

# Pledge Card Key Points

1. The minimum *military* allotment is \$2.00 monthly. The minimum *civilian* allotment is \$1.00 per pay period (\$2.00 monthly).
2. Divide pledge cards into **TWO** groups:
  - a. **Check/cash pledge forms-** attach to the donor's form.
  - b. **Payroll deduction pledge forms-** Make sure the donor has signed and provided their social security number for authorization.
3. Confirm that all donations are mathematically correct and then place the pledge forms in a **completed** Keyworker envelope and seal it.
4. Please turn-in weekly. Pledge card turn-ins can be made anytime **Monday through Thursday**, between **8:00 a.m. - 4:00 p.m.** The CFC Office is located in Bldg. 7103 on Hedgerow Court near Gate 7 and Airfield.
5. For additional information contact the CFC Coordinator, SFC Mella or CFC Director, Ms. Crocker at 270-697-4395.