text	25	N
22	Report Sort 2	Text	25	N
23	Report Sort 3	Text	25	N

*United Way can generate using a combination of the donor identifier and donor name that you provide, or some other combination that would make it a unique User ID.

**E-mail address is so you can send the user ID, password and link to the site to each employee.

Description of Data Fields

1. **Donor Identifier:** A unique # pertaining to an individual employee identifying that employee. Ex: Employee ID
2. **User ID:** A unique string of characters to each employee used as an ID to sign on to the e-pledge system. This can be set up by the United Way.
3. **Password:** Characters used with the User ID to sign on to the e-pledge system. This can be set up by the United Way.
4. **Prefix:** Employee's prefix such as Mr., Mrs. Etc.
5. **First Name:** Employee's first name
6. **Last Name:** Employee's last name
7. **Middle Initial:** Employee's middle initial or middle name
8. **Suffix:** Employee's suffix such as Jr., Sr., etc.
9. **E-Mail:** Employee's email address
10. **Home Address:** Employee's home address
11. **City:** Employee's city
12. **State:** Employee's state
13. **Zip:** Employee's zip code
14. **Department Name:** Employee's department name
15. **Department #:** Employee's department number
16. **Campaign Manager:** Name of person within company that is responsible for employee's campaign.
17. **# of Pay Periods:** The number of pays that the employee has per year
18. **Report Field 1:** Any information that the company would like to track in reports.
19. **Report Field 2:** Any information that the company would like to track in reports.
20. **Report Field 3:** Any information that the company would like to track in reports.
21. **Report Sort 1:** Any information that the company would like to use to sort the reports by.
22. **Report Sort 2:** Any information that the company would like to use to sort the reports by.
23. **Report Sort 3:** Any information that the company would like to use to sort the reports by.

Notes:

1. Campaign Manager information links employees to coordinators for reporting and administrative purposes.

2. The sort fields are used for structuring the reports. Assign your groupings and levels here for your e-Pledge reports.

Appendix B - Sample E-mail Messages

Kickoff E-mail

Welcome to the 2011 United Way Campaign. Our organization has enjoyed a long and successful relationship with United Way and we are looking forward to our best year ever. The United Way's mission is building community, improving lives and making every contribution count. Once again, through your generous contributions to United Way, we can make a difference in the areas of EDUCATION, INCOME, and HEALTH.

Your gift to United Way is invested in programs that help children and youth achieve their potential, help families become financially stable and independent, and improve people's health. Every pledge produces measurable results – measurable change. Even a \$2.00 per week contribution will make a huge difference in the campaign.

You may pledge your contributions through a protected website beginning DATES OF YOUR CAMPAIGN

Together, we can inspire hope and create opportunities for a better tomorrow.

Thank you for supporting United Way. Thank you for LIVING UNITED..

Closing E-mail

There are only 2 days remaining for you to participate in the 2011-2012 United Way Campaign. The deadline for online pledging is

Remember that when you make a contribution to United Way, you become a partner for a stronger community, helping to find long-term solutions to essential health and human service needs. A pledge of any amount will help.

When you reach out a hand to one, you influence the condition of all.

Thank you for supporting United Way.

Appendix C - Sample Web Greetings

Dear Fellow Employee:

Welcome to the kick-off of the 2011 United Way Employee Campaign! I invite you to join me in making the greatest difference possible in our community. By supporting the United Way campaign, we can help make our community a stronger, better place to live and work.

Your gift to United Way is invested right here in our community. United Way is focused on advancing the common good: helping children and youth to achieve their potential, helping families become financially stable and independent and improving people's health.

I hope that you will join me in supporting the United Way this year. Please support your community through the 2011 annual United Way fundraising campaign.

When you reach out a hand to one, you influence the condition of all.

Sincerely,

Name and Title

Appendix D – e-Pledge Screen Customization

Login Page

An employee can be set up to access the e-Pledge system in one of two ways. Normally we would send a personalized link that has a User ID and Password embedded. When employees click the link, it recognizes who they are and logs them in automatically. However, some companies prefer to put the URL on their intranet with all the other information about their campaign. In those cases, the link cannot be personalized. The employee would see the screen below and enter their User ID and Password manually.

United Way of Elgin

LIVE UNITED 

GIVE.
Invest in your community.

ADVOCATE.
Champion the cause.

VOLUNTEER.
Give your time.

Your User ID is the first letter of your first name and your last name.

Your Password is the year you were born.

User ID:

Password:

Login

Powered by Andar/360 Fundraising Software from Helix (e10.03)

Greeting Page

This is the first page that most employees will see and it is completely customized for your company. Employees will only have a pledge option on the menu, but the Employee Campaign Manager will have access to the entire menu. Normally, the page layout includes your company logo and a welcome message from your Campaign Chair or CEO.

Note: In order for the welcome text to fit on the screen without having to scroll down, we recommend that the text not be more than 150 words, if you are also planning to include a logo, 250 words if not. Please send us a Microsoft Word file, no formatting. If including a logo, which will be displayed in the upper right of all pages, it should be .jpg or .gif file. Size = 100h * 100w pixels.

United Way of Elgin

LIVE UNITED United Way

GIVE.
Invest in your community.

ADVOCATE.
Champion the cause.

VOLUNTEER.
Give your time.

Welcome Kathy

Welcome to United Way of Elgin

Main Menu

- ▶ Home
- ▶ Pledge
- ▶ Status
- ▶ Reports
- ▶ My Reports
- ▶ Employee Search
- ▶ Signoff

United Way

Menu Options:

Status: This allows you to track the progress of your campaign. Simply clicking the Status link will display your company's information.


Reports: Links you to the reports you can run to see your campaign data.

My Reports: This is where you find the output for any reports you run

Employee Search: This gives access to each employee's data & allows you to update information, delete, or adjust pledges, and resend confirmation emails.

Select Pledge Type Page

All campaigns have the following pledge type options: payroll, check or cash, direct billing and the option not to give this year. If you decide to accept cash or checks, your users will be prompted to send those items to a designated person at your company who will collect and forward them to the United Way.

United Way of Elgin **LIVE UNITED** 

GIVE.
Invest in your community.

ADVOCATE.
Champion the cause.

VOLUNTEER.
Give your time.

Welcome Kathy

Main Menu


- ▶ Home
- ▶ Pledge
- ▶ Status
- ▶ Reports
- ▶ My Reports
- ▶ Employee Search
- ▶ Signoff

Select Pledge Type → Enter Pledge Amount → Designations → Verification → Finished

Please select your pledge type.

- Payroll Deduction
- Check
- Cash
- Bill Me
- I'm not able to contribute at this time

Cancel Next




Note: Please ask everyone to login and make a selection, even if they decide to not give.

Enter Pledge Amount Page (Payroll)

The number of pay periods that appear on this page can be pre-populated for each employee, which is what we recommend. In order for the number to be pre-populated, it must be included (under the # of pay periods field) in the employee data file.

Note: a drop down box can be displayed that will allow the donor to make a one-time payroll if they prefer.

United Way of Elgin LIVE UNITED 

GIVE. Invest in your community. **ADVOCATE.** Champion the cause. **VOLUNTEER.** Give your time.

Welcome Christina

Main Menu


- Home
- Pledge
- Status
- Reports
- My Reports
- Employee Search
- Signoff

Select Pledge Type → **Enter Pledge Amount** → Designations → Verification → Finished

Deduction Start Date: Jan 01, 2011
Deduction Per Pay:
Pay Periods Per Year: 26
Total Annual Pledge:


Do you wish to designate your gift? Yes

- A pledge to the Community Fund of at least \$156 will qualify you to join the Caring Club, which will give you access to many deals and discounts throughout the Elgin community.
- A pledge to the Community Fund of \$260 or more will qualify you for both the Caring Club membership and a long sleeve Live United t-shirt.



Enter Pledge Amount Page (Check)

If you allow check or cash pledges, you will need to provide us with specific instructions for the donor regarding how to get their cash or checks to the designated collection person at your company. This can be sent over at the same time as the welcome message for the home page.

United Way of Elgin LIVE UNITED 

GIVE. Invest in your community. **ADVOCATE.** Champion the cause. **VOLUNTEER.** Give your time.

Welcome Kathy

Main Menu

- ▶ Home
- ▶ Pledge
- ▶ Status
- ▶ Reports
- ▶ My Reports
- ▶ Employee Search
- ▶ Signoff

Select Pledge Type → **Enter Pledge Amount** → Designations → Verification → Finished

Pledge Amount:

Check Date: Aug ▼ 04 ▼ 2010 ▼

Check Number:

Do you wish to designate your gift? Yes



Enter Designations Page

No customization is currently available on this page.

Welcome Christina

- Main Menu**
- ▶ Home
- ▶ Pledge
- ▶ Status
- ▶ Reports
- ▶ My Reports
- ▶ Employee Search
- ▶ Signoff



Please enter the amounts for the designations of your choice.

Total Pledge	\$520.00
Total Designated	\$0.00
Total Undesignated	\$520.00

United Way's general Community Fund

Service Categories

Education	<input type="text"/>
Health	<input type="text"/>
Income	<input type="text"/>

Other United Ways

Illinois United Ways \$0.00

Other

Other

Verification Page

The verification page is where the employee checks that all their information is correct. If changes are needed, click the **Previous** buttons to return to the appropriate page to make corrections and then move forward using the **Next** buttons until they have reached the verification page again.

United Way of Elgin **LIVE UNITED** United Way

GIVE. Invest in your community. **ADVOCATE.** Champion the cause. **VOLUNTEER.** Give your time.

Welcome Kathy

Select Pledge Type → Enter Pledge Amount → Designations → **Verification** → Finished

Please review your pledge and confirm it below:

Pledge Type:	Check
Payment Type:	Check
Check Date:	Aug 04, 2010
Check Number:	5263
Total Current Pledge:	\$50.00
Total Pledge Year To Date:	\$1,050.00

Designated to	Amount
United Way's general Community Fund	\$50.00
Total Designated	\$50.00
Total Undesignated	\$0.00

I wish to Remain Anonymous
 Send me an e-mail confirmation of this pledge
 Publish My Name

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

Confirm Your pledge will be recorded... Thank you!
Previous Go back and change pledge information
Cancel Exit e-Pledge (no pledge will be recorded)

Powered by Andar/360 Fundraising Software from Helix (e10.02.01)

The anonymous and email confirmation options will be on every site

Once everything is correct, select the **Confirm** button. Please hit this button only once. It may take several minutes to process the gift.

The confirmation email should arrive upon completion of their pledge. The confirmation email will contain whatever verbiage was provided to us by your company for the message as well as a breakdown of the same information displayed on the confirmation screen above.

Note: Confirmation e-mails will be sent to the employee's e-mail address.

Administrative Functions

Updating Existing Pledges

In order to update employee information or employee pledges you will need to select the employee search menu option. This will open a page where you can search for a specific individual. Once you have searched for that individual you will see a page like the one displayed below.

The screenshot shows a navigation bar with three buttons: an orange button (partially visible), a red button labeled "ADVOCATE. Champion the cause.", and a blue button labeled "VOLUNTEER. Give your time.". Below this is a section titled "Transactions List" with a red underline. Underneath, there is a card for "United Way of Elgin - Master" with the address "1797 N. La Fox Street, South Elgin IL 60177". Below the card are links for "open all | close all" and a button for "United Way of Elgin - Master".

Campaign Year	<input type="text" value="2010"/>
Search for employee	<input type="text" value="pearson"/>
<input type="button" value="Add Employee"/>	

Confirmation for the transaction has been resent

	Name	Pledge	Payment	Pledge Type	Payment Type	Received	
	Christina Pearson	\$728.00	\$0.00	Payroll Deduction	*None		

This will open a screen where you can update employee information (billing start date, pay periods)

This button allows the administrator to make a pledge for an employee. It will be addressed in more detail later in this document.

Note: Administrators can update any pledge that an administrator or employee of the company has entered. If the United Way has entered the original pledge then the United Way must be contacted to update the pledge.

Steps to Entering a Pledge

In order for e-Pledge to function optimally all of the pledges will need to be entered into the system. In the event that an employee opts to turn in a paper pledge card we would ask that you follow the steps below to make sure their pledge gets put into the system. Or you may mail them to your United Way representative and they can enter them for you.

First you will need to look up the employee (under employee search menu option). Then you will need to select the green dollar sign icon, which will allow you to make the pledge for the individual.

Once you select the icon you will be walked through a six step pledge process to enter the pledge. Those processes are covered on the following pages.

United Way of Elgin

LIVE UNITED

GIVE.
Invest in your community.

ADVOCATE.
Champion the cause.

VOLUNTEER.
Give your time.

Welcome Christina

Main Menu

- ▶ Home
- ▶ Pledge
- ▶ Status
- ▶ Reports
- ▶ My Reports
- ▶ Employee Search
- ▶ Signoff

Transactions List

United Way of Elgin - Master
1797 N. La Fox Street
South Elgin IL 60177

open all | close all

United Way of Elgin - Master

Campaign Year

Search for employee

	Name	Pledge	Payment	Pledge Type	Payment Type	Received
	Christina Pearson	N/R	\$0.00			

17

Step 1: Select Pledge Type

Begin by selecting the pledge type. After selecting the pledge type you can move to the next step by using the **NEXT** button.

The screenshot shows a web interface for selecting a pledge type. At the top left, it says "Welcome Kathy". Below this is a "Main Menu" with options: Home, Pledge, Status, Reports, My Reports, Employee Search, and Signoff. To the right of the menu is a progress bar with five steps: "Select Pledge Type" (highlighted in red), "Enter Pledge Amount", "Designations", "Verification", and "Finished". Below the progress bar, the text "Please select your pledge type." is displayed. There are five radio button options: "Payroll Deduction" (selected), "Check", "Cash", "Bill Me", and "I'm not able to contribute at this time". At the bottom of the form are "Cancel" and "Next" buttons. The United Way logo is in the bottom left corner. A footer at the bottom of the page reads "Powered by Andar/360 Fundraising Software from Helix (e10.02.01)".

Step 2: Enter Pledge Amount

Once you have entered your pledge amount (payroll, cash/check, bill me) proceed to the next page by selecting next.

Step 3: Review and Confirmation

The following confirmation page will open. Verify that everything has been keyed correctly. If changes are needed, click the **Previous** button to return to the appropriate page to make corrections and then move forward using the **Next** button until you have reached the verification page again. The anonymous and email confirmation options will be on every site.

Welcome Kathy

Select Pledge Type → Enter Pledge Amount → Designations → **Verification** → Finished

Please review your pledge and confirm it below:

Pledge Type:	Check
Payment Type:	Check
Check Date:	Aug 04, 2010
Check Number:	5263
Total Current Pledge:	\$50.00
Total Pledge Year To Date:	\$1,050.00

Designated to	Amount
United Way's general Community Fund	\$50.00
Total Designated	\$50.00
Total Undesignated	\$0.00

I wish to Remain Anonymous
 Send me an e-mail confirmation of this pledge
 Publish My Name

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

Confirm Your pledge will be recorded... Thank you!
Previous Go back and change pledge information
Cancel Exit e-Pledge (no pledge will be recorded)

Note: If a donor selects to remain anonymous, their information will not be published. However, all of their information still exists in our system for billing and etc.

Once everything is correct, select the **Confirm** button. Please hit this button only once. It may take several minutes to process the gift.

The confirmation email should arrive upon completion of their pledge. The confirmation email will contain whatever verbiage was provided to us by your company for the message as well as a breakdown of the same information displayed on the confirmation screen above.

Step 4: Finish – Select the **Print** button to print the detail for your records. Select the **Return** if no printed detail is required. The **Return** button takes you to the opening ePledge screen.

Sending Emails to Individuals

You can send an email to an individual (resend the link) by first pulling up the individual under employee search menu option. Once you find the person, you will see a screen similar to the one below.

ADVOCATE.
Champion the cause.

VOLUNTEER.
Give your time.

Transactions List

United Way of Elgin - Master
1797 N. La Fox Street
South Elgin IL 60177

open all | close all

United Way of Elgin - Master

Campaign Year	<input type="text" value="2010"/>
Search for employee	<input type="text" value="pearson"/>
<input type="button" value="Add Employee"/>	

Confirmation for the transaction has been resent

	Name	Pledge	Payment	Pledge Type	Payment Type	Received	
	Christina Pearson	\$728.00	\$0.00	Payroll Deduction	*None		

Select this envelope icon to bring up a screen that will allow you to free form a letter or select an existing template to send to the individual.

Select this envelope icon if someone would like the email confirmation of their pledge resent to them. It will automatically regenerate and send the confirmation email once you have selected the icon.

****Important**:** If you intend to free form an email to an employee using this option any special formatting will need to be accomplished using html code.

Running e-Pledge Reports

Below you will find a list of reports that are available in the e-Pledge system. Please note, reports are submitted to the system and are executed in the order they were submitted. The time it takes you to receive a report depends on the number of reports that have been requested. If there is any delay because of other reports that are running your report will show as pending until the request can be completed.

Response Report

This report will show all employees who have responded in the campaign. Please be aware that this includes not only employees who have pledged, but also anyone who selected the *'I am unable to give this year'* transaction type. You can choose whether or not to include pledge amounts.

This report is also useful when you need to isolate people who gave in a specific time period, or gave a certain amount. (Leadership donors, raffles, etc.)

No Response Report

This report will show all employees who have not responded at all. These are employees who have yet to make a pledge or enter their choice not to give this year. Typically, these would be employees that coordinators might want to follow up with.

Cash Report

This report's purpose is to allow the administrator to track who contributed by cash or check and whether the payments have been collected. In order for the report to function appropriately the administrator must make sure to look every donor up who turns in their cash or check payment and select 'company received'.

At the end of the company campaign the administrator should run this report and collect the money from anyone who does not have the 'company received' box checked on the report.

Donor Choice Details Report

This report will provide a listing of each designation made by each employee at the company. Please note, this report only shows people who have made a designation to an agency or an Area of Need. It will not show donors who leave their pledges undesignated or designate to the Community Impact Fund.

Donor Choice Summary Report

This report provides a list of all agencies or organizations that have received designations by employees of the company and a single line total amount of those designations.

Transaction Report

This report gives all the pledge detail for the employees. This is the report that needs to be run for the payroll department at the end of the campaign.

Viewing Reports

The reports output can be viewed by going to the 'my reports' menu option.

Frequently Asked Questions

Q: What should we do if donors have trouble accessing the site?

A: You should contact your UW representative.

Q: What if all our employees don't have an e-mail address or easy access to the web site?

A: Everyone can be set up for e-Pledge, regardless of whether they regularly use a computer at work. If there are large numbers of employees that absolutely do not have access, you may want to consider a mixed campaign where those without computer access can continue to submit paper pledge forms.

Q: What about employees hired after we send you the data file? Can they use e-pledge?

A: A new employee can be easily set up for e-Pledge at any time. Simply send the name, e-Mail address and all other pertinent information to your UW representative. The new employee will be set up and personalized link will be sent.

Q: How are paper pledge forms entered?

A: The system has the ability to allow company coordinators to enter paper pledge forms during the campaign; however, if there are a substantial amount of paper pledge forms we highly recommend you forward those to United Way for input.

Q: How are pledge forms/monies collected and sent to United Way?

A: Company coordinators should collect the pledge forms and monies from their assigned employees and turn them in to the Employee Campaign Manager (ECM). The ECM should make arrangements with UW representative for speedy transfer of materials.

Q: How will paper pledges be handled after the e-Pledge site is turned off?

A: Company coordinators should collect and forward all paper pledge forms to their UW representative as quickly as possible. All paper pledge forms will be entered into our processing system by United Way staff.

Q: What are the United Way's policies regarding donor information and privacy issues?

A: United Way's code of ethics guides employees and volunteers in their use of private, confidential information and requires that it be held in strict confidence. We use your information only for its intended business purpose - we do not sell or trade your information with other organizations. Our contracts with third-party service providers that help us with administration, data storage, mailing, printing, and other services have strict confidentiality and security provisions that require them to adhere to United Way's standards of privacy

protection. We allow access to your information to auditors and other third parties only as mandated by regulatory requirements. The only other outside party privy to your information, limited only to name and address, is the ultimate recipient of any funds contributed by you via the donor choice program in order to allow the recipient agency to thank you for your gift. We ask if we may publish your name when you make a contribution. Our privacy promise extends online to our Internet website. Online donations are transmitted to a secured server using encryption technology.