



You may contribute to helping hands by designating a specific amount to be **deducted from your paycheck** on an ongoing basis or make a one-time **donation via a personal check**.

If you would like to start donating to helping hands, please fill out this form and return it to your respective Manager or to Human Resources.

Helping Hands is a not-for-profit organization established to assist Coldwater Creek employees in times of financial and personal crisis, and is supported solely by donations from Coldwater Creek employees. If a Coldwater Creek associate finds themselves in crisis, they may request assistance by completing an Employee Assistance Request Form that is available online at the Current or Human Resources Department. The Helping Hands committee will review each case confidentially to evaluate the request and determine the amount to be provided. Unfortunately, Helping Hands cannot grant every request due to limited funds. Once a request has been approved, a check will be written to the respective agency, company or business for which the assistance has been requested. The following are some examples of catastrophic situations for which an employee may qualify for assistance:

- Medical emergencies
- Domestic emergencies (i.e. inability to pay for food or a utility bill, the need for emergency housing, etc.)
- Assistance as a result of domestic violence or child abuse
- Eviction from one's home
- Financial support during a temporary or permanent disability

payroll deduction donation (Please print)

employee information

name	employee id# (if applicable)	location / store#
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deductions

<input type="checkbox"/> Please deduct one-time only on my next paycheck in the amount of \$_____
<input type="checkbox"/> Please begin bi-weekly payroll deductions on __/__/__ in the amount of \$_____

cancellations

<input type="checkbox"/> Please end payroll deduction on __/__/__

signature

signature	date
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hr department use only human resources	date entered
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