

# How to Route a Pledge Form for Electronic Signature

## Initiate a New Letter of Commitment (Pledge Form)

Follow [this link to access the Signer Information page](#). Enter your contact information as the UGA employee point of contact and provide contact information for the donor as well. This will route the form to be completed and signed, so be sure names and email addresses are entered correctly.

Once you have entered the signer information, click the **Begin Signing** button to access the pledge form.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**UGA Employee Point of Contact**

**Your Name: \***

Full Name

**Your Email: \***

Email Address

Please provide information for any other signers needed for this document.

**Donor**

**Name:**

Full Name

**Email:**

Email Address

**BEGIN SIGNING**

## Complete the Pledge Details

The red boxes shown below indicate required fields to be completed by you as the UGA employee point of contact. Once all required fields have been filled out and the letter of commitment is ready to be sent to the donor, click on the yellow **Finish** button at the bottom. After the completion of this step, the donor will immediately receive a DocuSign email directing them to complete and sign the form.



# UNIVERSITY OF GEORGIA

## LETTER OF COMMITMENT

In recognition and support of the University of Georgia, I/we commit to make the following contributions:  
(Over a period of up to 5 years)

### University of Georgia Pledge

I/we will personally contribute \$  per year for  years, for a total of \$

This gift is made in support of the following endowments, programs, facilities and/or project:

### Installment Schedule

Gifts will be made  annually  semiannually  quarterly  monthly, with the first in

Reminders will be mailed during the months in which gifts are scheduled.

Will pledge be paid by Donor Advised Fund (DAF) or private foundation?  Yes  No

### Matching Gift Information

In addition to my pledge, my personal gift(s) will be matched by \_\_\_\_\_ Total Matching Gifts: \$ \_\_\_\_\_

### Donor Information / Authorization

Name:  Name:

Address:

Daytime Telephone:  Email address:

Donor Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

## Donor is Directed to Sign Pledge Form

The donor will receive a DocuSign email directing them to the form, which now includes the information you entered in the last step. Grey boxes below will be available for the donor to provide matching gift info and other notes. Besides their signature to confirm the pledge details that you provided, the only required step is to indicate whether or not payments will be made from a DAF or private foundation.



## UNIVERSITY OF GEORGIA

### LETTER OF COMMITMENT

In recognition and support of the University of Georgia, I/we commit to make the following contributions:  
(Over a period of up to 5 years)

#### University of Georgia Pledge

I/we will personally contribute \$ 5,000 per year for 5 years, for a total of \$ 25,000

This gift is made in support of the following endowments, programs, facilities and/or project:

New Endowed Scholarship

#### Installment Schedule

Gifts will be made  annually  semiannually  quarterly  monthly, with the first in June 2023

Reminders will be mailed during the months in which gifts are scheduled.

Will pledge be paid by Donor Advised Fund (DAF) or private foundation?  Yes  No

#### Matching Gift Information

In addition to my pledge, my personal gift(s) will be matched by  Total Matching Gifts: \$

#### Donor Information / Authorization

Name: Hairy Dawg Name:

Address: Sanford Stadium

Daytime Telephone:  Email address: GoDawgs@uga.edu

Sign



Donor Signature(s): \_\_\_\_\_ Date: 03/09/2023 | 1:02 PM EST

Notes:

## Following Donor Signature

A completed, signed copy of the pledge form is emailed to you as the UGA employee point of contact, to the donor, and to Gift Accounting. It will automatically enter Gift Accounting's workflow where it will be reviewed and recorded in GAIL as appropriate. There is no need to send a copy of the form to Gift Accounting, although you may be contacted if there are any questions prior to recording in GAIL.

Note: If a new fund is needed, please remember to submit a [New Fund Request ticket](#) to avoid delay.