

Donor Giving Guide



Montgomery ● County

give
every gift helps

The 2023
Employee Giving Campaign is
Online October 30 – December 19

(Note: if you are submitting
electronic pledge forms and checks,
they are due in office to
America's Charities by December 2)



<https://montgomerycounty.ac-engage.org>

Get Started

In your browser, type the following URL:

<https://montgomerycounty.ac-engage.org>

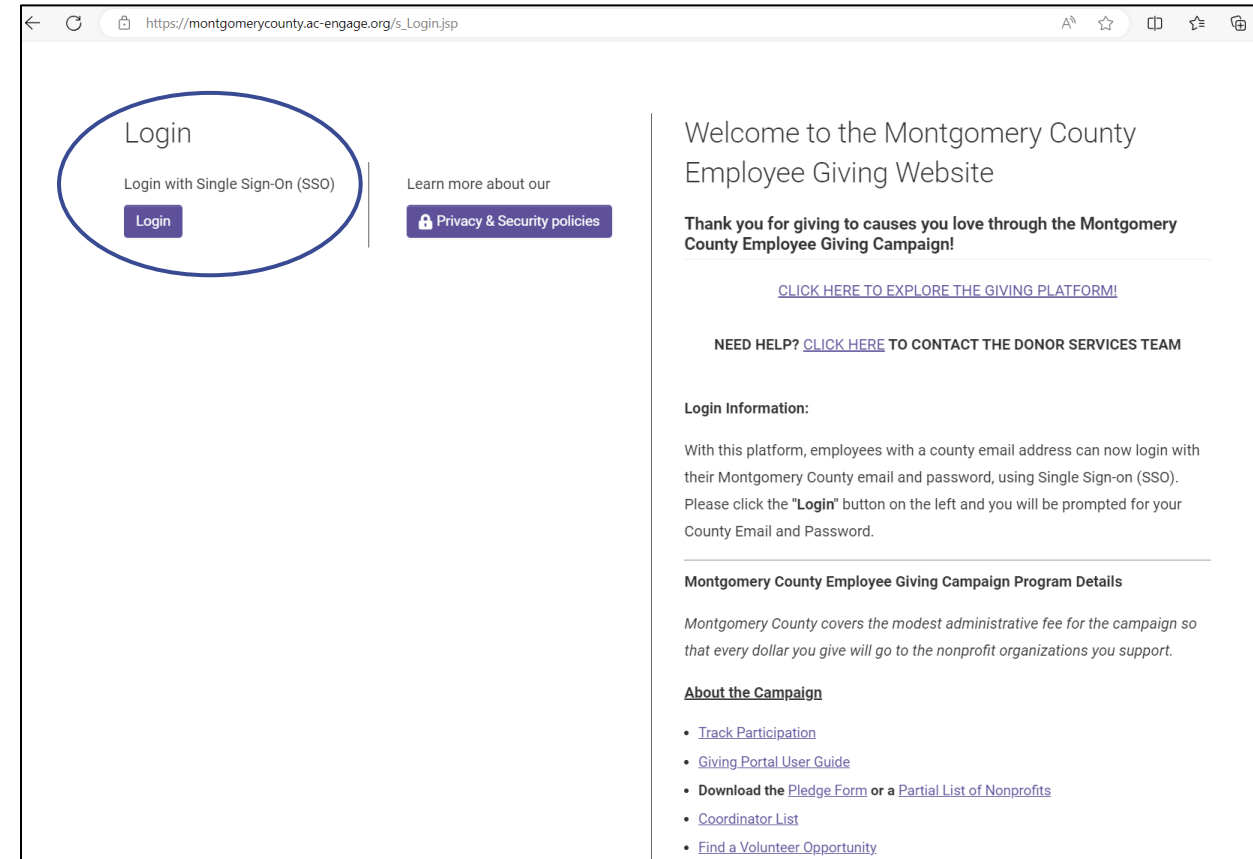
To access this platform, employees with a County-issued email address can use Single Sign-On (SSO) by clicking, “Login” button on the left side of the login page. You may be prompted to enter your county-issued email and password to gain access.

For employees that want to participate in the Employee Giving Campaign that do not have a County-issued email address, please use the pledge form under the “About the Campaign” section.

If at any point you need help, please click the “Help” link in the navigation menu where you can find a list of FAQs, as well as the following contact information:

For assistance:

- Email help@charities.org
- Submit a support request online at www.charities.org/support



Get Started

From the home page of the giving platform you can click the “Search Charities” button to start the pledge process, or if you have made a pledge already, you can click “Your Impact” to see your pledge summary.

If at any point you need help, please click the “Help” link in the navigation menu where you can find a list of FAQs, as well as the following contact information:

For assistance:

- Email help@charities.org
- Submit a support request online at www.charities.org/support

The screenshot shows the Give.org website interface. At the top, there are navigation links: Home, FAQs & More, Your Impact, Admin Menu, and Task Tracker. Below the navigation is a large banner image of a diverse group of people sitting on a stage. Underneath the banner is a heading: "Welcome to the Montgomery County Employee Giving Campaign". The main content area features a section titled "How Your Dollars Help the Community!" which lists various ways that different donation amounts can be used. For example, a \$2 donation can help a family apply for state benefits, while a \$50 donation can help transport 150 prescriptions. To the right of this section are buttons for "Search Charities", "User Giving Guide", and "Your Giving History". At the bottom right, there is a summary: "\$100 Your total pledges this year".

Find a Charity & Donate

From the donate landing page of the giving platform you can:

Search Charities:

Make a one-time or recurring payroll deduction or credit card donation to a charity.

Your Contributions:

As you make donations through the platform, your total pledges for the year will display on the donation landing page, along with the option to click a button to view more details about your giving history.

To begin the donation process, select the “Search Charities” button from the home page to find charities to support.



Home FAQ Your Impact Admin Menu Task Tracker

Search Help

- Enter the **name** or **tax ID** of the organization you wish to donate to and click the **Search** button
- When you find your desired organization, click the **View** button to see more information and click the **Donate** button to continue.
- If you have trouble locating an organization, first contact support to verify it is listed. If it is not listed, you can [Request a Charity be Added](#).

Search

Organization Name: Address: City:

State: Country: Tax ID:

Search Charities

Search Help

- Enter the **name** or **tax ID** of the organization you wish to donate to and click the **Search** button
- When you find your desired organization, click the **View** button to see more information and click the **Donate** button to continue.
- If you have trouble locating an organization, first contact support to verify it is listed. If it is not listed, you can [Request a Charity be Added](#).

Search

Organization Name: **Address:** **City:**

State: **Country:** **Tax ID:**

Searched completed. Found 1 out of 1,460,612

#	Name	Address	City	State	Country	Zip / Postal Code	Master Tax ID	Email Address
1.	A Wider Circle	1032 Kensington Parkway	Kensington	MD	United States	20895	522345144	<input type="button" value="View"/>

On the charity search page, you can use the Organization Name, State, City, Country, and Tax ID search filters to refine your charity search.

Once you find a charity you are interested in, click the “View” button next to the charity listing.

Can't Find a Charity?

If you have trouble finding a specific charity, click the **“FAQs & More”** button located in the navigation menu. America's Charities' donor support team can confirm if the organization is listed or not. If the organization is not listed, click the **“Request a Charity be Added”** link at the top of the charity search page to submit a request to have the charity added to the site. You will need to provide the charity's name, Tax ID (EIN), and address. You can typically find the Tax ID for a charity by running a google search on the name and address of the organization, or by visiting the charity's website.

Click **“Submit”** to confirm your charity request. You will receive an email notifying you if your request has been approved or denied. Please allow 5-7 days to process your request.

i Search Help

- Enter the **name** or **tax ID** of the organization you wish to donate to and click the **Search** button
- When you find your desired organization, click the **View** button to see more information and click the **Donate** button to continue.
- If you have trouble locating an organization, first contact support to verify it is listed. If it is not listed, you can [Request a Charity be Added](#).

Search

Organization Name: Address: City:

Charity Request Form

i New Charity Request
Please provide the details on the non-profit organization that you would like added to the available charity list.

* Request Owner:
Sarah Employee Ford

* Charity Name:

Tax ID:

* Street Address:

* City:

* State:

Zip Code:

Save Draft Submit


Make a Donation

Once you have found a charity you want to support, click the “View” button next to the charity listing.


Information about the charity you selected will display. Click “Donate Now” to start the donation process.

A Wider Circle

[\\$ Donate Now](#)



A Wider Circle
<http://awidercircle.org/>



Address

1032 Kensington Parkway
#70
Kensington MD 20895
United States

Make a Donation

Next, enter the amount you want to donate.

Please note:

- If you are giving via recurring payroll, the amount you enter in the “Pledge/Donation Amount” field will be the amount deducted per payroll period.
- If you are giving via one-time payroll deduction or credit card, the amount you enter in the “Pledge/Donation Amount” field will be the total, lump-sum donation you wish to make.

You will have the option to select either one-time payroll deduction, recurring payroll deduction or credit card as your payment method in the next step.

For sharing contact information with the charity, we encourage you to select “Yes” so the charity you support can send you a “thank you” note. This also opens the door for you to form a deeper relationship and engage with that charity’s impact in the long-term to see how your donation makes a difference.

Also, you can leave a message regarding your gift in the “Contribution Memo” field.

Click “Add to Cart.”

Add to Cart - Pledge ✕

Organization
A Wider Circle

*** Pledge/Donation Amount**

If you are giving by one-time payroll or credit card, the amount you enter in the “Pledge/Donation Amount” field will be the total, lump-sum donation you wish to make.

If you are giving by recurring payroll, the amount you enter in the “Pledge/Donation Amount” field will be the amount deducted per payroll period. Your annual payroll periods: 26.

Would you like us to share your contact information with the charity?

Yes ?

*** Confirm**

I confirm that my charitable pledge is made freely and that no goods or services will be received by me in consideration for this charitable gift. Goods and services in violation of this confirmation include, but are not limited to, tickets to fundraising events and golf outings, improved access to collegiate athletic events, and reduced tuition.

Contribution Memo

100 characters left

Make a Donation

After you have added the charity to your cart, you will see a list of payment methods offered. The platform will automatically calculate your pledge amount based on the method you select. You can click “Edit” to modify your donation amount or click “Remove” to delete the charity from your cart.

If you are finished adding charities to your cart, you can click the “Proceed to Payment” button below your payment method selection.

Shopping Cart Summary

Items	Amount
A Wider Circle Pledge Edit Remove	\$20.00
Subtotal:	\$20.00
Total:	\$20.00

Please select a payment method:

- One-time Payroll Deduction
- Recurring Payroll Deduction
- Credit Card

Proceed to Payment

Shopping Cart Summary

Items	Amount
A Wider Circle Pledge Edit Remove	\$20.00
Subtotal:	\$20.00
Total Per Pay Period:	\$20.00
Annual Total:	\$520.00

Please select a payment method:

- One-time Payroll Deduction
- Recurring Payroll Deduction
- Credit Card

Proceed to Payment

Shopping Cart Summary

Items	Amount
A Wider Circle Pledge Edit Remove	Amount: \$19.30 Fee: \$0.70
Subtotal:	\$19.30
Fees:	\$0.70
Total:	\$20.00

Top up amount to cover transaction fee


Please select a payment method:

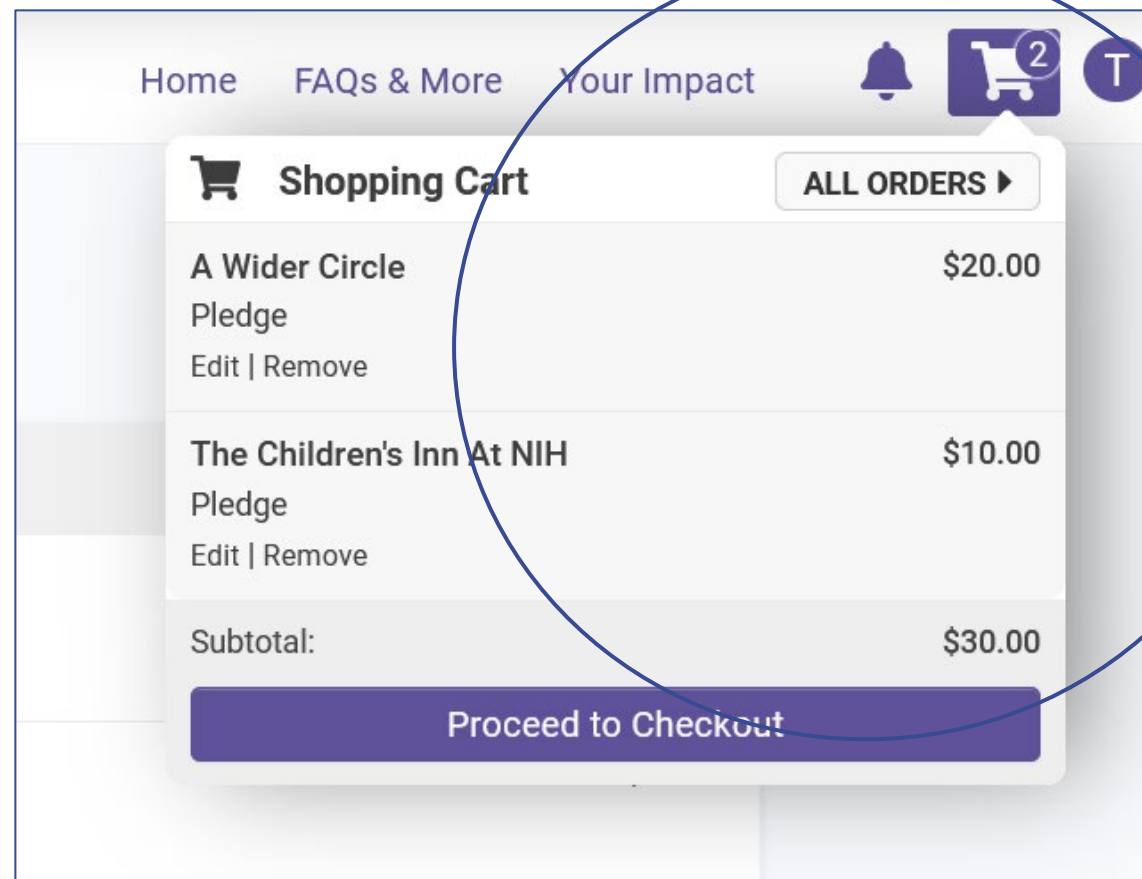
- One-time Payroll Deduction
- Recurring Payroll Deduction
- Credit Card

Proceed to Payment

Make a Donation

If you would like to add additional charities to your cart before going to checkout, click the “Home” button from the top navigation menu and select “Search for Charities” to find more charities to add to your cart.

When you have finished adding charities to your cart, click on the shopping cart icon  in the navigation menu and select the “Proceed to Checkout” button to continue to the final steps.



Make a Donation

Next is a final summary of your order. When you are ready to submit your donation for processing, click the “Confirm Order” button.

Payment Information	
Currency:	USD
Amount deducted per pay period:	\$30.00
Number of pay periods:	26
<div style="display: flex; justify-content: space-around;"> Confirm Order Back to Order </div>	

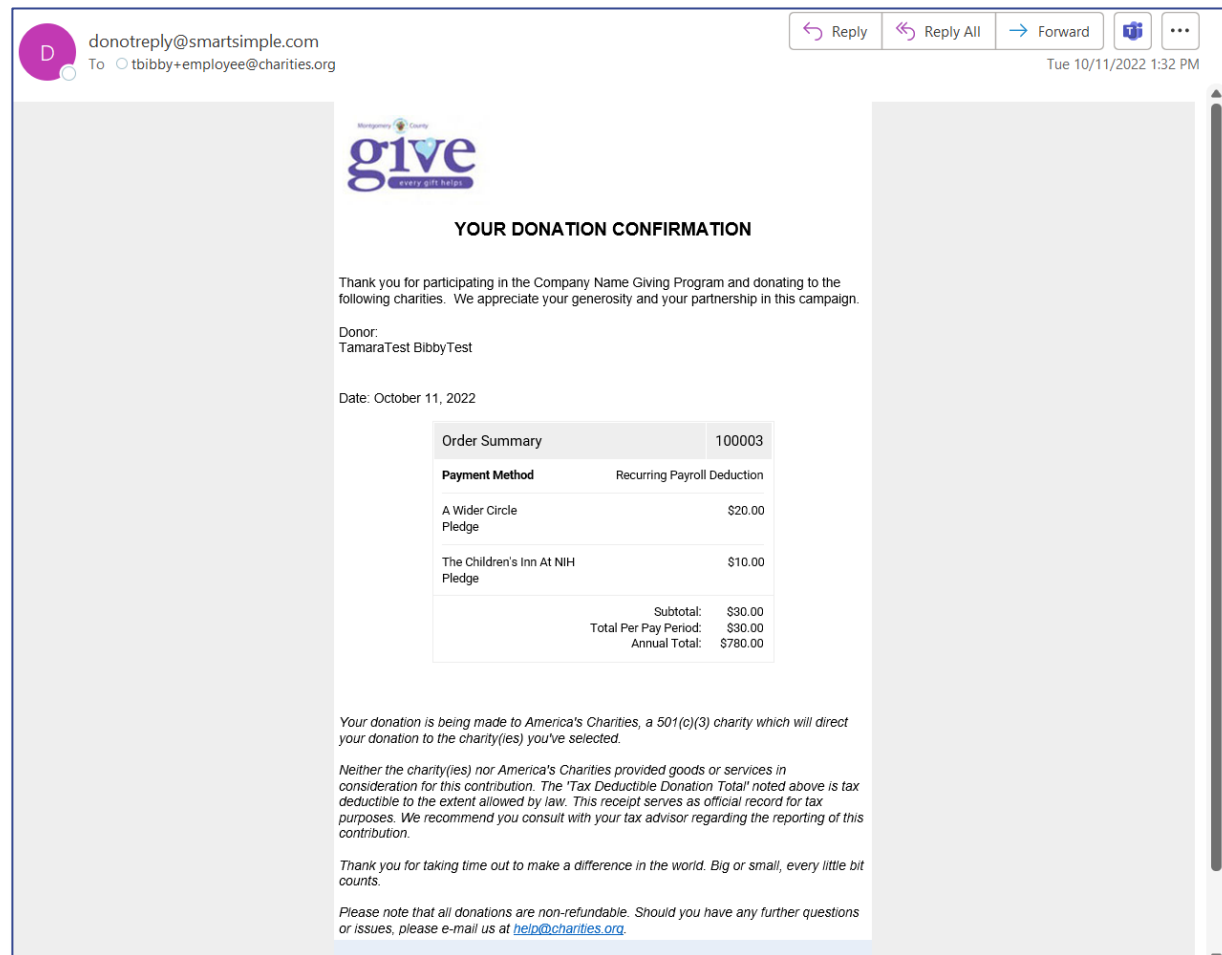
Order Summary		100003
Payment Method	Recurring Payroll Deduction	
A Wider Circle Pledge		\$20.00
The Children's Inn At NIH Pledge		\$10.00
	Subtotal:	\$30.00
	Total Per Pay Period:	\$30.00
	Annual Total:	\$780.00

DONATION RECEIPT:

After submitting your donation, a donation summary will be emailed to you summarizing your contribution.

Please keep a copy of that email for tax purposes.

You can also access a year-end donation receipt summarizing all of your donations for the year (typically towards end of January), by clicking on your profile, selecting “Tax Center,” and entering the tax year you would like to generate a receipt for.



The screenshot shows an email from donotreply@smartsimple.com to tbibby+employee@charities.org. The email contains a "give" logo and a "YOUR DONATION CONFIRMATION" section. It details a recurring payroll deduction for October 11, 2022, with a subtotal of \$30.00, a total per pay period of \$30.00, and an annual total of \$780.00. The donation is split between "A Wider Circle Pledge" (\$20.00) and "The Children's Inn At NIH Pledge" (\$10.00). The email also includes a disclaimer about tax deductibility and a thank you message.

donotreply@smartsimple.com
To: tbibby+employee@charities.org

Tue 10/11/2022 1:32 PM

give
every gift helps

YOUR DONATION CONFIRMATION

Thank you for participating in the Company Name Giving Program and donating to the following charities. We appreciate your generosity and your partnership in this campaign.

Donor:
TamaraTest BibbyTest

Date: October 11, 2022

Order Summary	100003
Payment Method	Recurring Payroll Deduction
A Wider Circle Pledge	\$20.00
The Children's Inn At NIH Pledge	\$10.00
	Subtotal: \$30.00
	Total Per Pay Period: \$30.00
	Annual Total: \$780.00

Your donation is being made to America's Charities, a 501(c)(3) charity which will direct your donation to the charity(ies) you've selected.

Neither the charity(ies) nor America's Charities provided goods or services in consideration for this contribution. The "Tax Deductible Donation Total" noted above is tax deductible to the extent allowed by law. This receipt serves as official record for tax purposes. We recommend you consult with your tax advisor regarding the reporting of this contribution.

Thank you for taking time out to make a difference in the world. Big or small, every little bit counts.

Please note that all donations are non-refundable. Should you have any further questions or issues, please e-mail us at help@charities.org.

View Your Pledges & Giving History

You can view a running total of all pledges you have made, along with a summary of your giving history at the bottom of the donation landing page.

Under the **Your Contributions** section, your total donation amount pledged for the year will display, providing you a summary of how much money you have pledged.

To view a more detailed summary of which charities you have pledged support to and the status of those contributions, click the **“View Pledges/Donations”** button.

The screenshot shows the 'give' website interface. At the top, there are navigation links for 'Home', 'FAQs & More', and 'Your Impact', along with notification and shopping cart icons. A main heading reads: "Giving to our communities is an important part of life with Montgomery County. We are committed to supporting organizations and institutions in need - and it's more than a desire to contribute, we believe it's our responsibility to help and t".

Below this, there is a section titled "How Your Dollars Help the Comm" with three columns for pledge amounts: \$2 (per pay period, price of 1 soda), \$5 (per pay period, price of 1 Café Latte), and \$10 (per pay period, price of 1 movie). Each column shows a total pledge amount: (\$52 total pledge), (\$130 total pledge), and (\$260 total pledge).

The "Giving History" section features a table with the following data:

#	Status	Organization	Date of Donation/Pledge	Pledge Method	Pledge Amount	Total Contribution Amount
1	Processing	A Wider Circle	10/11/2022	Recurring Payroll Deduction	\$520.00	\$0.00
2	Processing	The Children's Inn At NIH	10/11/2022	Recurring Payroll Deduction	\$260.00	\$0.00
3	Processing	SOCIETY OF THE CHILDREN BY THE CHILDREN AND FOR THE CHILDREN INC	10/07/2022	Recurring Payroll Deduction	\$520.00	\$0.00
					\$1,300.00	\$0.00

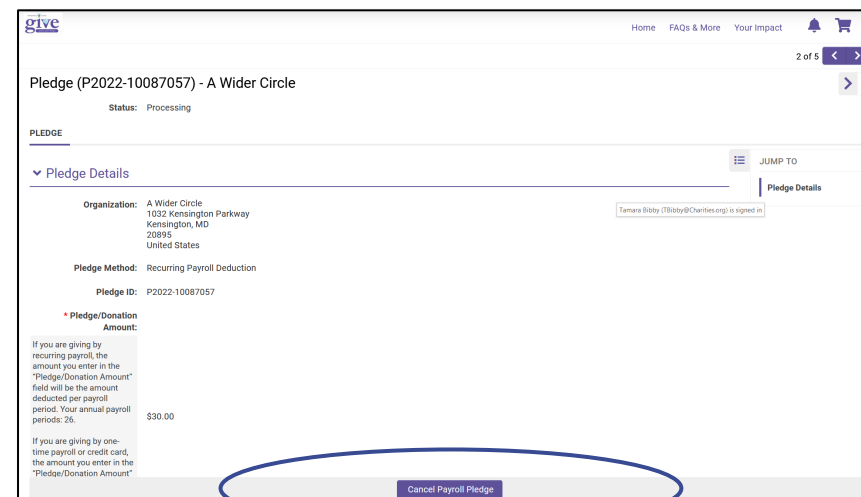
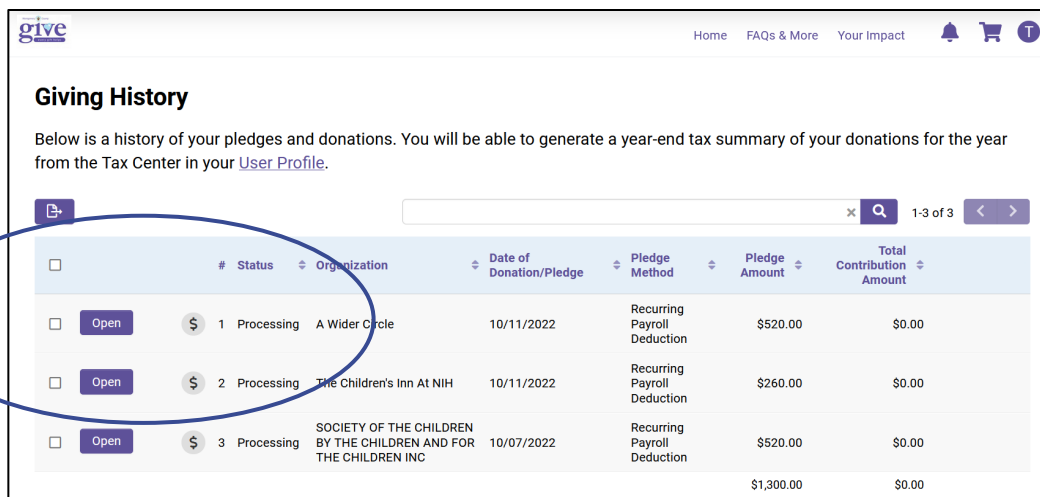
Below the table, there is a "Your Giving History" section with a "View Pledges/Donations" button. At the bottom right, a large blue arrow points to a summary box that reads: **\$1,300** Your total pledges this year.

Cancel Your Online Payroll Deduction or Donation

To cancel a credit card donation, please contact America’s Charities at Help@charities.org or submitting a ticket at www.charities.org/support

To cancel your online payroll deduction, navigate to the “Giving History” page, click the “Open” button beside the name of the nonprofit organization.

Once you open the pledge, you will see “Cancel Payroll Pledge” at the bottom of the page.



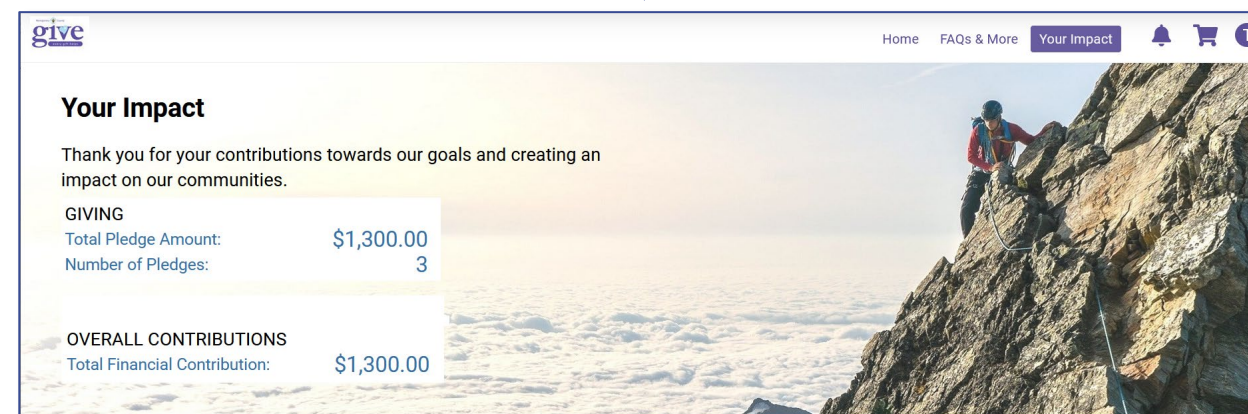
Your Impact

You can access the “Your Impact” page by clicking **Your Impact** from the top navigation menu or on the button located on the home page.

The total pledge amount and financial contribution totals listed on this page are based on pledges that have been processed and distributed to the recipient nonprofits.

If the total pledge amount shown on this page differs than the pledge amount displayed on the donation landing page, it is likely because part of your pledge is still being processed.

To check the status of a pledge, click the “**View Pledges/Donations**” button from the donation landing page.



Need Help?

FOR ASSISTANCE:

- EMAIL HELP@CHARITIES.ORG
- SUBMIT A SUPPORT REQUEST ONLINE AT WWW.CHARITIES.ORG/SUPPORT, OR