



## EMPLOYEE DEDUCTIONS FORM

This document outlines several deduction options that you may choose to allocate from your paycheck each pay period. The specified deductions include contributions to the AEOA Foundation Fund, the Employee Fund, and the PAL Fund. Additionally, for our Virginia-based staff, there is an option to contribute to the Coffee Fund. If you wish to select any of these deductions, kindly complete the form accordingly, sign where required, and return it to the Human Resources department. Your active participation in these initiatives is greatly appreciated, and your contributions help support various programs and amenities within our organization.

### AEOA Foundation Fund

Donating to the AEOA (Arrowhead Economic Opportunity Agency) Foundation Fund is an act of compassion and community support that can make an immense difference in the lives of those facing their most challenging moments. This fund serves as a lifeline for community members during their times of greatest need, acting as a financial safety net when all other options have been exhausted.

In our community, there are individuals and families who find themselves in dire circumstances due to unforeseen emergencies, economic hardships, or other crises. The AEOA Foundation Fund steps in to provide a vital cushion of support, offering assistance with necessities like housing, utilities, transportation, and more. Your donation ensures that those experiencing the darkest hours can access the help they need to regain their footing, fostering resilience and stability.

By contributing to the AEOA Foundation Fund, you are directly impacting lives and helping to build a stronger, more caring community. Your generosity sends a powerful message of solidarity, demonstrating that we stand together in times of crisis and uplift one another. As a donor, you are a source of hope, providing comfort to individuals during their most vulnerable moments.

In essence, your donation to the AEOA Foundation Fund is an investment in the well-being of your community. It's a testament to the belief that everyone deserves a chance to overcome adversity and lead a fulfilling life. Together, we can make a profound difference in the lives of those who need it most, reminding them that they are not alone and that brighter days lie ahead. Thank you for your generosity and your commitment to supporting our community members during their lowest points.

**Suggested Contribution: \$2, \$5, \$10, \$15, \$20, or equivalent amount of one hour of pay**

### Employee Fund

The Employee's Fund is operated by a committee made up of staff representatives from various departments. This is funded by a voluntary payroll deduction from employees and funds are distributed to fund Members for the following events:

- Free Admission for Members to Agency Holiday Party
- Free Admission for Members to Agency Summer Event
- \$500 Scholarship for Employee's Graduating Senior (2 annual awards)
- \$5.00/year Employed to a max of \$100 upon Retirement from the Agency
- \$50 for each of the following life events:
  - Over Night Hospitalization
  - (Member, Spouse/Domestic Partner, or minor child through HS graduation)
  - Death of a Parent, Spouse/Domestic Partner, or Child
  - New Birth or Adoption to Member or Spouse/Domestic Partner

**Suggested Contribution: \$2, \$5, \$7, \$10**



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## Power, Action, Leadership (PAL) Fund

The PAL Fund is a unique initiative within our organization, offering employees the opportunity to make a meaningful impact on our mission to serve our community. This fund is designed to support lobbying efforts on behalf of community action, which plays a crucial role in advocating for policies and resources that directly benefit the individuals and families we serve.

Why is the PAL Fund important? Advocacy and lobbying efforts are instrumental in effecting positive change in our community. They allow us to influence decision-makers at local, state, and federal levels, ensuring that the needs and concerns of the most vulnerable are heard and addressed. Without a strong lobbying voice, AEOA is subject to program budget cuts and program reductions, resulting in unmet client needs.

By contributing to the PAL Fund, you are actively participating in the process of securing funding, legislation, and resources that empower us to provide essential services we provide. Your support for the PAL Fund not only strengthens our ability to create lasting change but also demonstrates our commitment to the community we serve. Every donation, no matter the size, contributes to our collective effort to improve lives and build a more equitable society. Together, we can amplify our voice and make a significant difference in the lives of those who rely on community action services. Thank you for your continued support and dedication to our mission.

**Suggested Contribution: \$2, \$5, \$7, \$10**

## Coffee Fund

The AEOA Coffee Fund is a convenient offering available only to employees in our Virginia office. For a nominal deduction of \$2.50 per pay period, participating employees gain unlimited access to the coffee provided in the employee breakroom. To enjoy this perk, employees can simply authorize the \$2.50 deduction.

**Contribution: \$2.50**



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**Full Name** : \_\_\_\_\_

**Employee Number** : \_\_\_\_\_

While the suggested contributions for various funds are outlined below, please note that you have the flexibility to choose any amount that aligns with your personal preferences and financial considerations. Your contribution, regardless of the specified amount, plays a crucial role in supporting the initiatives and programs associated with each fund.

**Suggested Contributions:**

- **AEOA Foundation Fund:** \$2, \$5, \$10, \$15, \$20, or equivalent amount of one hour of pay
- **Employee's Fund:** \$2, \$5, \$7, \$10
- **PAL Fund:** \$2, \$5, \$7, \$10
- **Coffee Fund:** \$2.50 (Virginia only)

Fund	Amount Per Pay Period
AEOA Foundation Fund	\$
Employee's Fund	\$
PAL Fund	\$
Coffee Fund ( <i>Virginia Only</i> )	\$ 2.50 <input type="checkbox"/> Yes, I want coffee.

I acknowledge and authorize the deduction of the declared amount(s) of money specified above from my paycheck each pay period. I understand that these deductions will persist until such time as I submit a new form updating the deduction or contact the Human Resources department to cease the deduction. Deductions will start in the payroll after submitted.

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

Return completed form to Human Resources.