RoboGrinder Donation Procedures

Give Online:

1. Visit the VT Giving page at https://apps.es.vt.edu/onlinegiving/gift.

2. Choose the *Gift Frequency* (*One-time*, *Monthly* or *Annual*). If "*Annual*" is selected, please choose a *Gift Cycle* (*1st* or *15th*).

3. Select or enter a gift amount from the available choices.

5. There are two ways to choose "RoboGrinder".

I.   Find the "*Select an area*" dropdown menu and select "*Student Organizations*".
When the "Select a fund" dropdown menu appears, enter "*RoboGrinder*" in the text field. Jump to step 6.

II.   Find the "*Search for an area to support*" dropdown menu and enter "*RoboGrinder*" in the text field. Jump to step 6.

6. Fill out all the fields in the "My information" section – this information will be used when the VT Foundation sends the tax receipt for your donation.

7. Click on the "Give now" button.

Give by Check:

1. Please make all checks payable to the "**Virginia Tech Foundation**".

2. For/Memo: Please write "**876916 – RoboGinder at Virginia Tech**" in the memo section.

3. Your Information: Most checks have names and addresses in the upper left-hand corner of the check. If your check does not include your personal information, please make sure to include it on a note or on the outside envelope. Your information is needed in order for the VT Foundation to send you the necessary tax documentation and so that the team can properly thank their sponsors for the donations they receive.

4. PLEASE mail check to:

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Office of Annual Giving

University Development Virginia Tech

902 Prices Fork Road (0336)

Blacksburg, VA 24061

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