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)