

INSTRUCTIONS FOR MAKING DONATIONS TO THE
CHAPTER R TENNESSEE WOMEN ADVANCING WOMEN SCHOLARSHIP FUND

Donations to our Chapter R Women Advancing Women Scholarship Fund can be made by mailing a check or donating online.

To donate by mailing a check:

1. Complete the attached pdf form. The required fields are highlighted in yellow (if no email or chapter affiliation, leave them blank). There are two ways to complete the form:
 - a. You may print off the form and fill it out by hand.
 - b. You may fill out the form on your laptop or desktop computer, PC or Mac. It is a pdf-fillable form.
 - i. [NOTE: You can only fill it out on your laptop or desktop computer, not an iPad, tablet, smartphone, etc.]
 - ii. Please save the completed file and print it off to send in with your check.
 - c. Required fields are highlighted in yellow.
 - i. If you don't have an email or P.E.O. chapter affiliation, leave those items blank.
 - ii. If you would like the donation to be anonymous, please write that somewhere on the form.
 - iii. If you would like your donation to be "in Honor of" or "in Memory of" a specific individual, please complete that section of the form with their name and name and address of whom you would like notified
2. Send a check with the completed form.
 - a. The check should be made payable to "**P.E.O. Foundation.**"
 - b. The Chapter R Scholarship Fund is already designated on the form, so your donation will be applied to that fund.
3. Making a charitable donation
 - a. [NOTE: because a large number of individual gifts are received each week, The P.E.O. Foundation does not send receipts; however, individuals who contribute with personal checks will receive an acknowledgment letter containing all pertinent information that can be used for tax purposes.]
 - b. [NOTE: To claim a charitable deduction, all donations from individuals should be made directly to the P.E.O. Foundation. Contributions made payable to local chapters are NOT deductible.]
4. Mailing information
 - a. Mail your check and completed form to:
P.E.O. Executive Office
Treasurer's Dept.
3700 Grand Ave.
DesMoines, IA 50312
5. Donations can be made to our Chapter R Women Advancing Women scholarship fund as a required distribution through financial institutions.
 - a. NOTE: Some financial institutions will send the check and completed form directly to the PEO Executive Office, and some financial institutions will send you the check and let you mail it with the completed form to the PEO Executive Office.
 - b. Make the check payable to P.E.O. Foundation
 - c. Mail the completed form and check TOGETHER to the address in #4 above. The address is also at the bottom of the form.

International Chapter P.E.O. Sisterhood

Individual Donation Form

FIELDS IN **YELLOW** ARE
REQUIRED FIELDS

Please type or print legibly.

(Not for Local Chapter Use)

Donor Information

Donor Name: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____ Phone Number: _____

Chapter: _____ State/Province/District: _____

Gift Information

Indicate how you want your gift distributed by entering the dollar amount next to each fund. You may split your total donation among multiple projects.

Cottery College* \$ _____ P.E.O. Program for Continuing Education \$ _____
(a single donation of \$3000 establishes a PCE Named Grant)

P.E.O. Educational Loan Fund \$ _____ P.E.O. Scholar Awards \$ _____
(a single donation of \$12,000 establishes an ELF Named Loan) (a single donation of \$15,000 establishes a PSA Named Award)

P.E.O. International Peace Scholarship \$ _____ P.E.O. STAR Scholarship \$ _____
(a single donation of \$12,500 establishes an IPS Named Scholarship) (a single donation of \$2,500 establishes a STAR Named Scholarship)

P.E.O. Foundation \$ _____

Other Designation

(e.g. Foundation Fund or Named Grant, Scholarship, etc.) Chapter R, TN Women Advancing Women Scholarship (8500)

Total Donation: \$ _____

Chapter to receive credit for this donation (optional): R State/Province/District: Tennessee

Memorials/Honorariums (optional)

This donation is made (select one): In Honor of In Memory of

Name: _____

Please Notify: _____
(optional) _____

Check and Mailing Information

- * 1. If your total donation is to Cottery College, make your check payable to Cottery College and mail directly to Cottery at the address below.
2. If your total donation is to a project, make your check payable to the project (e.g. P.E.O. Scholar Awards) and mail to the P.E.O. Executive Office at the address below.
3. If your total donation is split between multiple projects, make your check payable to P.E.O. Foundation and it will be distributed by International. Mail to the P.E.O. Executive Office at the address below.

Cottery College Mailing Address: (Cottery donations only)

Institutional Advancement

Cottery College

1000 West Austin

Nevada, MO 64772

FIELDS IN **YELLOW** ARE
REQUIRED FIELDS

P.E.O. Executive Office Mailing Address:

P.E.O. Executive Office

Treasurer's Dept.

3700 Grand Ave.

Des Moines, IA 50312