**Employee Donation to the ACR SAFE**

**(Staff Agenda Fund for Emergencies)**

*ACR has set up the ACR SAFE (Staff Agenda Fund for Emergencies) as a way for ACR employees to lend a helping hand to co-workers who find themselves in financial crisis due to unforeseen events such as illness, flooding, fire etc.. Helping a co-worker in need fits with ACR’s core values, it is rewarding for both the giver and the recipient, and ultimately it has a positive impact on the tone and morale in our homes. ACR employees have the option to contribute to the ACR SAFE through regular payroll deductions or one-time contributions. Donations are strictly voluntary. Gifts awarded to recipients will be determined at the sole discretion of the SAFE employee committee; ACR management will not direct gifting decisions.*

I­ (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

would like to donate (check what you would like to do):

🞎 $\_\_\_\_\_ from my paycheck each pay period until I give written notice to stop. (minimum .25 cents)

🞎 $\_\_\_\_\_ one time gift to be withheld from my paycheck (minimum $10).

I hereby authorize the ACR Payroll Manager to remove this amount from my check post tax. I understand that it is money on which I have paid taxes and that my donations will not be tax deductible. I intend that it be a gift to recipients of ACR SAFE awards. I understand that once made, donations cannot be reversed.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_*

*Signature date*

Check all that apply:

\_\_\_ I would like to be on the ACR SAFE employee committee to review applications for assistance*. You will be called to participate in a committee mtg. when a SAFE application is turned in. Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_ I would like to help with Yard Work

\_\_\_ I would like to help with meals

\_\_\_ I would like to help by baby-sitting

\_\_\_ I would like to help by preparing a care package

*Please submit this form to the payroll manager, who will submit to the SAFE committee.*