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](http://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](http://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:

- Please visit [canisius.edu/updateinfo](http://canisius.edu/updateinfo) to request an update to a record in Banner.
- Please add Banner ID in the comment section if known and your initials.