



**NOW  
— MORE THAN —  
EVER**



**THE  
TEXAS A&M  
UNIVERSITY  
SYSTEM**



**ATM  
TEXAS A&M  
UNIVERSITY**

FOR MORE INFORMATION, PLEASE VISIT TAMUS.EDU/SECC

# TABLE OF CONTENTS

<b>2020 SECC CONTACT INFORMATION</b> .....	<b>2</b>
Website information	
<b>WHAT IS THE SECC?</b> .....	<b>4</b>
History & The SECC Advantage	
<b>HOW IS THE SECC MANAGED?</b> .....	<b>5</b>
United Way of the Brazos Valley	
University & System Campaign Chairs and Managers	
Area Coordinators	
Unit Coordinators	
Financial Management Operations	
<b>HOW DO EMPLOYEES PARTICIPATE?</b> .....	<b>6</b>
Online Contributions	
Completing the Authorization Form	
Distributing A Gift	
Leadership Givers	
Fundraising Efforts	
<b>WHAT IS AN AREA COORDINATOR?</b> .....	<b>8</b>
Administrative Responsibilities	
Financial Responsibilities	
Area Coordinator Thursday Morning To Do List & Helpful Resources	
<b>WHAT IS A UNIT COORDINATOR?</b> .....	<b>11</b>
Administrative Responsibilities	
<b>UNIT COORDINATOR RESPONSIBILITIES FOR CONTRIBUTIONS</b> .....	<b>13</b>
One-Time Gift (Cash/Checks)	
Fund Raising Efforts	
Unit Coordinator Wednesday Morning To Do List	
<b>SUMMARY OF FORMS</b> .....	<b>14</b>
Higher-Education Authorization Form (Employees/Area & Unit Coordinators)	
Form 2&4 (Area & Unit Coordinators)	
Pledge Report Envelope (Area Coordinators)	
Deposit Bag (Area Coordinators)	
<b>SECC CALENDAR</b> .....	<b>19</b>
<b>YOU MAKE THE DIFFERENCE</b> .....	<b>21</b>

# 2020 SECC CONTACT INFORMATION

---

## UNITED WAY

### ALISON PRINCE

President and CEO  
United Way of the Brazos Valley  
1716 Briarcrest Dr Ste 155  
Bryan TX 77802  
Phone: 979.696.4483 ext. 101  
Fax: 979.696.4490 | [aprince@uwbv.org](mailto:aprince@uwbv.org)

---

## SYSTEM CAMPAIGN

### LAYLAN COPELIN

A&M System Campaign Chair  
Office of Marketing & Communications  
301 Tarrow St, 7<sup>th</sup> Floor  
MS 1122  
College Station, TX 77840  
979.458.6425 | [lcopelin@tamus.edu](mailto:lcopelin@tamus.edu)

### AMY JENKINS

A&M System Campaign Manager  
Office of Marketing & Communications  
301 Tarrow St, 7<sup>th</sup> Floor  
MS 1122  
College Station, TX 77840  
979.458.6023 | [ajenkins@tamus.edu](mailto:ajenkins@tamus.edu)

---

## LOCAL EMPLOYEE CAMPAIGN REPRESENTATIVE

### KIM FOX

Public Partnership & Outreach  
8th floor Rudder Tower | MS 1245  
College Station, TX 77843  
979.845.8008 | [kfox@tamu.edu](mailto:kfox@tamu.edu)

# 2020 SECC WEBSITES

---

## STATE OF TEXAS SECC WEBSITE

**SECCTEXAS.ORG**

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

---

## THE A&M SYSTEM SECC WEBSITE

**TAMUS.EDU/SECC**

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

---

## FACEBOOK PAGE

**FACEBOOK.COM/TAMUSECC**

Visit the Facebook page to see what's happening around the university and the A&M System throughout this year's campaign.

# 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 EMPLOYEES PARTICIPATE?

## ONLINE CONTRIBUTIONS *SSO.TAMUS.EDU*

Employees should be strongly encouraged to participate via the SECC application available through the A&M System Single Sign-On portal → [sso.tamus.edu](http://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.

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

- Determine desired monthly deduction for each agency chosen. **The minimum monthly deduction is \$2 per charity.**

### *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.

## COMPLETING THE AUTHORIZATION FORM

Using the SECC Authorization Form, employees may designate the amount they wish to donate and the charitable organization(s) they would like to support. Used for one time cash or check donations ONLY. **Checks should be made payable to SECC.**

### *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
- 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.**

### *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.

***Attach the check or cash to the pledge authorization form with a paperclip. Please do NOT use staples.***

## **DISTRIBUTING A GIFT**

Employees select the charities they wish to support from the SECC brochure or from the SECC directory online. 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.

## **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. We encourage Area/Unit Coordinators to plan at least 2 fundraisers over the course of the campaign.

An authorization form needs to be completed for each fundraiser and charity(ies) need to be selected for designation. Identify donors who contributed over \$24 on a separate attached spreadsheet.



# 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.

# AREA COORDINATOR RESPONSIBILITIES

**By 9:00 a.m. each Wednesday**, collect money and pledge forms from your unit coordinators and compile the information.

## 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.

## 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 all 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 cashier on the 3<sup>rd</sup> floor of the GSC Bldg. 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 cashier on the 3<sup>rd</sup> floor of the GSC Bldg by following the normal deposit guidelines.
- Fill out the Pledge Report Form and make a copy of the deposit slips. Include both of these along with the YELLOW copies of the authorization forms in the PREAMDRESSED ENVELOPE. Include this with your deposit to the cashier on the 3<sup>rd</sup> floor of the GSC. The authorization forms and deposit slips should balance with the total on the Pledge Report Form.

## 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."
- Put FORM 2&4 with list names of all \$24 and more donations and checks paper clipped to it, cash, and deposit slip into the special bank deposit bag, and deposit it with the cashier on the 3<sup>rd</sup> floor of the GSC Bldg. 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 cashier on the 3<sup>rd</sup> floor of the GSC Bldg by following the normal deposit guidelines.
- The Pledge Report Form, the YELLOW copy of the deposit slip and the YELLOW copies of the authorization forms go in the PREAMDRESSED ENVELOPE to United Way each Thursday.
- Fill out the Pledge Report Form and make a copy of the deposit slips. Include both of these along with the YELLOW copies of the authorization forms in the PREAMDRESSED ENVELOPE. Include this with your deposit to the cashier on the 3<sup>rd</sup> floor of the GSC. The authorization forms and deposit slips should balance with the total on the Pledge Report Form.

**Before 3:00 p.m. each Thursday**, deliver the collected money and deposit slips in the appropriate plastic envelopes to Departmental Accounting Services (DAS), located on the third floor of the General Services Complex to the attention of Solomon Loche. **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 THURSDAY MORNING “TO DO” LIST

## ***HAND DELIVER DEPOSIT BAG TO:***

- GSC Department of Accounting Services, 3<sup>rd</sup> Floor BEFORE 3:00 PM
- ✓ Leave to the attention of Solomon Loche.

## **INCLUDE:**

- ✓ FORM 2&4
- ✓ Any Authorization forms (YELLOW copy) from individuals or from fundraisers (include list of donors of \$24 or more)
- ✓ Deposit Slip
- ✓ All cash & checks
- ✓ Weekly Pledge Report form and envelope
- ✓ Write amount and ‘SECC deposit’ on deposit bag label & on top tab
- ✓ Tear off and keep the completed deposit bag tab with your records

***KEEP A COPY OF EVERYTHING FOR YOUR RECORDS!***

# 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) Represent your unit at the training workshop and other meetings as scheduled.
- 2) Disseminate campaign materials and ensure every employee receives campaign materials.
- 3) Be familiar with the authorization form and be available to answer questions.
- 4) Encourage staff to donate through the online system (Monthly payroll deductions, One-time payroll deductions OR One-time gift)
- 5) Fill out weekly reports for the area coordinators.
- 6) Host at least 2 fundraisers during the campaign. Document donors of \$24 or more.
- 7) Submit list of contributors who donate with the Authorization Form to area coordinator.
- 8) **TENTATIVE** AFTER THE CAMPAIGN -- 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. Details on the games and ticket process will be shared once available. Auction and/or fundraiser purchases do not apply.

# UNIT COORDINATOR RESPONSIBILITIES FOR CONTRIBUTIONS

## ONE-TIME GIFT (CASH/CHECKS W/ AUTHORIZATION FORM)

- 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. **MAKE A COPY OF THE FORM 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.

## FUNDRAISERS

- Select a charity to which the proceeds should be directed.
- Fill out an authorization form listing the department and activity under NAME
- Don't forget to designate charity.
- Keep the PINK copy for your records; the WHITE & YELLOW copy go to the Area Coordinator. 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.

## HELPFUL RESOURCES

### SYSTEM PAYROLL OFFICES:

TAMU - MS 1261

TAMUS - MS 1261

TEEX - MS 3132

TEES - MS 3132

Texas Forest Service - MS 2136

AgriLife - MS 2147

Texas A&M Health Science Center - MS 1361

Vet Med Diagnostics Lab - MS 2161

Texas Transportation Institute - MS 3132

# UNIT COORDINATOR WEDNESDAY MORNING TO-DO LIST

## AUTHORIZATION FORMS

- ✓ Pink copy to employees
- ✓ White & Yellow copy to area coordinator
- ✓ If used for fundraiser, list department and activity under NAME (i.e. DSA Bowling)
- ✓ Attach list of all donors to fundraisers of \$24 or more

## FORM 2&4 – Cash/Check Donations

- ✓ Use for donations & fundraisers
  - ✓ Balance cash & checks
  - ✓ **DELIVER TO AREA COORDINATOR BY 9AM**
  - ✓ Keep a copy of everything for your records
-



# SUMMARY OF FORMS

DOCUMENT		USED BY
<b>EMPLOYEE AUTHORIZATION FORM</b>	<p>Higher-Education Authorization Form 2019 SECC</p> <p>Coordinators must also complete this form for fundraiser collections to determine which charity the funds were collected for.</p> <p><i>This form is also available on the SECC website → <a href="http://sso.tamus.edu">sso.tamus.edu</a> for payroll deductions and one time donations should you run out</i></p>	<p>Employee Area Coordinator Unit Coordinator</p>
<b>FORM 2 &amp; 4</b>	<p>TAMU-SECC Cash/Check Total Sheets (for all PAPER donations &amp; fundraisers)</p> <p><i>Also available on the SECC website → <a href="http://sso.tamus.edu">sso.tamus.edu</a></i></p>	<p>Area Coordinator Unit Coordinator</p>
<b>PLEDGE REPORT FORM</b>	<p>Reporting form to be completed and forwarded to The United Way.</p>	<p>Area Coordinator</p>
<b>DEPOSIT SLIP</b>	<p>Bank: BB&amp;T Complete for Brazos County United Way cash and check deposits; place in deposit bag</p>	<p>Area Coordinator</p>
<b>DEPOSIT BAG</b>	<p>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.</p>	<p>Area Coordinator</p>

State Employee Charitable Campaign

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

ACKNOWLEDGEMENT:

Select ONLY ONE of the following options if you wish to receive acknowledgement for your gift. If you select both options, only option #2 will be given effect.

- I wish my gift (but not the amount) to be acknowledged by the charity(ies) I have designated. (HOME ADDRESS REQUIRED)
- I wish the amount of my gift to be acknowledged by the charity(ies) I have designated. By choosing this option, I understand the amount of my gift becomes public information. I expressly waive confidentiality and authorize the release of information indicating the amount of my gift. (HOME ADDRESS REQUIRED)

Home Address (REQUIRED)	City	Zip
-------------------------	------	-----

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).

**\*\*\* IMPORTANT: Make certain the total of the "GIFT AMOUNT" boxes equals the total in either the "TOTAL MONTHLY GIFT" or "TOTAL ONE-TIME GIFT" box (below). \*\*\***

<input type="text"/>	→	\$ <input type="text"/>	<input type="text"/>	→	\$ <input type="text"/>	<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount	Charity Code		Gift Amount	Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>	<input type="text"/>	→	\$ <input type="text"/>	<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount	Charity Code		Gift Amount	Charity Code		Gift Amount

PAYMENT OPTIONS ... please select one:

**PAYROLL DEDUCTION** (complete authorization below)

<b>TOTAL MONTHLY GIFT</b> <small>(total all "gift amount" boxes above)</small> \$ _____	X	<b>PAY PERIODS PER YEAR:</b> <input type="radio"/> 9 <input type="radio"/> 12	=	<b>TOTAL ANNUAL GIFT</b> \$ _____
---	---	--	---	--------------------------------------

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.

_____	_____	_____
Social Security #	Employee Signature	Date

- ONE-TIME GIFT (CASH or CHECK)** ... attach; make check payable to State Employee Charitable Campaign.

<b>TOTAL ONE-TIME GIFT</b> <small>(total all "gift amount" boxes above)</small> \$ _____
--





# 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	(no. of givers)	(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

DO NOT CUT HERE TO OPEN - SENTRY Green™ - DO NOT CUT HERE TO OPEN - SENTRY Green™

DO NOT CUT HERE TO OPEN - SENTRY Green™ - DO NOT CUT HERE TO OPEN - SENTRY Green™

# SENTRY Green™

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 #: \_\_\_\_\_

# SECC CALENDAR 2020

## AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11	12	13	14
17	18	19 Curbside Materials Pick Up	20 Area & Unit Coordinator Virtual Trainings	21
24 <b>Area Coordinators</b>	25 <b>Distribute Materials</b>	26 <b>THIS WEEK!</b>	27	28
31	Sept. 1 SECC online donation site LIVE	2 9:00 am Forms/Cash/Pledges to Ar- ea Coordinators	3 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	4

## SEPTEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9 9:00 am Forms/Cash/Pledges to Area Coordinators	10 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	11
14	15 5:00 pm Deadline for Early Bird Drawing	16 9:00 am Forms/Cash/Pledges to Area Coordinators	17 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	18
21	22	23 9:00 am Forms/Cash/Pledges to Area Coordinators	24 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	25
28	29	30 9:00 am Forms/Cash/Pledges to Area Coordinators	Oct. 1 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	2



# OCTOBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	6	7 9:00 am Forms/Cash/Pledges to Area Coordinators	8 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	9
12	13	14 9:00 am Forms/Cash/Pledges to Area Coordinators	15 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	16
19	20	21 9:00 am Forms/Cash/Pledges to Area Coordinators	22 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	23
26 SEND FINAL REMINDERS!	27	28 9:00 am Forms/Cash/Pledges to Area Coordinators	29 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	30
Nov. 2	3	4 9:00 am Forms/Cash/Pledges to Area Coordinators	5 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	6 <b>*Turn in all donations and forms by 11/13!</b>

- Typically, donation and pledge processing may continue for a week or 2 after the end of the campaign.

# 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.