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2016 SECC CONTACT INFORMATION

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2016 SECC WEBSITES

STATE OF TEXAS SECC WEBSITE

www.secctexas.org

Visit the website for information, forms and the SECC logo.

THE A&M SYSTEM SECC WEBSITE

www.tamus.edu/secc/

Visit the website for university and A&M System information, forms, updates and guidance throughout this year's campaign.

FACEBOOK PAGE

www.facebook.com/2016SECC

Visit the Facebook page to see what's happening around the university and the A&M System throughout this year's campaign. The page is open now through November 2016.

What is the State Employee Charitable Campaign (SECC)?

HISTORY

The SECC was created by legislation in 1993. The first campaign was conducted in 1994 and offered Texas state employees greater giving options with hundreds of charitable organizations to choose from.

The SECC is a great opportunity for state employees to contribute toward helping improve the quality of life for tens of thousands of individuals who need our support.

The campaign provides state employees with a convenient and efficient way to make voluntary, tax-deductible contributions to the charities of their choosing through payroll deductions or one-time payments by cash or check.

In our diverse society, with needs changing rapidly, the SECC is an opportunity for state employees to make a difference in the lives of others. Together we can make a difference in the lives of our families, friends and neighbors across the great state of Texas and across the country.

THE SECC ADVANTAGE

There is no easier way for state employees to give. Here's why the SECC is the smart way to give:

Choice!

No other charitable campaign offers so many choices. There are over 400 charitable organizations to choose from. This allows you to decide which organizations best address your concerns.

Confidence!

All agencies participating in the SECC must meet strict eligibility standards established by state law and are screened by the SECC State Policy Committee. Therefore, you can feel confident your gift is being used efficiently and effectively by your designated charities.

Convenience!

For A&M System employees, the convenience of online payroll deduction allows you to donate the amount you designate on a monthly basis without having to write checks or mail donations. For those who prefer, an additional option exists for employees to make a one-time donation online. One-time online donations are processed with the first payroll of the new calendar year.

The SECC encourages you to take advantage of the convenience of online payroll deductions.

How is the SECC managed?

UNITED WAY OF THE BRAZOS VALLEY

United Way of the Brazos Valley oversees the campaign at the local level for several counties in the Brazos Valley area. As the Local Campaign Manager (LCM), they ensure the campaign is conducted fairly and equitably under a strict set of guidelines. The president/chief executive officer of United Way of the Brazos Valley and the board of directors, made up of community members, are responsible for the financial and operational management.

UNIVERSITY & SYSTEM CAMPAIGN CHAIRS AND MANAGERS

All agencies and institutions in The Texas A&M University System participate in the SECC. Due to the size of the A&M System workforce in the College Station area, two separate campaigns are conducted. One campaign includes Texas A&M University employees and is chaired by a university employee. The other campaign includes employees of the A&M System agencies located in the College Station area and the System Offices. This campaign is chaired by an employee of the System Offices. Each campaign has one or more campaign managers to assist in the administration of the respective campaign.

The campaign chairs and campaign managers coordinate activities and provide training and materials to the designated area and unit coordinators. The campaign managers also maintain a close relationship with the area coordinators throughout the campaign to answer questions which may arise.

AREA COORDINATORS

University department heads and agency chief executive officers appoint area coordinators to conduct the campaign for each division, department, agency or other group area. The area coordinator works closely with the university or system campaign managers to ensure the success of the campaign. They also serve as a trainer, motivator, facilitator, and resource for the unit coordinators. They distribute materials to their area employees, collect weekly report forms, and serve as a line of communication between employees and campaign leadership.

UNIT COORDINATORS

Unit coordinators are appointed by each area coordinator to further assist with department level campaigns. The unit coordinators are responsible for educating individual employees about the SECC and providing the materials necessary for participation in the campaign. They are responsible for collecting the necessary paperwork each week and processing it in accordance with established guidelines.

FINANCIAL MANAGEMENT OPERATIONS

Texas A&M University Financial Management Operations (FMO) has developed guidelines for collecting and depositing donations to ensure proper controls over employee paper and electronic donations. Representatives are available to answer questions as necessary. All cash and check donations made during the course of the campaign must be processed in accordance with these established procedures.

How Do I Participate?

ONLINE CONTRIBUTIONS → <https://sso.tamus.edu>

Employees should be strongly encouraged to participate via the SECC application available through the A&M System Single Sign-On portal → <https://sso.tamus.edu>. Through the SECC online application, employees can submit the authorization for monthly payroll deductions or for a one-time donation.

The SECC application will also allow employees to make an immediate one time donation outside of a payroll deduction, for those who wish to use this mechanism.

COMPLETING THE AUTHORIZATION FORM

Using the SECC Application Form, employees may designate the amount they wish to donate and the charitable organization(s) they would like to support.

Employee Information

Employees complete the top portion of the form with the following information:

- Employee's last name, first name, and middle initial
- Mailing address
- E-mail address
- On the university line, please indicate if you are a Texas A&M University or A&M System employee
- College, division or agency; department and work phone

Acknowledgement

The employee's gift will remain anonymous unless they complete this section. A home mailing address is required for their gift to be acknowledged.

DISTRIBUTING MY GIFT

Employees select the charities they wish to support from the SECC brochure or from the SECC directory. They may designate up to six different organizations from any three charitable groups. The first 2 digits in the agency 6-digit number identify the charitable groups.

PAYMENT OPTIONS

There are several payment options available to all employees.

Payroll Deduction (Paper or Online) → <https://sso.tamus.edu>

Payroll deduction is the easiest way to participate in the SECC. The “total monthly gift” represents the total monthly deduction. Employees will select 9 or 12 pay periods for the payroll deduction (based on their 9 or 12 month employee status). The “total annual gift” is calculated by adding the total contributions for each designated charity and multiplying this total by 9 or 12.

- Complete the Authorization Form (either the paper form or the online SECC form through Single Sign-On) and select payroll deduction.
- Identify the organization(s) you would like to support and fill out that portion of the Authorization Form. See instructions for filling out the form on page 16.
- Determine desired monthly deduction for each agency chosen. **The minimum monthly deduction is \$2 per charity.**
- Employee must provide UIN for payroll deductions.
- Sign and date the Application Form.
- For paper forms, the employee should retain the PINK copy for his/her personal records and submit the WHITE and YELLOW copies to the unit coordinator.

Please Note:

- Deductions for employees paid monthly will begin in December and will be reflected on the January payroll of the new calendar year.
- Deductions for employees paid bi-weekly will begin in January and will be reflected in the second payroll of each month.
- Payroll deductions can be stopped at any time by contacting the payroll office.
- Deductions are made after taxes are withheld.
- As noted above, the employee must sign and date the Authorization Form and must provide their UIN to authorize the payroll deductions.

In addition, a one-time payroll deduction option is available. All of the items noted above apply and the one-time deduction will be reflected on the respective January pay date.

One-Time Gift – Cash, Check, or Online

Check the circle for cash/check and indicate the total amount of the one-time contribution. Designate which charitable organizations should receive the donation by writing in the appropriate codes in the charitable group boxes.

- Complete the Authorization Form (either the paper form or the online SECC form through Single Sign-On).
- Identify the organization(s) they would like to support and fill out that portion of the Authorization Form. See instructions for filling out the form on page 13.
- Indicate that the donation is a One-Time Gift.

- For paper forms, the employee should retain the PINK copy for his/her personal records and submit the YELLOW and WHITE copies to the unit coordinator, **with their cash or check.**

Checks should be made payable to the SEC. Attach the check or cash to the pledge authorization form with a paperclip. *Please do not use staples.*

LEADERSHIP GIVERS (*Donors of \$1,000 or more*)

Leadership giving is optional for donors of \$1,000 or more. If a donor makes a donation of \$1,000 or more and chooses to be acknowledged, the donor's name will be put in an area wide thank you advertisement and listed in the Campaign Directory the following year under their level of leadership giving. If both spouses are employees and would like to make separate donations, the donations can be combined to meet the Leadership Giving threshold of \$1,000 or more. This would need to be coordinated with both employees' unit coordinators. The unit coordinators should make notations on both employees' authorization forms and the forms must be turned in during the same week, allowing the United Way to combine the donations.

FUNDRAISING EFFORTS

Fundraisers can be fun and they are a great way to increase donations.

What is an Area Coordinator?

Area coordinators provide the link between the campaign chairs and managers and the unit coordinators. The area coordinators manage the activities for divisions of the university and A&M System campaigns.

ADMINISTRATIVE RESPONSIBILITIES

1. Serve as a member of the leadership team for the SECC.
2. Provide leadership, oversight, and direction for the campaign in your area.
3. Appoint unit coordinators to ensure all employees in your area are given the opportunity to participate.
4. Participate in establishing campaign goals with your unit coordinators.
5. Represent your area at the SECC kick-off events, training workshops and various meetings.
6. Plan and implement training sessions for your unit coordinators as necessary.
7. Serve as a motivator, facilitator and resource for your unit coordinators.
8. Compile list of contributors for special recognition.

FINANCIAL RESPONSIBILITIES

1. **By 9:00 a.m. each Wednesday**, collect money and pledge forms from your unit coordinators and compile the information. This will allow enough time to complete steps 2 and 3 below.
2. Complete the Weekly Pledge Report Envelope and make appropriate copies for United Way and Financial Management Operations (FMO).

Mail forms to:

United Way
Attn: Financial Officer
909 Southwest Pkwy East, Ste. 100
College Station, TX 77840

3. **Before 3:00 p.m. each Thursday**, deliver the collected money and deposit slips in the appropriate plastic envelopes to Student Business Services, located on the second floor (Suite 2801) of the General Services Complex. **Please note that the office closes at 3:00 p.m.** There is 30 minute parking available on the west side of the building.

Area Coordinator Responsibilities

ONLINE CONTRIBUTIONS

- Each week Budgets/Payroll/Personnel Operations Center (BPP) generates a list of employees who have pledged either one-time, 9 month or 12 month donations online through Single Sign-On.
- Area coordinators may receive weekly updates with a list of names of employees who have donated that week.
- The Local Employee Committee Member (LCM) may receive the weekly updates to prepare donation summaries for the various areas for the university campaign. The LCM is responsible for the distribution of this information.

ONE-TIME GIFTS (*Cash/Checks, Paper*)

- Balance the cash and checks from all units using FORM 2&4 (the Cash/Check Total Sheet). Make a copy. Fill out the deposit slip.
- Stamp the back of each check “For Deposit Only.”
- Put FORM 2&4 with complete list of all donations and checks paper clipped to it, the cash, and deposit slip into the special bank deposit bag. Deposit it with the GSC cashier before 3:00 p.m. each Thursday.
- Cash over \$100 should not be held overnight. Put the cash in a locked safe until the Thursday deposit or make an early deposit to the GSC cashier by following the normal deposit guidelines.
- Fill out the Pledge Report Envelope and insert the YELLOW copy of the deposit slip along with the YELLOW copies of the authorization forms and send to the United Way each Thursday.
- The pledge report forms and deposit slips should balance with the total on the Pledge Report Envelope.
- Scan and email or fax a copy of the completed Pledge Report Envelope to [Robbie Fairhurst at r-fairhurst@tamu.edu](mailto:r-fairhurst@tamu.edu) or 979.845.3366. **Email is preferred.**

PAYROLL DEDUCTIONS (*Paper*)

- Check authorization form for accuracy and check for signatures, dates, and UIN (not SS#).
- Send WHITE copy of authorization form to respective payroll office.
- Send YELLOW copy of the authorization form to the United Way in the Pledge Report Envelope each Thursday.
- Complete the Pledge Report Envelope and scan and email or fax a copy to [Robbie Fairhurst at r-fairhurst@tamu.edu](mailto:r-fairhurst@tamu.edu) or 979.845.3366. **Email is preferred.** Keep a copy of the completed Pledge Report Envelope for your records. The pledge forms should balance with the total on the envelope.

FUNDRAISERS

- Balance the cash and checks from all units using FORM 2&4, the Cash/Check Total Sheet, and make a copy.
- Fill out a deposit slip.
- Stamp the back of the checks “For Deposit Only.”
- Place FORM 2&4 with complete list of all donations and checks paper clipped to it, cash, and deposit slip into the plastic deposit bag, and deposit it with the GSC cashier by 3:00 p.m. each Thursday.
- Cash over \$100 should not be held overnight. Either place the cash in a locked safe until the Thursday deposit or make an early deposit to the GSC cashier by following the normal deposit guidelines.
- Fill out the Pledge Report Envelope and *insert a copy of the deposit slip along with the YELLOW copies of the authorization forms and send to United Way each Thursday.*
- The pledge forms and deposit slips should balance with total on Pledge Report Envelope.
- Scan and email or fax a copy of the completed Pledge Report Envelope to [Robbie Fairhurst at r-fairhurst@tamu.edu](mailto:r-fairhurst@tamu.edu) or 979.845.3366. **Email is preferred.**

AREA COORDINATOR Thursday Morning “To Do” List

- ✓ Scan and email copy of completed Pledge Report Envelope to Robbie Fairhurst at r-fairhurst@tamu.edu
- ✓ Send white copy of pledge forms for payroll deductions to **YOUR** payroll office only.

MAIL THE FOLLOWING TO:

**UNITED WAY
Financial Officer
909 Southwest Pkwy East, Ste. 100
College Station, TX 77845**

- ✓ Completed Pledge Report Envelope
- ✓ Yellow Pledge Forms
- ✓ Copy of deposit slip and Form 2&4

HAND DELIVER DEPOSIT BAG TO:

GSC (Student Business Services) Suite 2801 BEFORE 3:00 PM

- ✓ Sign in to the Kiosk or drop off in drop box located at front of building by the Fed Ex drop box.
- ✓ If going into the Student Business Services’ suite, the Kiosk will have a selection for SECC deposit when signing in.

INCLUDE:

- ✓ FORM 2&4
- ✓ Deposit Slip
- ✓ All cash & checks
- ✓ Write amount and ‘SECC deposit’ on deposit bag label & on top tab

Helpful Resources

System Payroll Offices:

TAMU - MS 1261

TAMUS - MS 1261

TEEX - MS 3132

TEES - MS 3132

Texas Forest Service - MS 2136

AgriLife - MS 2162

Texas A&M Health Science Center - MS 1361

Vet Med Diagnostics Lab - MS 2161

Texas Transportation Institute - MS 3132

What is a Unit Coordinator?

Unit coordinators are the front line members of the SECC team. Unit coordinators distribute materials to employees and provide information to assist with understanding and participating in the SECC.

ADMINISTRATIVE RESPONSIBILITIES

- 1) Disseminate campaign materials and ensure every employee receives:
 - a. Campaign Authorization Form (Red Form)
 - b. The SECC Mini-Directory for the appropriate campaign year
 - c. Access to the Campaign Directory for the appropriate campaign year describing all of the participating charitable organizations
 - d. Access to the SECC website → <https://sso.tamus.edu>
- 2) Be familiar with the authorization form and be available to answer questions.
- 3) Fill out weekly reports for the area coordinators.
- 4) Submit list of contributors to area coordinator for special recognition.

► IMPORTANT ◀

KEEP A LIST FOR EVERY EMPLOYEE WHO MAKES A CONTRIBUTION USING THE CAMPAIGN AUTHORIZATION FORM ONLY. LISTINGS OF EMPLOYEES WHO CONTRIBUTED ONLINE ARE GENERATED AUTOMATICALLY, SO IT IS NOT NECESSARY FOR THE UNIT COORDINATOR TO MAINTAIN A SEPARATE LIST.



- 5) Distribute complimentary sporting event tickets to each employee who makes an online contribution or a one-time gift using the paper Authorization Form in the amount of \$2.00 or more. The tickets should be distributed at the end of the campaign. Auction and/or fundraiser purchases do not apply.

Special thanks to the Athletic Department & 12th Man Foundation for making these tickets possible!

- 6) Represent your unit at the training workshop and other meetings as scheduled.

Unit Coordinator Responsibilities for Contributions

ONE-TIME GIFT *(Cash/Checks)*

- Review authorization forms submitted by employees for accuracy.
- Ensure the *employee has the PINK copy* of the authorization form and has signed and completed their check accurately. *The WHITE copy of the form should be saved for your records.*
- If an employee would like to make a donation by cash or check, but does not want to fill out an authorization form, the unit coordinator should accept the payment and complete the form. The unit coordinator should note on the form that no charity was designated.
- Balance the cash and checks on FORM 2&4.
- **By 9:00 a.m. each Wednesday**, send FORM 2&4 with complete list of all donations, YELLOW copies of the authorization form, cash, and checks to the area coordinator.

PAYROLL DEDUCTIONS *(Paper)*

- Review the authorization form for accuracy and check for signatures, date, and UIN.
- Ensure the employee has the PINK copy of the authorization form.
- **By 9:00 a.m. each Wednesday**, send the WHITE original and the YELLOW copy of the authorization form to the area coordinator.

FUNDRAISERS

- Select a charity to which the proceeds should be directed.
- Fill out an authorization form designating the donation or label the form as donations without designation.
- Keep the PINK copy for your records; the WHITE copy of the form should be saved for your records. Balance the cash and checks received using FORM 2&4, the Cash/Check Total Sheet.
- **By 9:00 a.m. each Wednesday**, send FORM 2&4 with calculator tape, YELLOW copy of the authorization form, cash, and checks, to the area coordinator.

UNIT COORDINATOR	
Wednesday Morning To-Do List	
AUTHORIZATION FORMS	
✓	Pink copy to employees
✓	White & yellow copy to area coordinator
FORM 2&4 – Cash/Check Donations	
✓	Balance cash & checks
✓	Deliver to area coordinator by 9am
✓	Use for donations & fundraisers
✓	Keep a copy of everything for your records
✓	Keep a list of all employees who make contributions using the Campaign Authorization Form

Summary of Forms

DOCUMENT

USED BY

Employee Authorization Form

Higher-Education Authorization Form 2016
State Employee Charitable Campaign

Employee
Area Coordinator
Unit Coordinator

Coordinators must also complete this form for fundraiser collections to determine which charity the funds were collected for.

This form is also available on the SECC website → <https://sso.tamus.edu> for payroll deductions and one time donations should you run out

FORM 2 & 4

TAMU-SECC Cash/Check Total Sheets
(for all PAPER donations & fundraisers,
whether one-time, or payroll deductions)

Area Coordinator
Unit Coordinator

Great form for tracking paper payroll deductions. Also available on the SECC website → <https://sso.tamus.edu>

Pledge Report Envelope

Reporting form to be completed and
forwarded to your local campaign manager

Area Coordinator

Deposit Slip

Bank: BB&T
Complete for Brazos County United Way
cash and check deposits; place in deposit bag

Area Coordinator

Deposit Bag

Plastic envelopes that will be provided to
place cash, checks and deposit slips in for
weekly deposit delivery; fill out information
on front of bag along with top tab, tear off top
tab and keep with your records

Area Coordinator

SECC Higher Education Authorization Form Account# _____
(office use only)
 ... or you can give online at secctexasgiving.org

Name — Prefix	Last	First	MI	University
Mailing Address				College or Division
City / State / ZIP				Department
E-mail Address				Work Phone

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select ONE:

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

- DO NOT ACKNOWLEDGE** my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift **via EMAIL** ... (to honor this request, your email address must be furnished — above)
- I request acknowledgement of my gift **via U.S. MAIL** ... (to honor this request, your home mailing address must be furnished — below)

Home Mailing Address	City	Zip
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HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GIFT AMOUNT boxes (below) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

_ _ _ _ _	→	\$	_ _ _ _ _	→	\$	_ _ _ _ _	→	\$
Charity Code		Gift Amount	Charity Code		Gift Amount	Charity Code		Gift Amount
_ _ _ _ _	→	\$	_ _ _ _ _	→	\$	_ _ _ _ _	→	\$
Charity Code		Gift Amount	Charity Code		Gift Amount	Charity Code		Gift Amount

PAYMENT OPTIONS ... please select ONE:

- PAYROLL DEDUCTION**
(complete authorization below)

TOTAL MONTHLY GIFT <small>(total all Gift Amount boxes above)</small>	X	PAY PERIODS PER YEAR:	=	TOTAL ANNUAL GIFT <small>(Total Monthly Gift x Pay Periods)</small>
\$ _____		<input type="radio"/> 9 <input type="radio"/> 12		\$ _____

AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize the monthly deduction from my after tax wages for a charitable contribution as indicated above. I understand that this authorization automatically expires with the November pay period of each year. I also understand that I may revoke this authorization at any time by giving my payroll office written notice. I have read and understood the "Distribution of Your Contribution" information on the back of this form.

Employee ID Number	Employee Signature	Date
--------------------	--------------------	------

- ONE-TIME GIFT (CASH or CHECK)** ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

TOTAL ONE-TIME GIFT
(total all Gift Amount boxes above)
 \$ _____

white copy - PAYROLL OFFICE yellow copy - LOCAL CAMPAIGN MANAGER (in report envelope) pink copy - EMPLOYEE

TAMU - SECC

Check one: _____ One Time Donations _____ Fundraising Events
Cash/Check Total Sheet
Currency, Coin and Check Count Sheet

Date: _____

System Part: _____

Unit/Area Name: _____

Unit/Area Coordinator Name: _____ Phone #: _____

Counted by: _____

Verified by: _____

Type of Currency	Number	\$ Amount	
\$100 Bills		\$ -	
\$50 Bills		\$ -	
\$20 Bills		\$ -	
\$10 Bills		\$ -	
\$5 Bills		\$ -	
\$1 Bills		\$ -	
\$1 Susan B's		\$ -	
\$0.50		\$ -	
\$0.25		\$ -	
\$0.10		\$ -	
\$0.05		\$ -	
\$0.01		\$ -	\$ -

Please list check individually or attach calculator tape of checks

			\$ -

Total cash/checks to be deposited: \$ -

Copy for your records



PLEDGE REPORT ENVELOPE

State Employee Charitable Campaign

submit completed envelopes to:

1 THIS REPORT IS:

- partial ... additional report(s) will follow
 FINAL

(this section for fiscal agent use only)

_____ ORGANIZATION NUMBER

2

state agency — (please print) _____ #FT _____ #PT _____
 department/division — (please print) _____ no. of employees _____
 location (street address) — (please print) _____
 coordinator name — (please print) _____ phone no./ext. _____
 coordinator signature _____ date submitted to fiscal agent _____

instructions:

- COMPLETE ALL INFORMATION IN SECTIONS 1, 2, and 3 ... print clearly to reduce errors in processing.
- CHECK ACCURACY AND LEGIBILITY OF PLEDGE FORM'S CALCULATIONS.
- Enclose **yellow** copies of all pledge forms in this envelope and forward to your local campaign manager (donor retains **pink** copy; payroll office receives **white** copy).
- Report form (below) must balance to envelope's contents ... be certain all items noted on the report form are included in this envelope. COMPLETE ONE REPORT FORM/ENVELOPE PER SUBMITTAL ... **DO NOT INCLUDE TOTALS FROM PREVIOUS REPORT FORMS/ENVELOPES.**

3 A

PAYROLL DEDUCTION PLEDGES	(no. of givers)	(amt of donations)
(up to \$999)	_____ } \$ _____	
(\$1,000 or more)	_____ } \$ _____	
FULLY-PAID PLEDGES (cash/check)	(no. of givers)	(amt of donations)
(up to \$999)	_____ } \$ _____	
(\$1,000 or more)	_____ } \$ _____	
OTHER (direct bill, stock, etc.)	(no. of givers)	(amt of donations)
(up to \$999)	_____ } \$ _____	
(\$1,000 or more)	_____ } \$ _____	
SPECIAL EVENTS/FUND-RAISERS	(amt of donations)	
	\$ _____	
TOTALS for this envelope	(no. of givers)	(amt of donations)
(up to \$999)	_____ } \$ _____	
(\$1,000 or more)	_____ } \$ _____	

(amt enclosed)	(balance due)
\$ _____ = \$ _____	← shaded
(amt enclosed)	(balance due)
\$ _____ = \$ _____	section
(amt enclosed)	(balance due)
\$ _____ = \$ _____	for
(amt enclosed)	(balance due)
\$ _____ = \$ _____	fiscal
(amt enclosed)	(balance due)
\$ _____ = \$ _____	agent
(amt enclosed)	(balance due)
\$ _____ = \$ _____	use
(amt enclosed)	(balance due)
\$ _____ = \$ _____	only

(shaded section for fiscal agent use only)

campaign rep / LCM

date received (campaign)

date received (finance)

audit date / audited by

data entry date / entered by

Remove this tear-off record BEFORE sealing bag

DATE: _____ AMOUNT: _____

1437514

SENTRYGreen™

Protecting your Deposit and the Environment

Plastic products bearing this logo are biodegradable



1437514



1. Remove tear-off record.
Load contents into bag.



2. Place bag on a flat surface front side down. Fold green tape AWAY from bag opening. Remove release liner to expose adhesive.



3. PRESS flap down and SMOOTH CLOSED.
BAG IS NOW SEALED.

NOTE: "FROM" Information MUST be filled in.

FROM: _____ _____ _____

TO: _____

DATE: _____

SAID TO CONTAIN \$: _____

ACCOUNT #: _____

DO NOT CUT HERE TO OPEN - SENTRYGreen™ - DO NOT CUT HERE TO OPEN - SENTRYGreen™

DO NOT CUT HERE TO OPEN - SENTRYGreen™ - DO NOT CUT HERE TO OPEN - SENTRYGreen™

SECC Calendar

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 1:00-5:00 pm Area/Unit Coordinator Training Gates Ballroom MSC	17 8:00 am - Noon Area/Unit Coordinator Training Gates Ballroom MSC	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 SECC Begins	2	3
4	5	6	7 9:00 am Pledges to Area Coordinators	8 3:00 pm Deposit to Cashiers (GSC)	9	10
11	12	13	14 9:00 am Pledges to Area Coordinators	15 3:00 pm Deposit to Cashiers (GSC)	16 Early Bird Registration Ends	17
18	19 Early Bird Contest Drawing	20	21 Volunteer Op Fair Rudder 9:00 am Pledges to Area Coordinators	22 3:00 pm Deposit to Cashiers (GSC)	23	24
25	26	27	28 9:00 am Pledges to Area Coordinators	29 3:00 pm Deposit to Cashiers (GSC)	30	

SECC Calendar

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 9:00 am Pledges to Area Coordinators	6 3:00 pm Deposit to Cashiers (GSC)	7	8
9	10	11	12 9:00 am Pledges to Area Coordinators	13 3:00 pm Deposit to Cashiers (GSC)	14	15
16	17	18	19 9:00 am Pledges to Area Coordinators	20 3:00 pm Deposit to Cashiers (GSC)	21	22
23	24	25	26 9:00 am Pledges to Area Coordinators	27 3:00 pm Deposit to Cashiers (GSC)	28	29
30	31 SECC Ends					

RESULTS PRESENTATION - SPRING

Awards for Texas A&M University and The Texas A&M University System

- Area with the most leadership givers (\$1000 per person)
- Area with highest increase in % of givers (compared to previous year)
- Area with highest increase in \$ amount (compared to previous year)
- Areas with the most creative fundraising efforts

Setting a Course for Community Impact

YOU make the difference!!

\$2.00 PER MONTH for one year:

- Provides three days of parenting classes that teach effective discipline and stress/conflict management.
- Provides vital cancer survivorship information and support to 80 cancer survivors.
- Provides one day of food and shelter for a homeless person.
- Provides prescription glasses for five people in a Third World country.
- Covers the cost of planting of 100 tree saplings.
- Provides meals for a homebound senior citizen for two weeks.

\$5.00 PER MONTH for one year:

- Provides 12 students with an interactive CD on college-age depression and suicide.
- Covers the registration fee for one patient or family member to attend the National Organization for Rare Disorders Patient/Family Conference.
- Provides adaptive aids for personal care to make life easier for ALS patients.
- Will provide equipment and supplies for five people to spend a morning cleaning a beach or river bank.
- Provides teaching materials for 30 at-risk students for one school year.

\$10.00 PER MONTH for one year:

- Enables three elementary school classes to tour a natural area.
- Provides physical therapy exercise sessions for patients with Multiple Sclerosis and Muscular Dystrophy.
- Will help a family in crisis with their monthly utility or grocery bills.
- Provides 233 meals for hungry babies.
- Will pay for preserving and distributing 120,000+ servings of nutritious produce.
- Provides one mammogram for an uninsured woman.
- Will help to pay the cost of testing for early signs of kidney disease for a low-income patient.

\$20.00 PER MONTH for one year:

- Provides a full year of groceries for a homebound AIDS patient.
- Provides food for one guide dog in advanced training.
- Covers the cost of training material and instruction for self-examinations for breast cancer and for awareness materials for prostate cancer.
- Supports training in an environmental career for a person with a disability.
- Provides scholarship assistance for inner city children to attend a nature camp in the Hill Country.

\$45.00 PER MONTH for one year:

- Provides 26 students with assistance in math and science.
- Provides 11 days of food and shelter for a homeless person.
- Ensures safety from cholera for 50 people.
- Funds a volunteer online at a national AIDS treatment hotline for one week.
- Provides two high schools with science curriculum materials about proper handling of chemicals found in the home.