

IMPORTANT CAMPAIGN INFORMATION

THE CHARITY LISTING

The charity listing is a paper or web-based display of organizations that have met Combined Charitable Campaign (CCC) eligibility requirements. A sample charity listing is shown below with key elements shown in italics. Key elements include: the organization's five-digit code, a 25-word statement of purpose, its administrative and fundraising expense rate (AFR) and its Direct Health and Human Service Categories.

The Employer Identification Number (EIN) is issued by the Internal Revenue Service (IRS). It can be used for obtaining additional information about an organization from the IRS (877-829-5500). Please note: some organizations may be covered under an umbrella organization's tax exemption status and EIN.

SAMPLE CHARITY LISTING

12345 ABC Charity
EIN: 12-1234567 - Provides emergency and transitional housing. 18.0% A, B

The EIN, AFR and the Service Categories are included to help you identify organizations that meet your interests and performance standards.

The Administrative and Fundraising Rate (AFR) represents the percentage of dollars spent on administering the charity. It is calculated as a percentage of the organization's total support and revenue.

Direct Health and Human Services - For the purposes of the CCC, direct health and human services are any combination of programs designed to meet the needs of children and youth, the ill and infirm, the mentally and physically handicapped, the elderly, poor, minorities or women. Examples of direct health and human services are programs aimed at one or more of the following:

- A. Health support and services
- B. Research or education in the health fields
- C. Safety and protective services for children and adults
- D. Food and nutrition services
- E. Preparation and delivery of meals
- F. Family and child care, and adult day care
- G. Foster care for children or adults
- H. Programs for school-age children with special needs
- I. Home management and maintenance
- J. Transportation services
- K. Information, referral and counseling services
- L. Emergency shelter, care and relief
- M. Adoption assistance
- N. Neighborhood and community organization
- O. Services to meet recreational and cultural needs
- P. Social adjustment and rehabilitation services
- Q. The protection, preservation or restoration of the air, water and land, if these provide direct benefits to people
- R. The preservation of the rights of animals for those animals that provide direct benefits to people.

DOLLAR PER PAY CALCULATION SHEET

Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26
\$ 1.00	\$ 26.00	\$ 16.00	\$ 416.00	\$ 31.00	\$ 806.00	\$ 70.00	\$ 1,820.00
\$ 2.00	\$ 52.00	\$ 17.00	\$ 442.00	\$ 32.00	\$ 832.00	\$ 75.00	\$ 1,950.00
\$ 3.00	\$ 78.00	\$ 18.00	\$ 468.00	\$ 33.00	\$ 858.00	\$ 80.00	\$ 2,080.00
\$ 4.00	\$ 104.00	\$ 19.00	\$ 494.00	\$ 34.00	\$ 884.00	\$ 85.00	\$ 2,210.00
\$ 5.00	\$ 130.00	\$ 20.00	\$ 520.00	\$ 35.00	\$ 910.00	\$ 90.00	\$ 2,340.00
\$ 6.00	\$ 156.00	\$ 21.00	\$ 546.00	\$ 36.00	\$ 936.00	\$ 95.00	\$ 2,470.00
\$ 7.00	\$ 182.00	\$ 22.00	\$ 572.00	\$ 37.00	\$ 962.00	\$ 100.00	\$ 2,600.00
\$ 8.00	\$ 208.00	\$ 23.00	\$ 598.00	\$ 38.00	\$ 988.00	\$ 105.00	\$ 2,730.00
\$ 9.00	\$ 234.00	\$ 24.00	\$ 624.00	\$ 39.00	\$ 1,014.00	\$ 110.00	\$ 2,860.00
\$ 10.00	\$ 260.00	\$ 25.00	\$ 650.00	\$ 40.00	\$ 1,040.00	\$ 115.00	\$ 2,990.00
\$ 11.00	\$ 286.00	\$ 26.00	\$ 676.00	\$ 45.00	\$ 1,170.00	\$ 120.00	\$ 3,120.00
\$ 12.00	\$ 312.00	\$ 27.00	\$ 702.00	\$ 50.00	\$ 1,300.00	\$ 125.00	\$ 3,250.00
\$ 13.00	\$ 338.00	\$ 28.00	\$ 728.00	\$ 55.00	\$ 1,430.00	\$ 130.00	\$ 3,380.00
\$ 14.00	\$ 364.00	\$ 29.00	\$ 754.00	\$ 60.00	\$ 1,560.00	\$ 140.00	\$ 3,640.00
\$ 15.00	\$ 390.00	\$ 30.00	\$ 780.00	\$ 65.00	\$ 1,690.00	\$ 150.00	\$ 3,900.00

HOW DO I MAKE A PLEDGE THROUGH CCC?

There are two methods of contributing to the CCC: Online pledging or the use of a paper pledge form.

ePLEDGE ONLINE GIVING PROGRAM

On August 31, the day the campaign begins, employees will receive, via their work e-mail, an online pledging notification that appears like the message below:

State of Ohio Combined Charitable Campaign – Starts Today!

The CCC offers an online giving system, ePledge, which allows donors to make donations to the CCC without using paper pledge forms. The online system is a secure and efficient method of viewing and making contributions to the campaign.

State employees will receive, via their work e-mail, an online pledging notification during the campaign that will include the wording “Combined Charitable Campaign.” These e-mails are safe to open and employees may begin pledging online. A teaser e-mail will be sent to everyone on August 24 and the campaign will officially open on August 31. Employees can expect to see reminder e-mails during the campaign on the dates listed in the chart below.

DATE	MESSAGE
August 24	State of Ohio Combined Charitable Campaign – Kicks Off Next Week!
August 31	State of Ohio Combined Charitable Campaign – Starts Today!
Sept. 2	You Make the Difference – Combined Charitable Campaign
Sept. 9	Combined Charitable Campaign – What Charities are Important to You?
Sept. 16	Combined Charitable Campaign – The Gift of Opportunity
Sept. 23	Combined Charitable Campaign – Your Support is Essential!
Sept. 30	Combined Charitable Campaign – Transforming Lives, Rebuilding Communities
Oct. 7	Combined Charitable Campaign – Your Campaign, Your Choice
Oct. 14	It’s not too late to participate in the Combined Charitable Campaign!
Oct. 21	Combined Charitable Campaign – Give Today! There’s Still Time!
Oct. 28	Combined Charitable Campaign – One Day Left to Make a Big Difference!

When receiving the e-mail, employees will have the opportunity to donate online by clicking on the link provided within the e-mail, which will take them to the pledging site. The online system will walk the employee through the process and allow them to donate by payroll deduction or electronic check. If the employee is unsure of how to proceed once accessing the link, there will be step-by-step directions available on the site. In addition, directions can be found on the State CCC website at ohio.gov/ohioccc.

Employees pledging online will receive a confirmation of their pledge when completed which can be printed and saved. Directions on how to place an online pledge can also be found on the CCC website at: ohio.gov/ohioccc.

Please note that one-time check or cash donations will still need to be completed on a paper pledge form and given to your agency campaign coordinator. The online option is for pledging by payroll deduction and electronic check contributions.

ePLEDGE CONFIRMATION SCREEN

(New) This page contains the link to a brief ePledge survey.

Donors should be sure to print out this page for their records, *before* moving on to the ePledge survey; once they leave this page, they will not be able to return to it.

HOME PAGE **DONATE NOW!** PAST YEAR PLEDGES YOUR ACCOUNT PROFILE HOW TO PLEDGE ONLINE AGENCY COORDINATOR LIST CCC CHARITY RESOURCE GUIDE SIGN OFF

Type and Amount Designations Preferences Verification **Finished**

PLEDGE CONFIRMATION

Thank you! Your pledge has been confirmed!

Please print this page for your records.

Donor Name: State of Ohio *Administrator

Reference Number:	130670-4992324
Pledge Type:	Payroll Deduction
Deduction Start Date:	Jan 01, 2017
Pay Periods Per Year:	26
Deduction Per Pay:	\$12.00
Total Pledge:	\$312.00

Designated to	Book #	Amount
4C for Children	47001	\$100.00
CASA	15043	\$100.00
Columbus Early Learning Centers	36522	\$50.00
Total Designated		\$250.00
Total Undesignated		\$62.00

Help us improve your pledge experience!
Use the link below to give us your feedback about the pledge site.

****Note: Be sure to print out this Pledge Completed Page before beginning the survey as you will NOT be able to return to it. Participation in the survey is optional and responses are confidential.*

[Click here to begin the survey. THANK YOU!](#)

Logoff Print

NEW this year, is the myCCC button:

Access the ePledge website through myOhio.gov. The myCCC button is among the Quick Links on the right side of the screen. See the attached job aid for details.



2016 PAPER PLEDGE FORM

While online giving is an efficient and safe method of making donations to the campaign, paper pledge forms also are available. Pre-printed pledge forms will be distributed to staff by agency coordinators. Blank pledge forms are available online at ohio.gov/ohioccc.

When completing your pledge form:

- Use a black pen;
- White out errors or changes completely;
- Do not fold or staple the pledge form;
- Forms may be photocopied for your records or your agency coordinator's records;
- Sign and date the pledge form if you are making a payroll deduction pledge; and
- Please do not make any extra marks or lines on the form.

When you have made your choices and have completed your paper pledge form, please return it to your agency campaign coordinator.

- If you wish to make your donation anonymously, please fill in the appropriate bubble located by your signature.
- If you do not wish to receive a donor recognition item, please fill in the appropriate bubble by your signature.

Please turn to Page 91 for more important campaign information.

IMPORTANT CAMPAIGN INFORMATION

WHAT IS THE COMBINED CHARITABLE CAMPAIGN (CCC)?

The campaign is an effort to consolidate many charitable campaigns into one, asking State of Ohio employees for voluntary donations through payroll deductions or one-time gifts. One campaign at the workplace results in minimal workplace disruptions and lower administrative costs. There are multiple participating federations and hundreds of member charities that employees may choose to support.

The State of Ohio Combined Charitable Campaign is codified in the Ohio Administrative Code, Chapter 123:1-28-01.

WHAT IS THE 2016 CAMPAIGN GOAL?

The overall 2016 campaign goal for the State of Ohio is \$3 million.

WHAT IS THE TIME FRAME FOR THIS YEAR'S CAMPAIGN AND WHEN ARE THE KICKOFFS?

Campaign begins Wednesday, Aug. 31 and ends Friday, Oct. 14.

Columbus Kickoff and Information Fair

Rhodes State Office Tower Lobby

11:30 a.m. Information fair Wednesday, Aug. 31

Noon Presentation

Cleveland Kickoff and Information Fair

Lausche Building, 2nd floor

10:30 a.m. Thursday, Sept. 1

Dates of solicitations, group meetings or special events will vary by state agency. Watch for posters announcing activities at your work site or contact your department or agency coordinator.

WHAT IF MY FAVORITE CHARITY ISN'T INCLUDED IN THE CCC?

All charities participating in the State of Ohio Combined Charitable Campaign are members of a federation. (Please see the definition below.) If your favorite charity is not a member of a federation listed in this resource guide, you may wish to suggest that officials representing that charity contact one of the participating federations to inquire about membership. Contact information for each federation is listed at the top of each introductory page preceding the code listing.

WHAT IS A FEDERATION?

Federations are organizations which have multiple independent, charitable agencies as members. They serve as "umbrella" organizations for a wide range of member charities which play a major role in delivering health, human, environmental and educational services. Participating federations are carefully selected. Federations wishing to participate in the CCC submit applications to the CCC Statewide Steering Committee each year. To be approved for participation by the CCC, federations must meet specified criteria which include, but are not limited to, the following standards: *

- Must be a 501(c)(3), not-for-profit, tax-exempt, charitable federation with at least 10 member charities;
- Must provide direct health or human services;
- Must be incorporated or authorized to do business in Ohio;
- Must adhere to standard accounting procedures;

- Must be in existence for at least two years prior to the date the campaign begins; and
- Must have a stated policy of nondiscrimination and comply with EEO laws.

* For a full list of eligibility criteria, see the CCC policies and procedures online at ohio.gov/ohioccc.

This year’s participating federations are:

A Special Wish Foundation	Habitat for Humanity of Ohio
America’s Charities	Health and Medical Research Charities of America
Animal Charities of America	Independent Charities of America
CancerCURE	Local Independent Charities of America
Children’s Charities of America	Local United Ways and Community Federations
Community Health Charities	Neighbor to Nation
Community Shares	United Negro College Fund
EarthShare Ohio	United Ways of Ohio
Global Impact	

To ensure equal representation, the order in which federations and their list of member charities appear in the resource guide rotates each year.

WHERE CAN I FIND MORE INFORMATION ABOUT THE CHARITIES?

Additional federation and member charity information can be found on GuideStar.org, a national database of nonprofit organizations. When searching in GuideStar, it is best to utilize employer identification numbers (EIN). You will find the EIN in the federation or member charity description. There is no cost to access GuideStar for this information.

WHAT ARE THE PAYMENT OPTIONS AVAILABLE TO ME?

Payroll deduction, the easy method of giving, has several advantages. It’s simple and you can make your gift over a period of time. If you select the payroll deduction option, deductions will be made from your paychecks during calendar year 2016. Each year employees must submit a new pledge. Donations do not automatically continue from year to year. If you select the payroll deduction option, you must complete the online pledging or sign the pledge form to authorize the deduction.

One-time gifts of cash or checks also may be made during the campaign. Any monetary contribution must be accompanied by a pledge form. Contributions by check should be made payable to the Combined Charitable Campaign. Be sure to enclose it securely with your completed pre-printed or blank pledge form. If you choose to donate by electronic check this option is available online.

With either method, you may designate up to six charities as long as each charity’s gift is \$1 or more for a one-time gift or \$1 or more per pay for payroll deductions. Your CCC deduction will be designated on your pay statement as “CCC.”

HOW DOES THIS RESOURCE GUIDE HELP ME IN MAKING MY CONTRIBUTION?

This resource guide lists all of the eligible charitable federations and their member charities. Through the Combined Charitable Campaign, you may designate your gift to as many as eight federations or member charities by indicating your choices on the employee pledge form. Each federation and charity is listed separately, with an assigned five-digit charity code (e.g., 12345) that must be used when making a selection to ensure that your contribution reaches the charity or charities you wish to support.

To support a federation and have your gift shared among all of its charities, choose the federation code as it appears preceding the federation name and description. To support an individual charity within a federation, select that charity's code as it appears preceding the charity name and description.

As you choose a charity to support, you may want to consider what portion of your contributions will go directly to services and the corresponding amount that is used for administrative expenses by the charity. Following each charity's description is a percentage reflecting the portion of contributions that charity uses for administrative costs, such as management and fundraising. An asterisk (*) indicates that the charity's administrative rate exceeds the amount deemed acceptable by State of Ohio CCC Policies and Procedures. Each charity has provided a description of their work to help you make an informed choice in designating your gift.

Pledge forms returned with donations but without charity codes will be counted as undesignated donations.

“00000” Undesignated Code

Designating your contribution increases your charity's ability to capture a greater portion of the undesignated dollars. Because some of your money may go to charities that you do not support, we strongly encourage you to designate. Charities that receive no direct contributions will not receive any undesignated contributions.

Employees choosing not to designate their contributions to a specific charity, but who want to donate to the campaign as a whole, should enter “00000” where the charity code is needed. A “00000” contribution will go into an “undesignated” category and will be divided among the federations by the percentage of dollars they were pledged versus the total campaign dollars.

“CCC” Payroll Code *

Employees choosing to donate through payroll deductions will have the code “CCC” listed on their pay statement.

* This does not apply to the Ohio Turnpike Commission.



WHAT IS THE ADMINISTRATIVE RATE FOR THE CCC?

Administrative costs for the 2015 campaign were 7.3 percent of funds received. These funds provide for the creation and printing of the resource guide, newsletters, video, leadership recognition, donor recognition items, coordinator training, professional staff, campaign audit, IT support, postage and supplies.

All of the federations share in the administrative cost proportionate to their designations in the campaign.

WHAT IS A CCC LEADERSHIP GIFT?

A leadership gift is a donation of \$520 or greater for the year. The leadership giving levels are as follows:

<u>Category</u>	<u>Donation Level</u>	<u>One-time Equivalent</u>
Philanthropist	\$80 + per pay	\$2,080 +
Benefactor	\$60-\$79.99 per pay	\$1,560 - \$2,079.99
Humanitarian	\$40-\$59.99 per pay	\$1,040 - \$1,559.99
Patron	\$20-\$39.99 per pay	\$520 - \$1,039.99

Leadership gifts are important to the success of the CCC. Last year, a significant portion (60.4 percent) of the final campaign total was raised through the generosity of state employees giving at leadership levels. Leadership givers receive special recognition for their generosity and are acknowledged on the CCC website at: ohio.gov/ohioccc.

2016 DONOR RECOGNITION ITEMS

All Combined Charitable Campaign contributors of \$130 or more will be given a recognition item for their donation unless they decline the gift when pledging. Donors may decline recognition/appreciation items by filling in the bubble next to their name that offers the option on the paper pledge form or by checking this option while logged into the online giving system.

For the first level of \$5 per pay or the one-time gift of \$130, donors may receive earbuds. For \$20 per pay or the one-time gift of \$520, donors may receive a fleece throw.

<u>Per Pay</u>	<u>One-Time Equivalent</u>	<u>Recognition Item</u>
\$5 - \$19.99	\$130 - \$519.99	Earbuds
\$20 +	\$520 +	Fleece throw



One item per donor.
Items will be distributed while supplies last.
Items displayed are a representation. Actual items may vary.