



**2020-2021 Membership Form**

I wish to be a member of Athena for the 2020-2021 academic year. Enclosed is a check for \$20 for dues\* for FY21. If you pay by check, please make your check payable to ATHENA. You may also pay your dues online via our PayPal link on our website: <http://www.uidaho.edu/diversity/dhr/womens-center/athena/membership>.

Name \_\_\_\_\_ Department \_\_\_\_\_

E-mail \_\_\_\_\_ Campus zip \_\_\_\_\_

**Yes!** I am interested in participating in Athena’s new mentoring program for staff and faculty. Please contact me about serving as a  mentor or  mentee (please check one).

*\* Remember to consult your tax professional about your ability to deduct unreimbursed professional membership dues.*

**2020-2021 Donation Form – Support Athena Beyond Your Dues!**

**Support Athena Programming**

Athena dues only cover a portion of the costs for the programming that the organization offers its members each year. Please make a donation to help Athena provide opportunities for professional development events, including the Women’s Leadership Conference.

**Support Future Leaders**

Thanks to the generosity of its members, Athena has provided financial awards to women pursuing an education at the University of Idaho. Help Athena support the educational goals of women by donating to the Athena Student Award Endowment. Donations towards this endowment will be used to help build Athena’s scholarship endowment, which will award this aid in perpetuity.

I agree to contribute these funds to be awarded and/or invested by a committee named by the Athena Board for the benefit of Athena (donation) or students attending the University of Idaho (student award).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please specify how you would like to make your donation:

MF471 – Athena donation (to help with programming) \$ \_\_\_\_\_

DE075 – Athena Student Award Endowment \$ \_\_\_\_\_

**Please write separate checks for membership dues (payable to Athena) and your donations (payable to the UI Foundation). Make a gift online at <https://www.uidaho.edu/GiveToAthena> or to use Payroll Deduction, fill out form on Page 2. Return this form to Athena Treasurer, Olivia Wikle, Library, MS 2350.**



## University of Idaho Faculty/Staff Payroll Deduction

### How do I get to the Payroll Deduction site?

1. Log in to your Vandal Web account (<https://vandalweb.uidaho.edu>).
2. Click on the "Employee Menu" tab.
3. Click on the "Payroll Deduction Gifts" link under the Payroll section.
4. Click on New Gift.
5. Select Athena Gifts or Athena Scholarship Fund – Select Designation



Filter by designation name...

- Associated Student Wives of Idaho Scholarship Endowment
- Atchley Family Scholarship Endowment
- Athena Gifts
- Athena Scholarship Fund
- Athletic Endowment
- Athletic Scholarships

Select Designation(s)  
*Hold down the Ctrl button to select multiple designations.*

6. Enter Amount per Pay Period, Start Date and No. of Pay Periods (comments section is optional)

Amount/PP  Start Date   No. of PP

If you have any comments enter here...

Continue

7. After you enter Amount and Pay Periods, a blue box will appear confirming deduction amount. If correct, continue.
8. Authorization with employee and giving information will pop up. If correct, check box and sign electronically.

I hereby authorize the above deduction from my University of Idaho paycheck. Such amount is to be deposited currently with the University of Idaho Foundation, Inc., for distribution as shown. This deduction shall continue until the amount is paid in full.

Signature:

Thank you for committing a payroll deduction to the University of Idaho. By making your gift you join a distinct group of alumni, donors and friends who together make a great impact on the University community.