

STATE EMPLOYEE  
CHARITABLE CAMPAIGN

# We Give...



**What's your 'why'?**

2023 AREA COORDINATOR & UNIT COORDINATOR TRAINING MANUAL



# TABLE OF CONTENTS

<b>2023 SECC CONTACT INFORMATION</b> .....	<b>2</b>
Website information Campaign Timeline Campaign Theme and Slogan	
<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>
Payroll Deductions through SSO Paper Authorization Form Credit Card Gifts Fundraising Efforts Distributing a Gift Leadership Givers	
<b>WHAT IS AN AREA COORDINATOR?</b> .....	<b>9</b>
Administrative Responsibilities Financial Responsibilities Area Coordinator Thursday To Do List & Helpful Resources	
<b>WHAT IS A UNIT COORDINATOR?</b> .....	<b>12</b>
Administrative Responsibilities One-Time Gift (Cash/Checks) Fundraisers Unit Coordinator Wednesday Morning To Do List	
<b>SUMMARY OF FORMS</b> .....	<b>15</b>
Fundraiser Participation Form 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>21</b>
<b>YOU MAKE THE DIFFERENCE</b> .....	<b>23</b>

# 2023 SECC CONTACT INFORMATION

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## UNITED WAY CAMPUS LIASION

### PEGGI GOSS

President and CEO  
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## TAMU

### KIM FOX

Manager  
Economic Dev. & Community Impact, DASC  
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College Station TX 77843

## 2023 SECC WEBSITES

### STATE OF TEXAS SECC WEBSITE

#### **SECCTEXAS.ORG**

Visit this website for information, forms, list of approved charities and the SECC logo.

### THE A&M SYSTEM SECC WEBSITE

#### **TAMUS.EDU/SECC**

**OR**

#### **TX.AG/SECC**

Visit this website for campaign information, forms, updates and guidance.

### FACEBOOK PAGE

#### **FACEBOOK.COM/TAMUSECC**

Visit the Facebook page to see what's happening around College Station during this year's campaign.

### SECC CAMPAIGN TIMELINE

The campaign runs from September 1 through October 31 each year with a few weeks into November for final deposit processing.

## 2023 SECC CAMPAIGN THEME & SLOGAN

*We Give....*

*Whether it's to support kids and families, the planet we call home, finding a cure for a disease, or for general community support, we all have our own reason to give. While the 'WHY' behind our giving may be different, the outcome is what really matters.*

*The State Employee Charitable Campaign is the opportunity for each employee to transform their 'why' into meaningful change. So WHY DO YOU GIVE? #WeGive #WhatsYourWhy*

## 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 in which to designate gifts.

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 1,000 charitable organizations across the state to choose from. This allows employees to decide which organizations best address your concerns, passions, and interests.

#### *Confidence!*

All agencies participating in the SECC 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 employees of The Texas A&M University System, the SECC provides a convenient way to donate in a method that works best for you. Giving options include:

- Recurring online payroll deduction
- One-time payroll deduction, deducted the first payroll of the new calendar year
- Credit card donation, frequency selected by you
- Gifts through cash and check, during September and October

***We encourage employees to take advantage of the giving method that works best for them!***

# 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 & A&M SYSTEM CAMPAIGN CHAIRS AND MANAGERS

All agencies and institutions in the A&M 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 System Offices and A&M System agencies headquartered in the College Station area. This campaign is chaired by an employee of the System Offices. Each campaign has one or more campaign managers to help with 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
- Serves as a trainer, motivator, facilitator, and resource for the unit coordinators
- Distributes materials to their area employees
- Collects weekly report forms
- Serves 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 and energizing individual employees about the SECC
- Providing the materials necessary for participation in the campaign
- 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 campaign must be processed in accordance with these established procedures.

# HOW DO EMPLOYEES PARTICIPATE?

## PAYROLL DEDUCTIONS THROUGH SSO

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 an immediate, one-time donation.

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

### PLEASE NOTE:

- The minimum monthly donation is \$2 per charity.
- 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. Employees should retain a copy of their online designation for their tax records.

## PAPER AUTHORIZATION FORM

Employees who do not wish to use the online option should complete a SECC paper Authorization Form for one-time cash or check donations ONLY. **Checks should be made payable to SECC.**

### EMPLOYEE INFORMATION SECTION

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
- 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**. Use a paperclip. DO NOT staple.

*\*\* This form is also used for FUNDRAISERS. Instead of employee name, list the Area or Unit name. Make sure to select a charity designation! \*\**

### ACKNOWLEDGEMENT SECTION

The employee’s gift remains anonymous unless they complete this section. A home mailing address is required for their gift to be acknowledged. Donors are not guaranteed to be acknowledged, based on the charity’s practices.

10% goes to all state and local campaign partners to support the administrative expenses of the SECC. 90% of donations go directly to the charities selected.



## CREDIT CARD GIFTS

Credit card giving was added to the SECC during the 2020 campaign to provide an additional convenience to donors. Employees wishing to make a gift via credit card will visit <https://www.secctexasgiving.org/brazosvalley/>. Employees will need to click "New Donors Register Here" to initiate their gift.

## FUNDRAISING EFFORTS

Fundraisers can be fun and are a great way to increase donations and engagement in the campaign. We encourage each area and unit coordinators plan at least two fundraisers over the course of the campaign.

For each fundraiser, an authorization form needs to be completed and charity(ies) need to be selected for designation. We ask coordinators to identify donors who contributed over \$24 on a separate attached spreadsheet so we can include this information in overall participation rates in the campaign. Also, it is helpful to provide a title of the fundraiser on the authorization form, along with the department information for reconciling processes.

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## DISTRIBUTING A GIFT

Employees select the charities they wish to support from the SECC brochure or from the SECC directory online (<https://www.secctexas.org/search-charities>). They may designate up to **six different organizations** from any three charitable groups. The first two digits in the agency six-digit number identify the charitable groups.

## LEADERSHIP GIVERS

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 for 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 must be coordinated with both employees' unit coordinators. The unit coordinators should notate both employees' authorization forms and the forms must be turned in during the same week, allowing the United Way to combine the donations.

Leadership giving levels include:

- Yellow Rose: \$1,000 - \$2,499
- Bluebonnet: \$2,500 - \$4,999
- Alamo: \$5,000 - \$9,999
- Lonestar: \$10,000

# WHAT IS AN AREA COORDINATOR?

Area coordinators provide the link between the campaign chairs and managers and the unit coordinators. Area coordinators manage the activities within their respective area for the university and A&M System campaigns.

## ADMINISTRATIVE RESPONSIBILITIES

1. Serve as a member of the SECC leadership team.
2. Provide leadership, oversight and direction for the campaign in your Division/College.
3. Review the composition of your area and ensure all employees are assigned to a unit. Appoint unit coordinators for each department to ensure all employees in your area are given the opportunity to participate.
4. Establish a campaign fundraising goal for your area and 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.

## ONLINE CONTRIBUTIONS

- Each week, Area Coordinators will receive the following reports on the activity of the campaign. They are welcome to share this information as they see fit.
  - Special reports can be created on an as needed basis.
  - Weekly Reports:
    - SECC Names List By Area
    - SECC Summary By Area And Date
    - SECC Summary By Area, Type, And Date
    - SECC Employee Participation
    - SECC Credit Card Donation Report

# AREA COORDINATOR FINANCIAL RESPONSIBILITIES

**By Wednesday mornings**, collect money and pledge forms from your unit coordinators and compile the 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."
- Fill out the Pledge Report Form and make a copy of the deposit slips.
- Place the Pledge Report Form, a copy of the deposit slip, the YELLOW copies of the authorization forms, and Forms 2&4 in an envelope and deliver to Financial Management Services (FMS), formerly DAS, and the United Way representative will pick it up. Note: The authorization forms and deposit slips should balance with the total on the Pledge Report Form.
- Put only the checks and/or cash and the deposit slip in the plastic bank deposit bag and seal it. Write "SECC Deposit" on the bag. Tear off filled out tab and keep with your records.
- 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 FMS on the 3<sup>rd</sup> floor of the GSC suite 3401 by following the normal deposit guidelines. DO NOT place in the lockbox by the 3<sup>rd</sup> floor restrooms.

## **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."
- Fill out the Pledge Report Form and make a copy of the deposit slips.
- The Pledge Report Form, the deposit slip, the YELLOW copies of the authorization forms, and Forms 2&4 with list names of all \$24 and more donations go to FMS and the United Way representative will pick it up. Note: The authorization forms and deposit slips should balance with the total on the Pledge Report Form.
- Put the checks and/or cash and the deposit slip in the plastic bank deposit bag and seal it.

**\*\*Cash over \$100 should be put in a locked safe until the Thursday deposit or make an early deposit to FMS on the 3<sup>rd</sup> floor of the GSC suite 3400 by following the normal deposit guidelines.**

# AREA COORDINATOR THURSDAY TO DO LIST

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

GSC Financial Management Services (FMS), 3<sup>rd</sup> Floor BEFORE 3:00 PM

**\*\* *Thirty-minute parking is available on the west side of the building. Leave to the attention of Solomon Loche (phone – 979-845-3366).***

### **INCLUDE:**

- ✓ Envelope:
  - Pledge Report Form
  - Yellow copies of Authorization form from individuals or fundraisers
  - Copy of deposit slip
  - Form 2&4
  - List of fundraising donors of \$24 or more.
  
- ✓ Deposit Bag:
  - Deposit slip
  - All cash & checks
  - Envelope containing the items above
  
- ✓ If deposit includes a fundraiser – include the list of donors of \$24 or more
- ✓ 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 frontline members of the SECC team. Unit coordinators distribute materials to employees in their unit and provide information to enhance interest, understanding, and participation in the SECC.

## ADMINISTRATIVE RESPONSIBILITIES

1. Represent your department at the training workshop, charity fair and other meetings as scheduled.
2. Disseminate campaign materials and ensure every employee receives campaign materials.
3. Request time on agendas and arrange SECC presentations (*in-person by charities or via showing brief videos*) at department or unit meetings.
4. Be familiar with the donation methods and be available to answer questions.
5. Encourage staff to donate through the online system (Monthly payroll deductions, One-time payroll deductions OR One-time gift).
6. Fill out weekly reports for the area coordinators.
7. Coordinate and host at least two fundraisers during the campaign. Document donors of \$24 or more on Fundraising Participants spreadsheet and turn in to your Area Coordinator.
8. Submit list of contributors who donate with the Authorization Form to area coordinator as needed.

# UNIT COORDINATOR CONTRIBUTION RESPONSIBILITIES

## 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 wants to donate 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 indicates 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 at least one 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.
- Document participants of \$24 or more on Fundraising Participants spreadsheet. Save file and include printed form with your weekly deposits.
- **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.
- **Note: Fundraisers will not be acknowledged by the receiving charity.**

## HELPFUL RESOURCES

### SYSTEM PAYROLL OFFICES:

TAMU - MS 1261  
System Offices - MS 1261  
AgriLife - MS 2147  
TEES - MS 3132  
TEEX - MS 3132  
Texas A&M Health Science Center - MS 1361  
Texas Forest Service (TFS) - MS 2136  
Texas Transportation Institute (TTI) - MS 3132  
Vet Med Diagnostics Lab (TVMDL) - MS 2161

# 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 and email to kfox@tamu.edu

## **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>FUNDRAISING PARTICIPATION FORM</b>	Used to document fundraising donations of \$24 or more. Done to be able to better track overall university participation percentages.	- Area Coordinator -Unit Coordinator
<b>EMPLOYEE AUTHORIZATION FORM</b>	Higher-Education Authorization Form 2019 SECC  Coordinators must complete this form for fundraiser collections to identify which charity receives the funds.  <i>This form is available on the SECC website <a href="http://sso.tamus.edu">sso.tamus.edu</a> for payroll deductions and one time donations if you need additional forms.</i>	- Employee - Area Coordinator - Unit Coordinator
<b>FORM 2 &amp; 4</b>	TAMU-SECC Cash/Check Total Sheets (for all PAPER donations & fundraisers)  <i>Also available on the SECC website <a href="http://sso.tamus.edu">sso.tamus.edu</a>.</i>	- Area Coordinator - Unit Coordinator
<b>PLEDGE REPORT FORM</b>	Reporting form completed and forwarded to The United Way.	- Area Coordinator
<b>DEPOSIT SLIP</b>	Bank: BB&T Complete for Brazos County United Way cash and check deposits; place in deposit bag	- Area Coordinator
<b>DEPOSIT BAG</b>	Plastic envelopes provided to hold cash, checks and deposit slips 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 Fundraising Participants

**Fundraiser Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Area/Unit Name:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

<i>Participant Name</i>	<i>Amount Donated</i>

Include this spreadsheet with your Fundraiser Authorization Form in your weekly deposit.

State Employee Charitable Campaign

Name — Prefix Last First MI  
Amy Jenkins, Coordinator  
Mailing Address  
301 Tarrow Street  
College Station TX 77840  
City / State/ZIP  
E-mail Address

University  
The TEXAS A&M University System  
College or Division  
System Office  
Department  
Fundraiser - Pie in the Fall  
Work Phone  
979-458-0623

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:

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 \_\_\_\_\_

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.**

<input type="text" value="250000"/>	→	<input type="text" value="\$220.00"/>	<input type="text"/>	→	<input type="text" value="\$"/>	<input type="text"/>	→	<input type="text" value="\$"/>
Charity Code		Gift Amount	Charity Code		Gift Amount	Charity Code		Gift Amount
<input type="text"/>	→	<input type="text" value="\$"/>	<input type="text"/>	→	<input type="text" value="\$"/>	<input type="text"/>	→	<input type="text" value="\$"/>
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>	=	<b>TOTAL ANNUAL GIFT</b> <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.  
Fundraiser

**TOTAL ONE-TIME GIFT**  
(total all Gift Amount boxes above)

\$ 220.00

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

**FORM 2 & 4**

TAMU - SECC

Check one:  One Time Donations  Fundraising Events

Cash/Check Total Sheet

Currency, Coin and Check Count Sheet

Silent Auction

Date: 9/9/21

System Part:

Oa

Unit/Area Name:

Academic Affairs

Unit/Area Coordinator Name:

Mary Smith

Phone #:

979-845-0000

Counted by:

Mary Smith

Verified by:

Joe Jones

Type of Currency	Number	\$ Amount
\$100 Bills		\$ -
\$50 Bills		\$ -
\$20 Bills	7	\$ -
\$10 Bills	5	\$ -
\$5 Bills		\$ -
\$1 Bills		\$ -
\$1 Susan B's		\$ -
\$0.50		\$ -
\$0.25		\$ -
\$0.10		\$ -
\$0.05		\$ -
\$0.01		\$ -

\$190.00

Please list check individually or attach calculator tape of checks

Brown		29.00
Jackson		50.00
Fox		15.00
Kinley		32.00

\$126.00

**Total cash/checks to be deposited:**

\$316.00

Copy for your records



**TOGETHER WE CARE**  
State Employee Charitable Campaign

## 2021 SECC Envelope

**INSTRUCTIONS:**

- Complete all information. Print clearly to reduce errors in processing.
- Campaign envelope totals must balance to envelope's contents.
- Do not include totals from previous campaign envelopes.
- Enclose yellow copies of all pledge forms.

### The Texas A&M University System - System Office

STATE AGENCY (PLEASE PRINT)

Amy Jenkins

COORDINATOR NAME AND TITLE (PLEASE PRINT)

979 458 0623

9.29.2021

COORDINATOR SIGNATURE

PHONE NUMBER

EXT.

DATE SUBMITTED TO SECC

GIFT TYPE	# OF GIFTS	\$ PLEDGED (A)	\$ ENCLOSED (B)	BALANCE DUE (A - B)	PASS THROUGH (FOR FISCAL USE ONLY)
PAYROLL			0   00		
CASH				0   00	
CHECK				0   00	
SPECIAL EVENT - CASH	6	100.00	100.00	0   00	
SPECIAL EVENT - CHECK	2	120.00	120.00	0   00	
	<b>TOTAL # OF GIFTS</b>	<b>TOTAL \$ PLEDGED</b>	<b>TOTAL \$ ENCLOSED</b>	<b>TOTAL BALANCE DUE</b>	
TOTAL	8	220.00	220.00	0.0	

**FOR SECC STAFF USE ONLY:**

SECC Staff Signature (RD)	Date Submitted	Envelope Creation	Date:	By:
SECC Staff (IS)	Date Received	Deposit		
		Data Entry		
		Audit		

(FOR FISCAL USE ONLY)

ENVELOPE # \_\_\_\_\_

ORGANIZATION # \_\_\_\_\_

**ENVELOPE TYPE:**

- PLEDGE
- PAYMENT
- ADJUSTMENT
- ELECTRONIC

NOTES:

**STATE EMPLOYEE  
CHARITABLE  
CAMPAIGN**

Remove this tear-off record BEFORE sealing bag

1193331

DATE: 9/9/2021 AMOUNT: 500.00

# SENTRY 3™

Security Closure System



1193331



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: <u>Area Coordinator</u> <u>Division/College/Area</u>
---

TO: SELL BB&T

DATE: 9/9/2021

SAID TO CONTAIN \$: 500.00

ACCOUNT #: N/A

8 x 10.5



TO REMOVE CONTENTS - CUT ALONG BOTTOM DOTTED LINE

SENTRY 3™ - DO NOT CUT HERE TO OPEN - SENTRY 3™ - DO NOT CUT HERE TO OPEN -

SENTRY 3™ - DO NOT CUT HERE TO OPEN - SENTRY 3™ - DO NOT CUT HERE TO OPEN -

# SECC CALENDAR 2023

## AUGUST

31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 AREA COORDS	22 DISTRIBUTE	23 MATERIALS	24 THIS	25 WEEK!
28	29	30	31	1 SECC donation site LIVE

## SEPTEMBER

4	5	6 9:00 am Forms/Cash/Pledges to Area Coords.	7 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	8
11 VOLUNTEER OPPORTUNITY FAIR 2-6P MSC 2406	12	13 9:00 am Forms/Cash/Pledges to Area Coords.	14 *EARLY BIRD DEADLINE*  3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	15
18	19	20 9:00 am Forms/Cash/Pledges to Area Coords.	21 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	22
25	26	27 9:00 am Forms/Cash/Pledges to Area Coords.	28 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	29

OCTOBER

2	3	4 9:00 am Forms/Cash/Pledges to Area Coords.	5 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	6
9	10	11 9:00 am Forms/Cash/Pledges to Area Coords.	12 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	13
16	17	18 9:00 am Forms/Cash/Pledges to Area Coords.	19 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	20
23	24	25 9:00 am Forms/Cash/Pledges to Area Coords.	26 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	27
30	<b>31</b>	Nov. 1 9:00 am Forms/Cash/Pledges to Area Coords.	2 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor)	3
6	7	8 9:00 am Forms/Cash/Pledges to Area Coords.	9 3:00 pm Deposit to DAS (GSC, 3 <sup>rd</sup> Floor) <b>FINAL PROCESSING DEADLINE!</b>	10

Typically, donation and pledge processing may continue for a week or two after the campaign ends.

\*\* January 1 – Payroll deduction pledges begin



# 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.
- Provides equipment 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.
- Helps a family in crisis with their monthly utility or grocery bills.
- Provides 233 meals for hungry babies.
- Pays for preserving and distributing 120,000+ servings of nutritious produce.
- Provides one mammogram for an uninsured woman.
- Helps 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.