

Designating a Gift to Margaret Burns Memorial Fund

- (1) Click “Online Giving” link
- (2) Type in your personal information
- (3) Under “Gift Designation,” check “Make a New Gift” box
- (4) Type in the amount of the gift
- (5) Scroll down to “Additional/Other Designations”
- (6) Type in: “Margaret Burns Memorial Fund, fund code 391-4136”
- (7) Under “Designation Comments” type the following: “ Please direct 100% of my gift to the Margaret Burns Memorial Fund, fund code 391-4136”
- (8) Ignore the “Memorials or Honorariums” section
- (9) Click “Confirm My Information” and review your information for correctness
- (10) If everything is correct, click “Proceed to Payment”
- (11) At top of page should be the amount you are donating
- (12) Provide credit card information and click “Donate Now”
- (13) Print your receipt (you will receive a formal receipt for your tax records and a thank you letter from Duke in a week or two)