

## ORA ONLINE GIVING & SUSTAINING CIRCLE SIGN UP: STEP-BY-STEP

This document will tell you how to 1. Become a member or make a contribution online and 2. How to join the Sustaining Circle, folks who make automatic, recurring donations.

### Become a Member or Make a Contribution Online

1. Go to [www.oregonrural.org/join](http://www.oregonrural.org/join)
2. Amount: Choose \$10 or greater to contribute or chose one of the following membership levels:
  - a. Individual Annual Membership: \$30
  - b. Family Annual Membership: \$40
  - c. Business/Organization Annual Membership: \$60
3. Frequency: **We highly encourage folks to give their basic membership on an automatic, annual basis. You can do this by choosing a "yearly" frequency.** Choose:
  - a. "I want to make a recurring donation" and then Select the frequency in the drop-down box OR
  - b. "I want to make a one-time donation"
4. Dedication: If you want to give a gift membership or dedication, fill in the box.
5. Fill in your privacy preferences, contact, billing and credit or debit card information.
6. Giving Options: ORA is charged 3% of each transaction for the online giving service. By leaving the default option "Donate 100%" you add 3% to your contribution and save ORA that 3% charge. For example, a \$30 contribution would then become \$30.09.
7. Additional Information: **If you are joining as a family**, enter all the names of the members of your household who are 18 or over. They each get a vote at the Annual Meeting. **If you are joining as a business** or organization, enter the names of two contact people who will vote.
8. Click "Continue" at the bottom of the page.
9. Create a username and password. If you ever want to change your online giving or email address, you can return to [www.oregonrural.org/join](http://www.oregonrural.org/join) and click the "Edit my Recurring Donation" link at the top of the page. Or call the ORA office and we can help you.

Frequency  I want to make a one-time donation  
 I want to make a recurring donation

Dedication  on behalf of  in honor of  in

Send Dedication Acknowledgement

Frequency dropdown menu:  -Select-  
 Monthly  
 Quarterly  
 Yearly

### Yes! I will support social justice, agricultural and economic sustainability, and stewardship of the region's land, air and water.

Be part of an ever-growing group of people helping to build livable, beautiful, sustainable communities! As a member of Oregon Rural Action, you can make your voice heard on issues affecting you and your community. You will be part of a democratic, grassroots organization where your ideas and concerns will be heard and discussed. You will also have access to our newsletter "The Furrow," news and forums via the web, action alerts, member and staff expertise, trainings, workshops, and strategy sessions. Your donation is tax-deductible. The first \$30 of any donation makes you an Oregon Rural Action member. Contact us if you would like to sponsor someone else's membership or need to be sponsored yourself.

\* indicates required field

 [Edit my Recurring Donation](#)

10. Confirmation: For each contribution a confirmation email will be sent to you from Network for Good ([donotreply@networkforgood.org](mailto:donotreply@networkforgood.org)) with the subject "Recurring Donation Reminder" or "Your Donation Succeeded." It will show up as "Network for Good" on your bank statement.

## **Join the Sustaining Circle**

The “Sustaining Circle” is a group of ORA members who give via automatic deductions through their bank account or credit/debit card. The first \$30 (individual), \$40 (family) or \$60 (business/organization) of your recurring donations pays for your membership.

**Benefits to YOU:** Becoming a member of the Sustaining Circle allows you to spread out your membership costs and/or give more in smaller amounts. You will never receive a membership renewal notice since your membership is always up-to-date.

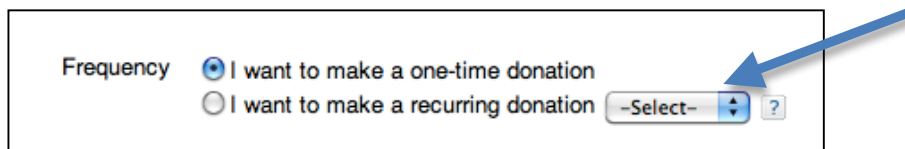
**Benefits to ORA:** Your steady, on-going support as a Sustaining Circle member gives ORA predictable income and saves on staff time, printing and resources.

## **How to Sign Up**

Choose one of the two options below.

### **Option 1: Make Recurring Contributions Online with your Credit/Debit Card**

1. Go to [www.oregonrural.org/join](http://www.oregonrural.org/join)
2. Follow the instructions for “[Becoming a Member or Making a Contribution Online](#)” above.
3. You can give \$10 or more on our website. If you want to give \$5 per month (\$60/year), sign up for \$15 quarterly which is equivalent.
4. Under “frequency” options, make sure to choose “Make a Recurring Donation” and choose the frequency you want by clicking the arrow next to the box that says “select.”



Frequency  I want to make a one-time donation  
 I want to make a recurring donation -Select- ?

### **Option 2: Make Recurring Contributions Automatically through your Bank**

1. Fill out the Sustaining Circle Electronic Funds Transfer (EFT) Authorization form. You can find the form below, on our website, at our La Grande office or we can mail you one. Call the office at 541-975-2411 to request a form.
2. Send the EFT form with a voided check to ORA at PO Box 1231 or drop by our office.
3. We will submit your information to Caring Habits, Inc and send you and email or send you a hard-copy receipt by mail if you don't have email.
4. Your contributions to ORA will come automatically from your bank. On your bank statement they will show up as “ACH” or “CHI.”
5. If you change banks or accounts, please let us know ASAP! Caring Habits charges ORA \$18 for each failed transaction.
6. If you ever want to change your automatic giving, just call the ORA office (541-975-2411) or [Caring Habits, Inc](http://www.caringhabits.com) (1-888-CHI-0500).

*Last Update: December 30, 2011*

*Oregon Rural Action*

*1119 Washington Ave; PO Box 1231*

*La Grande, OR 97850*

*541-975-2411*

[info@oregonrural.org](mailto:info@oregonrural.org)



## SUSTAINING CIRCLE EFT AUTHORIZATION

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Monthly amount (min. \$5/month): \_\_\_\_\_

I authorize Oregon Rural Action to withdraw from my bank account each month the amount indicated above. This authorization shall remain in effect until I notify Oregon Rural Action that I wish to change or end this agreement and Oregon Rural Action has had reasonable time to act on it.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete, sign and return this form along with a cancelled or voided check on the bank you wish to use. Mail to:

Oregon Rural Action  
P.O. Box 1231  
La Grande, OR 97850