


Office of the President

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MEMORANDUM

TO: All Faculty and Staff

FROM: Robert R. Bell, President 

DATE: October 1, 2011

SUBJECT: Charitable Giving Campaign

The University's annual Charitable Giving Campaign is part of the overall effort of the Tennessee Board of Regents (TBR) system to help raise funds for over 1,000 charitable organizations, many of whom are under the umbrellas of Community Health Charities, Community Shares and United Way.

This year's campaign will run from October 1, 2011, through November 1, 2011. I hope those of you who have contributed before will consider increasing your contribution this year and that those of you who have not contributed previously will join in and help us make the 2011 charitable giving campaign our most successful ever!

You may access your official TBR Employees Charitable Giving Campaign Brochure at [http://www.tntech.edu/files/hr/forms/misc/TBR 2011 Employee Charitable Giving Campaign Brochure.pdf](http://www.tntech.edu/files/hr/forms/misc/TBR_2011_Employee_Charitable_Giving_Campaign_Brochure.pdf). This is your official brochure containing all of your charitable choices along with their code numbers for this campaign. The brochure's format is the same as it has been in years past. Instead of receiving the printed version, you are now able to view it conveniently from your computer screen. You will notice the tabs along the bottom (Previous and Next) to help you navigate through the different sections. There are also tabs at the bottom, which will allow you to move through the pages. The pledge form is also contained in this document. You will notice the pledge form tab at the bottom of your screen or if you are scrolling through the brochure, it is located on the last page.

If you choose to donate, you will need to fill out the pledge form, print out a hard copy and sign the hard copy to authorize your donation. You may also print a copy for your records or simply save it to your computer. Donors must fill out a new pledge form every year. Donors cannot roll-over their donations from year-to-year.

Please mail the printed and signed form to Human Resources, Campus Box 5132, or deliver to Derryberry Hall, Room 146 by 4:30 p.m., on Monday, October 31.

Thank you for joining us in "Caring for Tennessee and beyond."

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