Together we can make a difference and make difficult times easier for our team members. The DesignWorks Collective Employee Care Fund is here to help you give help to your co-workers when the need it the most!

The DesignWorks Collective Employee Care Fund has been established to provide emergency assistance to support employees who have recently experienced:

- Natural disaster causing a financial hardship
- Serious or life-threatening illness or injury
- Death of the employee, partner or dependent
- Certain catastrophic circumstances, such as a house fire

**TO BE ELIGIBLE EMPLOYEES MUST BE:**

- Currently employed by the DesignWorks Collective Family of companies (Paddywax, DesignWorks Ink, Olivina Men, The Candle Bar, Stay Golden)
- Employed by DesignWorks Collective for at least one year at the time of incident
- Regularly scheduled to work 25 or more hours per week

The DesignWorks Collective Employee Care Fund can help qualified employees, meeting the criteria above, with essential needs such as housing, utilities and other basic living expenses.

The fund is being administered by The Community Foundation of Middle Tennessee, a charitable organization which has been helping corporations help their employees for 15 years. All applications are confidential.

**DONATING TO THE FUND**

Contributions are fully tax-deductible and we hope that many will wish to donate.

The easiest way to give is through a small payroll deduction, even as little as $2.00 each pay period can add up to make sure help is available when a fellow employee is in need. If you would like to give to the fund through payroll, please complete the form below and return to Human Resources.

DesignWorks Collective Employee Care Fund Payroll Deduction Enrollment

Full Name: ____________________________ Date: ________________

I would like to give per pay period: $2.00 $5.00 $10.00 $20.00 Other Amount $__________

One-time Donation $__________

Your total amount donated will be tax deductible and you will receive a tax receipt after the end of each year. Deductions will start the next pay period after the form is received. You can stop at any time by notifying Human Resources.