



VHF DONATION FAQS

Together with the Wayne County Foundation, Vandor has established a hardship fund to provide financial support to eligible Team Members who are experiencing a temporary hardship due to a catastrophic life event.

Why should I donate to the Vandor Hope Fund ("VHF")?

The Vandor Hope Fund is a mechanism to support fellow Team Members in times of crisis. Every dollar donated will help fellow Team Members who have fallen under difficult circumstances. This is a way to care for each other and show our support. In addition, every dollar donated (up to \$10,000 annually) will be matched by Vandor.

How much of my donation goes to fellow Team Members?

100% of donations will support our Team Members. Vandor covers all administrative expenses.

Are donations tax deductible?

Donations are tax-deductible. You will receive a letter from the Wayne County Foundation once per year summarizing your contribution to the fund.

Can my donation be directed to a specific Team Member?

No, IRS regulations do not allow for donations to be distinguished for a specific individual. Instead, they go into the fund as a whole.

Do I have to contribute to the VHF in order to be considered for a grant, if a crisis occurs?

No, your contribution to the fund is voluntary and does not affect your consideration for assistance. Assistance is granted solely upon need, qualifications, availability of funding, and adherence to program rules and regulations.

How often can I change the amount of my payroll deduction?

You can change your deduction at any time; however, please be mindful that payroll is processed several days prior to the check date. Changes turned in past the processing date may not be reflected until the next week's payroll/check.

How do I check the status of my donation or start, stop or change my deduction amount?

Payroll deduction is the most efficient way to give to the fund. Please complete the form attached to start, stop or change your donation. To check the status of your deductions or turn in your contribution form, please visit HR/Payroll, call (765) 966-7676 or reach out via email to vandorhopefund@vandorcorp.com.

For More Information or to Submit Request:

📍 4251 W. Industries Rd. | Richmond, IN 47374

📞 765.966.7676 x203 or x290

🌐 vandorcorp.com/hopefund

✉ vandorhopefund@vandorcorp.com



DONATION FORM

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TEAM MEMBER INFORMATION

Team Member Name:

Address: _____

Phone Number: _____ E-mail: _____

Donor status (check one):

☐

New Donor

☐

I am changing my deduction amount but still donating.

☐

I wish to stop my contributions to the Vandor Hope Fund. (Skip to effective date below.)

DONATION INFORMATION

I would like to donate the following amount to the Vandor Hope Fund (please check one):

☐

Automatic Recurring Donation (every check) Amount (\$1 minimum): \$

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Single Donation (one time only) Amount (\$5 minimum): \$

Effective Date (First day of Payroll Week): ____ / ____ / ____

I hereby authorize and request Vandor, in accordance with Vandor Hope Fund and Vandor policies, to deduct the amount designated above from my paycheck each pay period (or one pay period if making a one-time donation). I understand that the payroll deduction will remain in effect until written notice is provided indicating to discontinue the deduction. I also understand that my donation into the Vandor Hope Fund does not automatically guarantee approval of funding if I find myself in a position of hardship and that I would need to apply to the fund according to policies and procedures, regardless of donation status.

Team Member
Signature:

Today's Date: ____ / ____ / ____

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