

## How to Become a Monthly Donor

We currently have four methods for accepting monthly donations: mailed-in, called-in, Facebook and PayPal. This page will give instructions on how to do all four.

### Mailed-In

- Mail the donation to:  
Council of Community Services  
Attn: Monthly Donor  
 114 South 4-J Road  
 Gillette, WY 82716

### Called-In

- Please give the Administrative Assistant a call at 307-686-2730ext. 106 and she can process your donation

*Reminder emails can be sent at your request.*

### Facebook

Our staff cannot set up the Facebook donation for you, but if you do need assistance, please call the Administrative Assistant at 307-686-2730ext. 106 and she can guide you.

Facebook will generate a receipt for you, so CCS will not send a receipt but will send a confirmation that we received the funds

- Please navigate to <https://www.facebook.com/> and login to your Facebook account
- Next, visit our Facebook page:  
<https://www.facebook.com/ccswy/>
- On our (CCS's) page, on the right-hand side of the page, you will see a blue "*Donate*" button – click it



Council of Community Services

114 South 4-J Road | Gillette, WY 82716

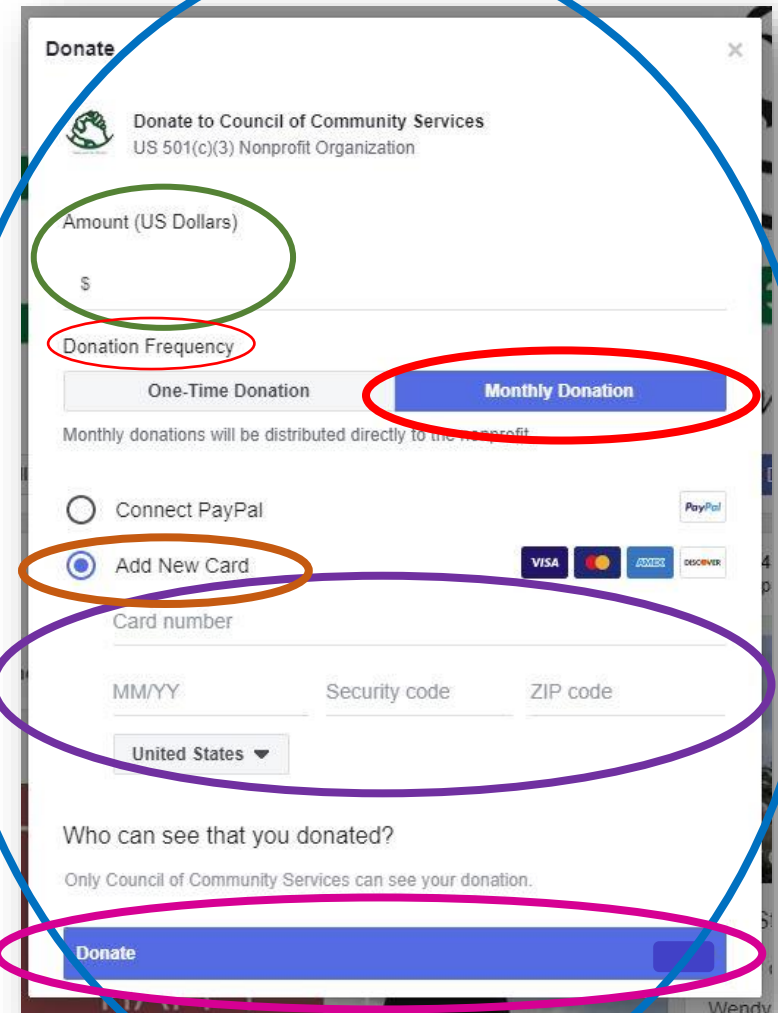
P: 307.686.2730

F: 307.686.4018

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4. A **pop-up** window will appear
  - **Amount:** Please enter whatever amount you desire – our average monthly amount is \$100
  - **Donation Frequency:**
    - It is vital that you click “Monthly Donation” to set up your recurring donation
    - If you do not do this, there is no way to change your One-Time Donation into a monthly – you will have to wait until the next month and manually set up the schedule then
  - **Card Information:**
    - If you have donated through Facebook previously, your card information will be stored
    - If have never, or no longer use the stored card, please click “Add New Card”
    - Enter your card information
5. After entering all of your information accurately, click the blue “*Donate*” button



The screenshot shows a Facebook 'Donate' pop-up window for the Council of Community Services. The window is titled 'Donate' and includes the following elements:

- Header:** 'Donate to Council of Community Services' and 'US 501(c)(3) Nonprofit Organization'.
- Amount:** A field labeled 'Amount (US Dollars)' with a '\$' symbol.
- Donation Frequency:** Two buttons: 'One-Time Donation' and 'Monthly Donation' (highlighted in red).
- Card Information:** A section with a radio button for 'Connect PayPal' and a radio button for 'Add New Card' (highlighted in orange). Below this are fields for 'Card number', 'MM/YY', 'Security code', and 'ZIP code'. A dropdown menu shows 'United States'.
- Payment Options:** Logos for VISA, Mastercard, American Express, and Discover.
- Privacy:** A section titled 'Who can see that you donated?' with the text 'Only Council of Community Services can see your donation.'
- Bottom:** A large blue 'Donate' button (highlighted in pink).

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## PayPal

You will need a PayPal account to make monthly donations.

PayPal will generate a receipt for you, so CCS will not send a receipt but will send a confirmation that we received the funds.

- Please navigate to this page: [https://www.paypal.com/donate/?token=G-R\\_nyEe3\\_gSkbTXGPt6LYvBtdlcKH15\\_IDV42ghlZXc4vU6hXBYtMNgx--M-5W8qi7W&country.x=US&locale.x=US](https://www.paypal.com/donate/?token=G-R_nyEe3_gSkbTXGPt6LYvBtdlcKH15_IDV42ghlZXc4vU6hXBYtMNgx--M-5W8qi7W&country.x=US&locale.x=US)
- Once on the page, you will see "PayPal" and their logo in the left had corner.
- In the middle of the screen will be a box with "Donate to Council of Community Services" with dollar amount buttons beneath.
  - The amount will have autogenerated amounts – you are welcomed to select any of those or enter your desired amount
  - It is vital you select the checkbox of "Make this a monthly donation" to have it be recurring
    - If you do not do this, there is no way to change your One-Time Donation into a monthly – you will have to wait until the next month and manually set up the schedule then
- After entering the amount and checking the monthly donation box, click "Donate with PayPal"
  - You will see the option to pay with your debit or credit card
  - You are **not able** to schedule monthly donations without a PayPal account
  - You can create an account during this process by clicking this option (jump to step 11 to view how to create an account while donating)



Donate to Council of Community Services

\$5.00 USD   \$25.00 USD   \$50.00 USD   \$100.00 USD

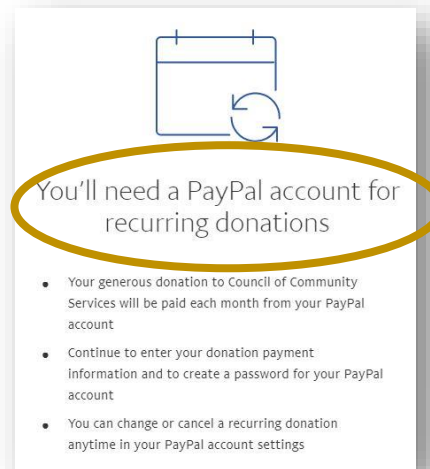
Make this a monthly donation (?)

**i** You'll authorize PayPal to pay Council of Community Services each month. You can change or cancel a recurring donation anytime in your PayPal account settings.

Don't have PayPal? Sign up easily while entering your payment information.

Donate with PayPal

Donate with a Debit or Credit Card



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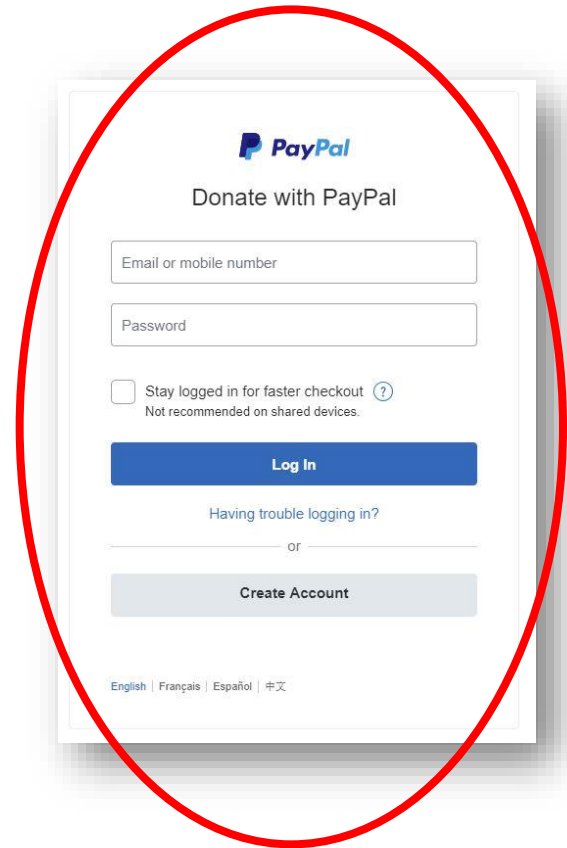
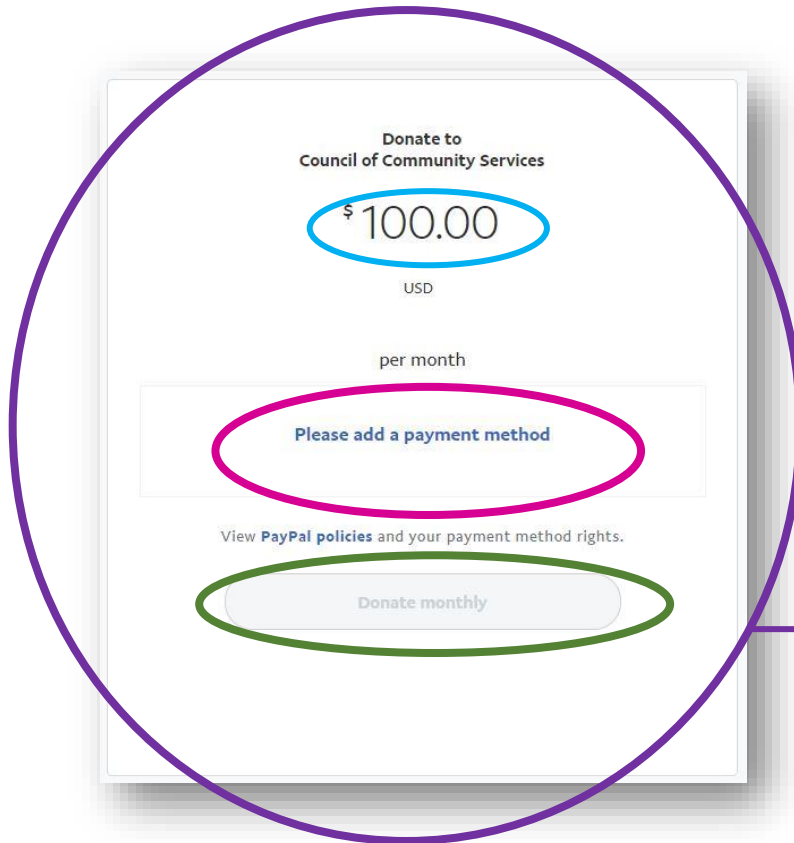
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5. After clicking "*Donate with PayPal*," you will be brought to a new screen where it will ask you to **log in**
6. Please log in to your PayPal account
7. Once you have logged in, a **new box** will appear with your **donation amount** at the top
8. Your stored **card information** will populate below
  - If you do not want to use the store card information, please select "**Add new payment method**" to add the desired card
9. Once you have all of the card information completed, please click the blue "*Donate monthly*" to process your donation
10. You will receive an email confirming the monthly donation has been scheduled



→ This dialog box may appear different on your screen

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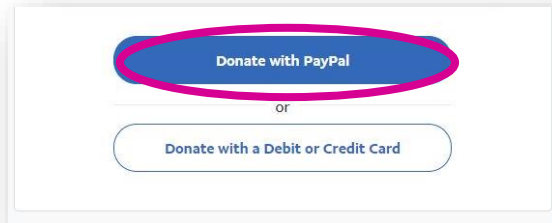
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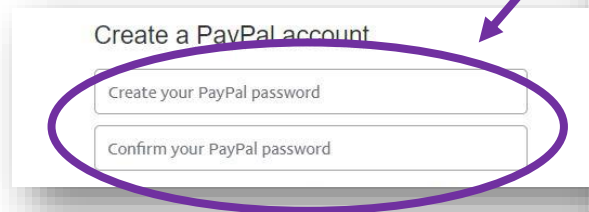
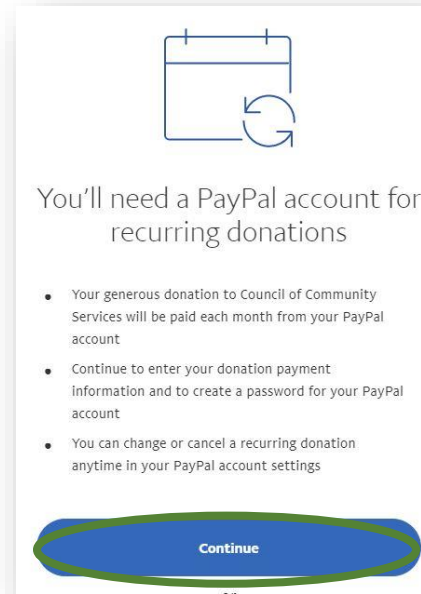
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## To Set Up a PayPal Account While Enrolling in the Monthly Giving



11. After you click "*Donate with Debit or Credit Card*" you will be brought to an error screen – please click the blue button "*Continue*"
12. You will be brought to a new box that has fields where you can **enter your personal information**
13. Please fill out the fields appropriately – this information will be stored on your secure PayPal account
14. In the "*Create a PayPal account*" section, this is where you will create your **username** and **password** for your account
15. Once you have chosen your username and password, please check the **box** below the password to confirm you are okay with making a PayPal account
16. After confirming all the information is correct, click the blue "*Donate (Your Donation Amount) monthly*"
17. After clicking the button, your PayPal account will be set up and you will receive a donation confirmation and an account confirmation email



Have a PayPal account? [Log in](#)

### Donate with a debit or credit card

United States

Card number

Expires Security code

First name Last name

Billing address

Street address

Apt., ste., bldg. (optional)

City

State ZIP code

Contact Information

Mobile Phone number

Email

### Create a PayPal account

Create your PayPal password

Confirm your PayPal password

I have read and agree to the E-Communication Delivery Policy, which provides that PayPal is an online service and that I will receive all account notices and information electronically via my primary email address. I have also read and agree to the User Agreement and Privacy Statement. If I have provided a mobile number, I give PayPal permission to contact me about my PayPal branded accounts using automated calls or texts: to service my accounts, investigate fraud, or collect a debt, but not for telemarketing. If I don't want to receive automated calls or texts, I can change my preferences in my account settings at any time.

[View PayPal policies and your payment method rights.](#)

**Donate \$100.00 monthly**

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