

Rowing Club at Michigan Tech Recurring Donations

Step 1

Navigate to the Michigan Tech Donation Site through the button available on the Recurring Donations Page on our website or at the following link:

<https://www.mtu.edu/givenow/?desig=Annual-Fund-Scholarships&code=GIV1>

Step 2

Once on the “Give to Michigan Tech” webpage, select “Establish an ongoing gift.” This selection will automatically maintain the donation and can be edited or canceled anytime. The only payment methods available for ongoing gifts are by Debit/Credit Card or Electronic Funds Transfer; methods such as cash or check are not supported.

The screenshot shows a web browser window with the URL [mtu.edu/givenow/?code=GIV9](https://www.mtu.edu/givenow/?code=GIV9). The page header features the Michigan Tech logo. The main heading is "Give to Michigan Tech". Below the heading is a progress bar with three steps: "1 Gift Information" (highlighted in yellow), "2 About You", and "3 Confirmation". The "Gift Information" step contains the following form elements:

- Select Gift Type**
 - Make a one time gift
 - Fulfill an existing pledge
 - Schedule payments for a gift
 - Establish an ongoing gift (you can stop or change at any time)
- How would you like to set up your ongoing gift?**
 - Debit/Credit Card Electronic Funds Transfer (EFT)
 - Gift Amount: (recurring monthly)
- Payment Starting date:**
 - repeating
- First payment date: Fri Oct 13 2023*
- We will set up your ongoing gift through the expiration of your debit/credit card. Changes can be made by contacting the [Office of Advancement](#).

During this step, you can select the desired amount to be donated for each payment, the payment starting date, and how often the donation will occur through the drop-down menus.

Step 3

To donate to the Rowing Club at Michigan Tech, select “Other” under the “Select Gift Designation(s)” and specify in the Special Instructions “Rowing Club at Michigan Tech.”

The screenshot shows a web browser window with the URL mtu.edu/givenow/?code=GIV9. The form is titled "Enter Gift Amount" and includes a text input field for the amount, currently set to "0". Below this is the "Select Gift Designation(s)" section with four radio button options: "Fund for Michigan Tech (unrestricted for greatest needs)", "Fund for Michigan Tech Scholarships", "Give to a department, program, or area", and "Other (please specify below)". The "Other" option is selected. Underneath is the "Special Instructions" section with a text area containing "Rowing Club at Michigan Tech". A button labeled "Add Another Designation +" is located below the text area. Further down, there are two questions with radio button options: "Is this gift in memory or honor of someone?" (Yes/No) and "My gift will be matched by my employer" (Yes/No/Not Sure). A yellow "Next" button is at the bottom of the form.

Step 4

After the Gift Information is completed, select next at the bottom of the screen and completed the prompted personal and billing information. After that is completed, the last page will confirm the gift amount. It is important to check all of the information on this page is correct, including where the gift is designated, the amount, and how frequently the donation is made.

The screenshot shows a web browser window with the URL mtu.edu/givenow/confirmation.php. The page features a black header with the Michigan Tech logo and the text "Give to Michigan Tech". Below the header is a progress indicator with three steps: "1 Gift Information", "2 About You", and "3 Confirmation" (highlighted in yellow). The main content area contains the following text: "Your credit card information, which will be requested on a subsequent page, will be transmitted through a secure connection and will not be stored after the transaction is complete. You will receive a tax receipt for your donation via mail." "Donors outside the US and Canada can use Union Pay to make an online gift. Choose the Discover Card option and enter your payment information." "The following gift designation information has been provided." "Gift Designation Information:" followed by a horizontal line. Below the line, the donor's information is listed: "First Name: Raina", "Last Name: Ciecko", and "Email: rciecko@mtu.edu". Another horizontal line follows. Below this line, the gift designation and amount are shown: "Other - Rowing Club at Michigan Tech" and "Amount: \$10". A final horizontal line is present. At the bottom right, the text "Total Amount: \$10 (repeating Monthly)" is displayed. At the bottom of the page, there are two buttons: "Back" and "To Billing" (highlighted in yellow).

Step 5 (optional, but appreciated)

Once you have registered for the recurring donations, please email mturowingclub@gmail.com with the following information: **name, date of donation, amount of donation, donation interval, and what the intended use of this donation is (if any).**

Feel free to copy and paste this format, including your accurate information:

mturowingclub@gmail.com (gmail.com)

Subject: Recurring Donation, Oct. 2023

Name: Raina Ciecko

Date of Donation: 10/15/2023

Amount: \$10

Donation Frequency: Monthly

Intended Use: Equipment

Best contact: reciecko@mtu.edu

Best,
Raina Ciecko

Once this step is completed, you will receive an acknowledgment email within 1-2 days of signing up. If this step is not completed, you will receive an email of acknowledgment within the month after we receive the records of what donations we have received.

If you have any questions, please reach out to our current board members:

Head of Fundraising, Raina Ciecko: reciecko@mtu.edu

President, Jordan Lee: jclee@mtu.edu

Secretary, Abi Ruthenberg: alruthen@mtu.edu

Treasurer, Evan Cronk: emcronk@mtu.edu

Club email: mturowingclub@gmail.com