

Instructions for Making a Donation to the Shelter Meals Program through St. John Neumann Outreach

What: Our goal is to partner with local restaurants for the next three months to provide 2 dinners per month to the clients at Embry Rucker Shelter in Reston and 1 hearty lunch per month to the guests at Lamb Center at Fairfax Circle.

Why: The shelters have experienced a drop in donations during the summer months which have been further negatively impacted by the Coronavirus pandemic.

Who: Anyone who would like to contribute a donation through the SJN website in order to fund meals for three months.

How Much: A contribution of any size will be helpful. We aim to have a fund of \$4500 to provide the nine meals over the three-month period.

How: Easy as 1 - 2 - 3!

1) Go to the SJN website <https://saintjn.org/> and click on the **Giving** tab. Wait a moment and then scroll down on the page until you see Donate Now. (It is not part of a drop down box.)

2) Click on **Donate Now** and you will see a screen like this:

The screenshot shows a donation form for St. John Neumann Catholic Community, Reston, VA. The form is titled "How much would you like to give?" and includes the following fields and options:

- Amount:** \$ 0.00
- Fund:** Regular Sunday Collection (with a dropdown arrow)
- Memo:** (empty text field)
- + ANOTHER FUND:** (button)
- GIVE ONCE:** (selected radio button)
- GIVE MULTIPLE TIMES:** (radio button)
- Gift date:** Today (with a calendar icon)
- Email address:** (empty text field)
- Total:** \$0.00
- CONTINUE:** (button)

Numbered instructions with arrows pointing to the form elements:

- 1) Enter your one-time donation here to cover meals for 3 months (points to the Amount field).
- 2) Click here and see drop down box. Scroll down to "Shelter Meals" and then click. (points to the Fund dropdown menu).
- 3) Choose this option. (points to the GIVE ONCE radio button).
- 4) Enter email address here. (points to the Email address field).
- 5) When done, press Continue (points to the CONTINUE button).

Please see next page for more instructions.


3a) If you already have an egiving account with SJN, sign in and complete transaction.

3b) If you do not have an egiving account with SJN, you can donate as a guest. Then you will see this screen:

Fill it out and press **Give \$**

How would you like to give?

CREDIT OR DEBIT BANK ACCOUNT

Account Number 

Name On Card Expiration Month: 07 Expiration Year: 2020

Billing Address 1 Billing Address 2

Billing City Billing State Billing Postal Code

Save for future use.

BACK GIVE \$30.00

Questions? Contact Jo-Ann Duggan at jduggan@saintjn.org

Thank you for your consideration for being a part of this effort!

We will give updates on the funding and delivery of the meals on the parish website so you can see your donation at work. We will re-assess the program in September and determine the need to extend it.