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- **Why is the Campaign for the Community no longer called the United Way campaign?**

Q. How can I give?

A. There are two ways to give:

(1) *Paper Pledging* - You can give by filling out the personalized pledge form enclosed in your pledge packet and returning it to your donor rep in the confidential return envelope provided. You may give through a monthly payroll deduction, or make a one-time donation by check. **One-time credit card gifts must be made online.**

(2) *Online Pledging* - You can pledge online at <http://www.easygive.com/pge> To pledge online, you must have your employee Personnel # and PIN number (both are printed on the upper right-hand side of your personalized pledge form). To ensure the confidentiality of your pledging information, a unique PIN number is generated for each employee for each Campaign. Employees who pledge online do not have to fill out a paper form, but need to return their pledge form envelope with "pledged online" checked and incentive gift indicated, if donor qualifies for an incentive gift.

All gift amounts on both the paper and online form are monthly. To calculate your total annual gift, multiply by 12.



Q. Is there a Matching Gifts program this year?

A. A: Yes, there is a matching gifts program for 2010. Employee gifts to eligible schools and environmental organizations and targeted scholarship funds will be matched through the Campaign for the Community automatically. Matching is done up to \$2,500 per employee per year and \$1,000 per retiree per year, until funds are exhausted. Employee Association Scholarship Funds will be matched dollar-for-dollar up to \$5,000 per Fund.

Q. Is there an incentive for Premium Level giving this year?

A. Some PG&E organizations may offer an incentive for Premium Level giving. Premium Level includes the following gift levels: 1 hr pay per month, 1% of salary, 1 ½ % of salary and 2% of salary gifting levels. Contact your Campaign Donor Rep for more information.

Q. If I do not designate an agency, where does my money go?

A. If you sign, date and return your pledge form, but do not check a box in Step 1, or enter the name of an agency or school, your gift will be distributed to the same agencies as you designated the previous year. If you forgot to specify an agency and previous giving information is not available, your gift will default to REACH.

Q. If I make a payroll gift, when will it be deducted from my check?

A. For employees paid biweekly, deductions are split between the first and second paycheck of each month. For monthly employees, the deduction is taken once a month. Deductions will begin with the first paycheck in January.

Q. Is there a minimum amount required for my contribution?

A. Yes, the minimum designation through payroll deduction per agency is \$5 monthly. The minimum total for a **one-time gift** (check or credit card) is \$10. These minimums have been set to offset the distribution costs for donors who make multiple designations.

Q. When will my agency receive my gift?

A: One-time gifts collected prior to November 1 will be paid in November, one-time gifts collected prior to December 1, will be paid in December, and any other one-time gifts will be paid by February 2010. Payroll deductions are processed and paid quarterly, with the first payout scheduled for April 2010 (for deductions taken in January, February and March).

Q. Is my gift confidential?

A. Your gift will be kept completely confidential. In order to process your gift, only The JK Group, our processing vendor, and those internal PG&E employees who manage the Campaign will have access to your giving decisions. They are not allowed to disclose your participation or your giving choices to anyone without your permission.

- Your personalized pledge form will be delivered to you in a sealed, confidential envelope. If you choose to contribute, seal your pledge form in the goldenrod colored envelope enclosed in your package and return it to your campaign chair or donor representative.
- If you pledge online, you must use the Personnel # and PIN # printed on the upper right-hand corner of your pledge form. Each employee has a unique PIN number. PIN numbers are replaced annually at the beginning of the Campaign. Once you submit your pledge online, no one but The JK Group and internal employees who manage the Campaign have access to your pledging information.



Q. What if I don't have a PIN number?

- A. Your unique PIN number for pledging online is printed on the upper right-hand corner of your personalized pledge form. **IF YOU PLAN TO PLEDGE ONLINE, DO NOT DISCARD YOUR PERSONALIZED PLEDGE FORM.** If you did not receive a personalized pledge form, or if you have lost or forgotten your PIN number, click on the e-mail link at the log-on page <http://www.easygive.com/pge/> where you will be directed on how to establish or reset your PIN number. If you need assistance with establishing or re-setting your PIN, please call 1-888-973-4438.

Q. Will I be acknowledged for my gift?

- A. PG&E will send each donor a confirmation of his/her gift. It is up to the pledged organization whether or not to send you an additional acknowledgment. If you check the "I wish to remain anonymous" box on your pledge form, your name and address will not be released to your designated organizations for the purpose of acknowledgement.

Q. What is overhead?

- A: All nonprofit organizations have "overhead," or operating costs, which may cover fundraising as well as administrative costs that help to keep its doors open. Once a designated organization receives your contribution, a percentage may go toward the organization's overhead. The rest of the money pays for programs and services for those who need them. Note: PG&E pays all costs associated with getting the donations to your designated agency(ies).

Q: What percentage of an organization's costs goes toward overhead?

- A: It varies from organization to organization. We recommend contacting the agency you are considering and asking them. Sometimes this information also can be found at the organization's web site.

Q. Is there a fee for processing my gift?

- A. No. For the 2010 Campaign, PG&E is paying all processing fees, which means 100% of your contribution will go directly to the agency(ies) you choose.

Q. Can employees on long-term disability, workers' compensation or leave of absence contribute?

- A. Employees on long-term disability or workers' compensation may have Campaign contributions deducted from their checks. Those who wish to participate should use a blank form. Workers on leave of absence may not make a payroll deduction gift. They may make a cash gift and use a blank form if necessary.

Q. Can hiring-hall employees pledge?

- A. Yes. Hiring Hall employees will receive personalized pledge forms and can pledge by either a one-time check (or credit card donation online), or make payroll deduction gifts.

Q. Is my gift tax-deductible?

- A. All amounts contributed through the Campaign for the Community are 100 percent tax-deductible. Please note the following new I.R.S. record keeping requirements for charitable contributions:

Check and Credit Card Donors must retain:

- A cancelled check or other official bank record (e.g., bank or credit card statements) and,
- The acknowledgement letter from PG&E listing name of charity(ies) and amount(s) pledged.



Payroll Deduction Donors must retain:

- A final yearly pay stub showing cumulative deductions, and
- The acknowledgement letter from PG&E listing name of charity(ies) and amount(s) pledged, and the date of the contributions.

Q. If I make a one-time gift to the Campaign, should I deduct it from my taxes the same year or the following year when the organization receives the money?

- A. If you make a one-time gift to the Campaign through a check or credit card, you should be entitled to a deduction in the same year that you made the gift, with proper substantiation and subject to the charitable contribution limitations. The Campaign for the Community is treated as a “distributing organization” by the IRS and the fact that a one-time gift may not be distributed to the recipient organization until the following year doesn’t affect the timing of the tax deduction. Please consult with your tax advisor for final determination.

Q. Is there a corporate-wide drawing associated with the Campaign?

- A. Yes! Drawings will be conducted for all employees of PG&E Corporation, PG&E, retirees and hiring hall employees who are in the target audience for the 2010 Campaign for the Community. The grand prize is a \$2,000 donation made to one qualifying nonprofit organization chosen by the winner and in the winner’s name. Online donors are eligible for an additional drawing, with a prize of a \$1,500 donation made to one qualifying nonprofit organization chosen by the winner and in the winner’s name. New donors are eligible for a company-wide drawing to win a Wii. The deadline for entries is 11:59 a.m. November 6, 2009. Please see drawing eligibility information for details at <http://www.easygive.com/pge> or at the Campaign website at <http://pgeatwork/community/campaign/>.

Q. How do I participate in the corporate-wide Campaign for the Community Drawing?

- A. To be eligible for the PG&E Corporation Campaign for the Community Drawings, place your completed pledge form in the confidential envelope and return it to your donor rep no later than October 30, 2009. All entries must be received at Campaign headquarters in San Francisco by 11:59 a.m. November 6, 2009.

If you pledge online you will automatically be eligible for the drawings. For additional information, a copy of the rules has been posted on the PG&E Campaign for the Community website at

<http://pgeatwork/community/campaign/>

Q. Among the giving options on the 2010 Campaign pledge form, there are seven PG&E Employee Association Scholarship Funds, including funds sponsored by the Asian, Black, Filipino, Hispanic, Pride Network, PSEA, and the Women’s Network. What about people who want to apply for scholarships that are not members of these ethnic or affinity groups?

- A. Scholarships granted by these organizations are not restricted to students who are members of these ethnic or affinity groups. Criteria used to select winners of the Employee Association Scholarships are listed on page 4 of the 2010 Pledge Form Resource Guide in your pledge package.



Q. Why is Campaign for the Community no longer called the United Way campaign?

- A. PG&E administers its own Campaign and pays for a private vendor, The JK Group, Inc., to process donations. Funds are not processed through or by the United Way, and 100% of your charitable contribution goes to the designated nonprofit. Employees may give to any 501(c)(3) nonprofit organization or qualified, tax-exempt educational institution. Gifts to local United Way chapters are treated by the Campaign the same as those made to any other nonprofit organization.