

Washington Women's Foundation Procedure for Recurring Contributions

Purpose

Washington Women's Foundation welcomes all individuals who identify as women to join. To lower the financial barrier to participate in and to contribute to our collective grantmaking, the Foundation allows for members to make their annual contributions via recurring monthly payments. The Foundation also welcomes donors who wish to make a recurring contribution. The purpose of the Procedure for Recurring Contributions is to provide a transparent overview of the recurring payment process, from how it is set up for a member to how it is terminated.

Method of Payment

As of January 2019, the Foundation uses PayPal as its online payment system. PayPal will be used to process recurring contributions. Recurring contributions can only be done over credit card.

Recurring Membership Contribution Amount

To ensure the starting membership contribution level of \$2,500 is reached by the end of the calendar year, an upfront contribution of \$1,000 will be requested before starting monthly contributions. The monthly contributions amount will be determined according to the remainder of months left in the calendar year, but will range between \$150 a month to \$250 a month.

Upfront Contribution Month	First Recurring Contribution Month	Minimal Monthly Amount	Number of Recurring Payments
January	February	\$150/month	10*
February	March	\$150/month	10
March	April	\$167/month	9
April	May	\$188/month	8
May	June	\$215/month	7
June	July	\$250/month	6

**The last contribution will be made in November of that year. The last contribution will be made in December of that year for all other monthly recurring contribution schedules.*

Members can increase their monthly contributions to any desired amount to give additional monthly gifts to one or more of the Foundation's funds (Pooled Fund, Annual Fund, Colleen S. Willoughby Endowment, and Partner Grant Fund).

Members can also increase their monthly contributions to complete their annual \$2,500 contribution before the end of the calendar year. If members are interested in doing this, they must discuss it with a Foundation staff member when setting up their recurring payments.

Members can elect to add 3% to each of their contributions to help cover the fee PayPal charges to the Foundation per transaction. This is entirely optional.

Set-Up

The upfront contribution of \$1,000 will be made when the member signs up for the monthly contribution option. Recurring membership contributions will then be made on a monthly schedule with the full \$2,500 to be paid by calendar year end.

Members who choose to make recurring membership contributions must notify the Foundation in writing no later than June 15. This can be done by submitting the Join or Renewal form online, or by emailing the Operations & Membership Manager. The Foundation staff will collect the credit card information to process the payment. Members can specify the day of the month when the payment will be made (e.g. 15th of every month).

Set-Up: Recurring Donations

For individuals who wish to make general recurring donations to the Foundation, they can submit their Contribute form online, and mark the box indicating interest in making recurring donations. The Foundation staff will collect the credit card information to schedule the recurring donation. Donors can specify the day of the month and/or frequency when the payment will be made. There is no deadline set for when these payments need to be set-up.

Donors can elect to add 3% to each of their contributions to help cover the fee PayPal charges to the Foundation per transaction. This is entirely optional.

Notification

Members and donors making recurring contributions will be emailed an acknowledgement of payment by the end of every month. A final receipt for tax purposes will be mailed in January of the following year, outlining the total amount given to the Foundation.

Updating Payment Information

It is the responsibility of the member or donor to notify the Foundation if the method of payment needs to change (e.g. expiring credit card, different credit card, etc.).

Renewal

When members receive their final receipt for tax purposes in January, they will be asked if they would like to renew using this method again. Members must notify the Foundation in writing no later than June 15 if they are interested in continuing to use recurring payments. Please note that depending on when the member notifies the Foundation and makes the upfront contribution, the monthly amount may be adjusted. To ensure the same monthly amount is given as the year prior, members will need to renew before or on the date they signed up for recurring payments the previous year. Please refer to the above table under "Recurring Membership Contribution Amount" to see monthly contribution amounts.

Stopping Recurring Payment

Members and donors who wish to stop their recurring payment must send a notice of their cancellation in writing to the Foundation no later than 15 days before the next payment installation to ensure requests are processed in time.

Members who have not completed their annual \$2,500 contribution will be asked to pay the remainder of their annual contribution at the time of cancellation.