

# Making Automatic Donations to Chalice Through Breeze

Thank you for your interest in setting up automatic donations to Chalice! Recurring donations are a convenient and reliable way to support our community, and setting them up is simple.

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## What Are Automatic Donations?

Automatic donations—also known as recurring donations—are contributions that are scheduled to occur automatically, most commonly on a monthly basis. Chalice's preferred method for setting these up is through Breeze, our member and donor management system.

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## How It Works in Breeze

In Breeze, automatic donations are referred to as Recurring Gifts. You can choose to donate via:

- Credit/Debit Card (appears in Breeze as *Online (Card)*), or
- ACH Bank Transfer (appears as *Online (ACH)*)

All recurring donations set up through Breeze are fully under your control. You can update, pause, or cancel them at any time.

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## How to Set Up Recurring Donations

If you are a Chalice member with a Breeze account, you can set up and manage recurring donations at:

<https://chaliceuu.breezechms.com/give/internal>

If you are not a member or cannot log in to Breeze, you can still set up and manage donations here:

<https://chaliceuu.breezechms.com/give/online>

Both links offer a similar donation setup process:

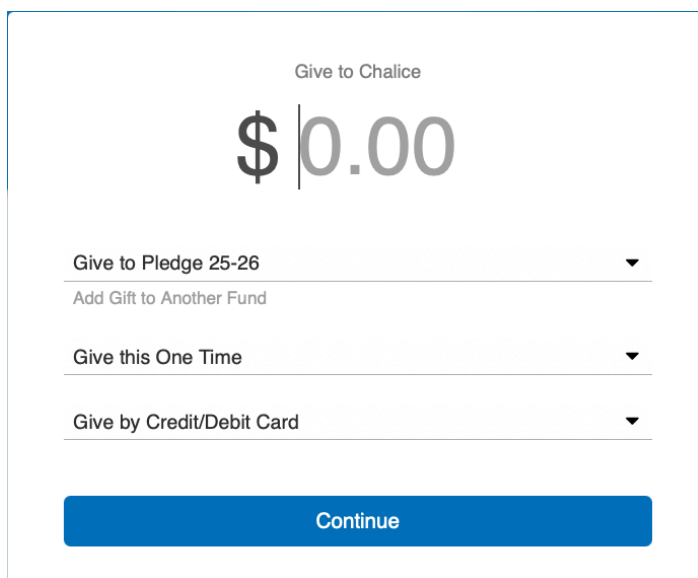
- The first link allows full management through your Breeze account.
- The second link provides a personal management link sent via email.

Chalice staff can assist you with managing your donation if needed.

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## Example: Setting Up an Automatic ACH Donation

After clicking one of the above links, you will see a screen like this:



Give to Chalice

\$0.00

Give to Pledge 25-26 ▼

Add Gift to Another Fund

Give this One Time ▼

Give by Credit/Debit Card ▼


Continue

On this screen:

- Enter the amount of your recurring donation.
- Select the correct Pledge Year (Fund).
- Set the frequency of your donation.
- Choose the donation method (ACH or Card).

Your screen should now look similar to this:

Give to Chalice

\$ 

Give to Pledge 25-26 ▼  
Add Gift to Another Fund

Give this Monthly ▼ Starting Tuesday, July 1, 2020 ▼

Give by ACH Bank Transfer ▼

Continue

Click “Continue” to proceed to the Payment Information screen:

Payment Information


Your Name  Email Address


Bank Routing Number

Bank Account Number  Retype Bank Account Number

Street Address  City  State ▼ Zip

Comments (optional)

☒ Add \$  to cover the processing fee ⓘ

Give \$ 

Back

On this screen:

- Fill in all required fields.

- Check or uncheck the box to cover the processing fee, as you prefer. (The transaction fee for ACH/bank transfers is 1% + \$0.25 per transaction.)
- Click “Give”.

You will then see a Thank You screen confirming your donation.

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## Managing Your Recurring Donation

- If you are logged into Breeze, go to “Give Now” > “Recurring Gifts” to view or manage your donations.
- If you used the second link, you’ll receive a confirmation email with a personal link to manage your donation.

If you misplace your management link or need assistance, Chalice staff are always happy to help.

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## Need Help Setting It Up?

If you would prefer that Chalice set up the recurring donation on your behalf, please email me at:

[pledgesecretary@chaliceuu.org](mailto:pledgesecretary@chaliceuu.org)

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With appreciation and gratitude,  
David Barker  
*Pledge Secretary*