Gift/Pledge Form Guidelines:

Donor Pledge Commitment form:
- NOTE: All pledges $10,000 or more require a donor signature. Please use this form.
- Can be used for all pledges.
- Please add Banner ID.

Canisius Fund General Gift form:
- Can be used for pledges less than $10,000.
- This form is also found on the Ways to Give page at www.canisius.edu.
- Note: there is a place for credit card information to be filled in if you are with a donor that is verbally giving you the credit card information to be entered at a later date. (Whenever possible the best way for a donor to make a credit card donation is to go to www.canisius.edu and click the GIVE button at the top of the page.)
- Please add Banner ID.

Pledge/Payment Notification form:
- Please use this form when supporting documentation for a check, credit card slip, personal memo or phone call does not provide the information on this form. Can be used for phone pledges $5,000 or less.
- Please add Banner ID.

Gift In Kind form(s):
- GIK less than $250 does not require a signature.
- GIK $250 or more require a receipt on letterhead and a signature. (Proof of payment or cost)
- Please add Banner ID.

Demske form:
- Please use for planned gifts. An amount is highly preferred and a signature is required.
- Give the original to Stewardship to be coded Demske. A copy will be given to Advancement Services if the amount and giving vehicle is completed by the donor on the form.
- Please add Banner ID.

Stock Transfer and Brokerage Information:
- Please notify Director of Advancement Services of any donor intentions to donate stock. It is preferred that you obtain the name of the stock, # of shares and brokerage they plan to use.

Advancement Services Change/Update Form:
- Can be filled and printed and sent to GM204 or emailed to lowerc@canisius.edu OR huckk@canisius.edu
- Please add Banner ID.