



## Coordinator Training Manual August 2014

“The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.”

- DeAnn Hollis \_

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# Current Campaign Information

## Campaign Co-chairs

Robert Blair, Director, Department of Administrative Services  
Rocky Jolly, OCSEA and Ohio State School for the Blind

## Honorary Chair

Archie Griffin, President and CEO, Ohio State University Alumni Association

## Official Campaign Dates

**September 3 through October 17**

(Solicitation time period)

## Pacesetter

(for agencies under 100 employees)

**September 5 through October 5**

(Educate, pledge, and wrap-up)

## Campaign Contacts:

Campaign Coordinating Organization (CCO)

State of Ohio CCC  
c/o United Way of Central Ohio  
360 S. Third St.  
Columbus, Oh 43215  
1.800.279.9714, 1

Kim Kessler, Campaign Director, 614.227.2751  
Kim.Kessler@uwcentralohio.org

Jeanene Tooill, Campaign Liaison, 614.227.8718  
Jeanene.Tooill@uwcentralohio.org

CCC's fax number: 614.241.3064

# Campaign Acronyms

## **CCC**

Combined Charitable Campaign

## **CL**

Campaign Liaison

## **CCO**

Campaign Coordinating Organization – contractor which manages the campaign

## **Coordinator**

A state employee assigned to coordinate the CCC campaign activities within their agency or department

## **Donor Recognition Items**

Item available for donors who qualify at a specific contribution level

## **ePledge**

Online pledging system

## **Federation**

Umbrella organization of like/similar charities

## **Key worker**

A state employee who assists the coordinator with the CCC activities in their respective agency or department.

## **One-time Contribution**

Cash or check contribution

## **Payroll deduction**

Contributions deducted per pay starting in January 2014

## **Resource Guide**

Brochure with campaign, federation and charity information

## **Steering Committee**

Committee of state employees which governs the campaign through policies and procedures

## **What is the Combined Charitable Campaign (CCC)?**

The campaign has been an effort to consolidate all charitable drives into one, asking State of Ohio employees for donations through payroll deduction or one time gifts. One campaign in the workplace results in minimal workplace disruption and lower administrative costs. There are multiple participating federations and thousands of member charities. Employees have many charities from which to choose to support.

## **What are the benefits to your agency?**

- \* Recognition as a state agency leader in impacting the charities.
- \* Regarded as a caring employer.
- \* Build relationships with local, national and international charities.
- \* Builds agency pride and morale when giving as a block of state employees.

## **What are the benefits to coordinators?**

- \* Increases knowledge of health and human service needs and how charities are addressing them.
- \* Resource Guide provides information on available services.
- \* Provides leadership and development opportunities for coordinators and agency volunteers.

## **What are the benefits for local, national and international communities?**

- \* Improvement of quality of life.
- \* Showing that State of Ohio employees care.

## **What is a pacesetter campaign?**

Ideally, agencies/boards/commissions of 100 employees or less can conduct their campaign within 30 days, i.e. September 3 through October 3, by educating their employees, accepting the employee pledges, and wrapping up and turning in campaign report envelopes to their campaign liaison. Being a pacesetter allows the agency to complete their campaign in a shorter time period, and if successful to meet their goal, the agency may not have to do special events.

### **Campaign Coordinator Job Description**

<b>Operation:</b>	State of Ohio Combined Charitable Campaign (CCC)
<b>Position:</b>	State Agency Coordinators (Management and Labor)
<b>Appointed by:</b>	State Agency Director
<b>Qualifications:</b>	Natural leaders who are advocates of the CCC, and who are energetic, respected, and outgoing.
<b>Primary Responsibility:</b>	<p>Provide leadership for the agency's Combined Charitable Campaign by working with the Campaign Coordinating Organization, management leadership, union leadership, agency campaign committee and other volunteers within the agency.</p> <p>Recruit and oversee the agency campaign committee and its activities.</p>
<b>Duties:</b>	<p>Develop, schedule and implement the campaign within your agency.</p> <p>Develop and implement a schedule for employee solicitation meetings to educate employees about the CCC.</p> <p>Ensure that regional office campaigns are conducted efficiently and provide support services to them as needed.</p> <p>Obtain the support and involvement of both of your agency's top management and labor in the campaign.</p> <p>Review and analyze the giving history and past campaign activities of the agency.</p> <p>Recruit and train local area coordinators (goal of one for each 10 to 15 employees).</p> <p>Distribute campaign materials in a timely manner.</p> <p>Audit pledge forms before completing the report envelope to ensure that each pre-printed form has the employee's name and agency payroll number.</p> <p>Assist staff with ePledge questions and encourage employees to use the online pledging system.</p> <p>Communicate campaign progress and results, and contact assigned Campaign Liaison to pick-up report envelopes to be taken to the Campaign Coordinating Organization. Final reporting envelopes should be turned in weekly and final reports should be submitted no later than Nov. 1, 2014.</p> <p>Complete the campaign during the specified time period with follow-up as necessary.</p> <p>Recognize and thank the agency campaign team.</p> <p>Work with the agency human resources office to provide CCC pledge forms and resource guides for new employee orientations to allow those employees to participate in the campaign outside the regular fall campaign time period.</p>

## Governor's Fundraising Policy

### MEMORANDUM

To: All Appointing Authorities and Chief Legal Counsel

From: John Haseley, Chief of Staff  
Jan Allen, Cabinet Secretary  
Kent Markus, Chief Legal Counsel

Date: October 12, 2007

RE: **Charitable and Fundraising Activities Policy**

Governor Strickland encourages State of Ohio employees to engage in charitable activities in support of worthy causes. At the same time, the Governor firmly believes that, while on the state clock, Ohio's taxpayers expect state employees to do the jobs they are being paid to do. This policy seeks to balance these two important objectives.

1) Charitable Activity on State Time

- a) Limited Activity Permissible on State Time. During the "on the clock" hours, state employees should, with very limited exception, be engaging in the work for which they've been hired. Agency directors are authorized to permit *de minimus* expenditures of state time in support of charitable activities.

In the past, state employees were permitted to provide regular, ongoing "volunteer" services for approved charitable entities on a weekly basis while being paid by the state. Employees in some agencies were also allowed to participate in the United Way's Community Care Day while on state time. While supportive of such endeavors, Governor Strickland believes that the essence of volunteerism is the donation of one's own time to a cause. Accordingly, state employees desiring to provide substantial, ongoing, regular volunteer services to charitable entities will need to do so before or after work, during lunch, or other authorized break periods, on weekends or during other non-state time. Employees may also use vacation, personal or comp time for volunteer activities during normal work hours if such leave usage does not interfere with agency operations and is approved by an employee's supervisor.

- b) Agency Director Discretion. This policy is not intended to interfere with the discretion of each agency director to permit limited, non-recurring, episodic expenditures of state time in support of charitable activity. For example, an agency director's determination that employees' may be excused for 60-90 minutes to give blood at an on-site blood donation drive would be appropriate. In addition, this policy in no way limits the state employee activity on behalf of the combined charitable campaign which is authorized by ORC 124.135 and OAC 123:1-28-01.
- c) Employee Use of Flexible Schedule Opportunities. Employees are, of course, permitted to take advantage of agency-authorized flex time or other flexible scheduling arrangements to accommodate their volunteer activity. On the other hand, the primary work of the agencies should be meeting their operational needs, and this policy is in no way intended to require agencies to modify policies, procedures or contractual arrangement to accommodate employee volunteer activity. Professional employees, like attorneys at the various agencies, are encouraged to engage in *pro bono* activity in their free time and may work with their agencies to utilize leave and flexible scheduling options to serve others and enhance their own skills.

# Charitable Fundraising Policy

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2) Fundraising on State Property

Within the context of the above parameters, state employees may engage in fundraising activity on state property. This activity may include fundraising events like bake sales, dress-down days and contests and must comport with all state law and regulations (e.g. – health safety regulations related to the serving of food.)

a) Impermissible Fundraising Activity. Fundraising activities on state property may not involve:

- i) The sale or service of alcoholic beverages
- ii) The raising of funds through gambling activity. Gambling includes raffles, door prizes or any other method of obtaining a monetary award or prize by luck or chance for the price of a donation.
- iii) Any solicitation of food, cash or other items from a vendor, retail store, restaurant or other private person or entity with whom your department or agency does business or regulates.

b) Permissible Fundraising Activity. Fundraising activities may take place in the following circumstances:

- i) Modest Non-Profit Fundraising. State employees may engage in limited fundraising activities for non-profit organizations on state property with their appointing authority's permission. Such activity should be non-disruptive of work place activities and should never involve a supervisor soliciting an employee who reports directory or indirectly to him or her. Accordingly, all such solicitations should either be entirely passive (e.g. – a box on a desk corner noting the purpose for which contributions are being solicited) or entirely non-coercive. No employee should ever feel pressured by a co-worker to make any sort of donation to a charitable organization.

Examples of the types of fundraising that would be appropriate under this portion of the policy are sales of candy or gift wrap for a child's school, seeking sponsors for walk-a-thons or other similar events, or circulation of a Girl Scout cookie sale sheet.

- ii) Fundraising for the Benefit of State Colleagues. With a director's permission, fundraising also may occur to benefit fellow state employees. Examples of the types of fundraising that would be appropriate under this portion of the policy are the collection of funds for a retirement gift or funeral flowers or for donations to assist a fellow employee with a medical or other family hardship. Any such solicitations should conform to the restrictions above aimed at minimizing workplace disruption.

This policy is effective November 1, 2007, and questions about its application should be managed by agency Chief Legal Counsel, who may consult, as necessary, with the Governor's Legal Staff.

Because this policy is being released in the last quarter of the year, agency directors may consider limited requests to vary from it, through the end of this year only, if cessation of a current charitable endeavor, which contradicts an aspect of this policy, would cause a substantial hardship.

# **FREQUENTLY ASKED QUESTIONS**

## **WHAT IS THE COMBINED CHARITABLE CAMPAIGN (CCC)?**

The campaign is an effort to consolidate all charitable campaigns into one, asking State of Ohio employees for donations through payroll deductions or one-time gifts. One campaign at the workplace results in minimal workplace disruption and lower administrative costs. There are multiple participating federations and hundreds of member charities from which 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 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 (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 about 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 charities 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 selected carefully. 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.
- \* 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 [www.ohio.gov/ohioccc](http://www.ohio.gov/ohioccc).

## **The 2014 Campaign Goal**

The overall 2014 campaign goal for the State of Ohio is \$3.45 million.

## WHAT ARE THE TIME FRAMES FOR THIS YEAR'S CAMPAIGN?

The timetable for the 2014 Combined Charitable Campaign is:

- \* Training for agency coordinators is Aug. 18 & 19
- \* Campaign solicitation begins Sept. 3
- \* Central Ohio Campaign Kickoff – Sept. 3
- \* Cleveland Campaign Kickoff – Sept. 4
- \* Campaign Solicitation Ends – Oct. 17
- \* Pacesetter campaign Sept. 5 through Oct. 4 (educate, pledge and wrap up)
- \* Payroll pledge forms due in to CCO Nov. 1
- \* Results announced – January 2015

Dates of solicitations, group meetings or special events in your state agency will vary; display posters announcing activities at your work site, or have employees contact your department or agency CCC committee members for information.

## WHAT IS THE ADMINISTRATIVE RATE FOR THE CCC?

Administration costs for the 2013 campaign were 7.0 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 and recognition, 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.

## HOW DO I CONTRIBUTE THROUGH THE CCC?

There are two methods of contributing to the CCC; they include online pledging or the use of a hard copy pledge form.

### **Online Pledging (ePledge)**

The online pledging system allows donors to make donations without using paper pledge forms. This online system is a secure and efficient method of viewing and making contributions to the campaign. The online system provides a confirmation of the donor's pledge they can print after completing the process.

Employees will receive, via their work e-mail address, an online pledging notification that will appear like this message: *Online CCC Pledges Now Being Accepted.*

Once the employee clicks on the link, it will take them to the online pledging site. The system will take the employee through the process and allow them to make their pledge and provide confirmation of their donation upon completion.

## Pledge Forms

Donors using the hard copy pledge form will need to return it to his/her office coordinator who then returns it to you as the agency CCC coordinator.

### If donors use a hard copy pledge form, please remember:

- \* Use a black pen.
- \* White out errors or changes completely.
- \* Do not fold or staple the pledge form.
- \* Forms may be photocopied for the donor's records or your agency coordinator's records.
- \* Donors sign and date the pledge form if donors are making a payroll deduction pledge.
- \* Please do not make any extra marks or lines on the form because it causes extra time to remove the marks before scanning.

When donors have made their choices and have completed the pledge form, have them return it to their office coordinator or you as your agency campaign coordinator.

- \* If donors wish to make their donation anonymous, please fill in the bubble located next to that option in the Donor Options block.
- \* If donors do not wish to receive the donor recognition item, please fill in the bubble located next to that option in the Donor Options block.

Pledge forms that have a donation amount but do not have agency code numbers will be counted as undesignated.

There are two types of hard copy pledge forms:

- \* **Employee form (black form)**  
Used when an employee does not use online pledging  
Employee wishes to make a one-time gift donation in addition to a payroll deduction.  
Employee wishes to make more than six charity designations.
- \* **Special Event** – for any agency holding special events

## Available Payment Options

**Payroll deduction**, the easy method of giving, has several advantages. It's simple, and donors can make a charity gift over time. If donors select the payroll deduction option, deductions will be made from their paychecks in 2015. Each year employees must submit a new pledge form to make a pledge. Donations do not automatically continue from year to year. Please note that if donors select payroll deductions and are using a hard copy pledge card, they must sign the pledge form to authorize the deduction. If pledging online, submission of the pledge is authorization for 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. Please note: If donors choose to contribute by check, please make it payable to the Combined Charitable Campaign, and be sure to enclose it securely with a completed pledge form.

Donors may designate up to six charities as long as each charity's gift is \$1 or more. Donors CCC payroll deductions will show on their pay stub as "CCC" and the total amount of your pledge deduction per payroll period.

## **HOW DOES THE RESOURCE GUIDE HELP DONORS IN MAKING THEIR CHOICE?**

The resource guide lists all of the eligible federations and their member charities. It is in a brochure format or can be found online at [www.ohio.gov/ohioccc](http://www.ohio.gov/ohioccc). Through the Combined Charitable Campaign, donors may designate their gift to as many as six federations or member charities by indicating their choices when making their pledge. 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.

Federations are organizations which have multiple independent, charitable charities 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.

To support a federation and have their 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 donors choose a charity to support, donors may want to consider what portion of their 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 the State of Ohio CCC policies and procedures. Those charities with the \* have provided the CCC with assurances in writing that they are taking steps to improve their administrative rate. Each charity has provided a description of their work to help you make an informed choice in designating your gift.

In addition, listed after the administrative rate for each charity in the resource guide is letters associated with the direct health and human services provided by that agency.

# Leadership Giving

A Leadership Gift is a donation of \$520 or greater (payroll deduction or one time gift). The leadership giving levels are:

Category	Donation Level	One-time Equivalent
Philanthropist	\$80 + per pay	\$2,080.00 +
Benefactor	\$60.00-\$79.99 per pay	\$1,560.00 - \$2,079.99
Humanitarian	\$40.00-\$59.99 per pay	\$1,040.00 - \$1,559.99
Patron	\$20.00-\$39.99 per pay	\$520.00 - \$1,039.99

Leadership givers are important to the success of the CCC. Last year, a significant portion (54 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.

# Donor Recognition

<u>Donation</u>	<u>One-Time Equivalent</u>	<u>Recognition item</u>
\$5.00-\$19.99 per pay	\$130.00 - \$519.99	Chargeable cell phone stand w/USB port
\$20.00 +	\$520.00 +	Folding umbrella



# FORMS AND RESOURCES

## Campaign Report Envelope Processing

The Campaign Report Envelope is the vehicle used by the Campaign Coordinator to assemble hard copy donor pledges, record contributions, reconcile contributions with the Campaign Coordinating Office (CCO) and submit the contributions to the CCO. This process ensures that all contributions received and recorded by the Coordinator are submitted to the CCO and will be distributed to the charitable agencies.

### **Pledge Reconciliation:**

1. Individual pledge forms are collected from each participating donor.
2. Each donor pledge form is reconciled to the annual contribution - whether payroll deduction, check or cash.

Please note the following:

- Each pledge form shall be signed by the donor.
- An ORIGINAL of the pledge form is the only form acceptable for submission (no faxes, copies or pdf's)
- Stapling the pledge form for any reason is not acceptable – use paper clips instead.

### **Cash to Check conversion:**

While payroll deduction is the preferred method of donation, you can expect to receive some check and cash donations. Checks can be included in the Campaign Envelope. **However, cash must be converted to an official bank check. Fifth Third Bank will convert cash at no charge to you at any one of their banking centers.** Letters outlining the Bank's cooperation with this process are included in your packet.

### **Envelope Reconciliation:**

The 9x12 Campaign envelope includes a 2-part submittal form on the face of the envelope. Sections 1 through 4 of the submittal form **shall be completed** by the Agency/Department Coordinator.

Please note the following:

- Envelopes shall contain ORIGINAL pledge forms.
- Envelopes shall not contain more than 50 pledge forms.
- Envelopes shall be reconciled by both the Agency Coordinator and the CCO.
- Reconciliation shall include the verification of pledge forms and confirmation that dollars pledged equals dollars submitted (in the form of payroll deduction or check).
- Bank checks representing the conversion of cash are to be recorded on the **Donor Cash** line of the submittal form.
- Following reconciliation, the submittal information shall be recorded on Sections 1 through 4 of the submittal form attached to the envelope's front. The envelope shall be sealed and signed by the Agency Coordinator.
- The Agency Coordinator shall retain the top copy (*Coordinator Copy*) of the submittal form for their records.
- After reconciliation, the envelope shall be released to the CCO for Pledge Processing.

**Section 1: Agency/Department Information:**

Check the name of your employer; write in your Agency or Department Name, Address, City and Zip and the **total number of employees** within your Agency or Department (as this is used to calculate the participation rate for your agency/unit). Consult your HR department if assistance is needed on the employee number.

**Section 2: Is This Your Final Campaign Report?:**

Check *Yes/No* to identify whether your Campaign is complete and closed.

**Section 3: Contributions:**

This section identifies the campaign contributions included in the Campaign Envelope. Envelope totals are **not** cumulative; only include dollar amounts submitted within each envelope.

**Cash Pledges – All cash should be converted to a bank check.**

**Check Pledges** – Total the check contributions on all pledge forms and then total all checks. Contribution totals must equal check totals. Record the total number of donors, total funds (checks) enclosed and pledge totals on the submittal form.

**Payroll Pledges** – Total all payroll contributions and then total the annual pledge amount. Verify that the *Total per Pay Period* amount multiplied by *Total pay periods* equals the annual pledge amount (for example: \$10 *total per pay period* x 26 *Total pay periods* equals = \$260.) Record the total number of donors and the pledge totals on the submittal form.

**Special Event Dollars** – Special Event Dollars are raised by activities outside the typical pledge process (e.g., group activities like a bake sale). Donations raised through Special Events are captured on the submittal form in the columns *Funds Enclosed* and *Pledge Totals*. There is no pledge form associated with Special Events donations. For that reason, it’s helpful to separate the donations within the Campaign Envelope (wrap with a rubber band or place in an envelope marked special events.) All cash must be converted to a bank check.

**Column Totals** – Total the *Number of Pledges*, *Funds Enclosed* and *Pledge Totals* columns. Please double-check your addition.

**Section 4: Submitted by:**

When the Campaign Envelope is complete and ready for submission, the Campaign Coordinator will arrange for a reconciliation of funds. The reconciliation verifies the accuracy of the contents of the envelope. The reconciliation takes place in the presence of two parties.

Following a successful reconciliation, the Coordinator will print her/his name, title and phone and sign submittal form in the *Signature* block. The Responsible Party will sign the submittal form in the *Picked up by:* block and date the form. The top copy of the form, the *Coordinators Copy*, shall be retained by the coordinator as a record of the reconciliation and surrender of funds.

# Sample Report Envelope

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">ACCOUNT NO. <b>12345</b></td> <td style="width: 50%; padding: 2px;">STAFF NAME</td> </tr> </table>	ACCOUNT NO. <b>12345</b>	STAFF NAME	 <p style="font-size: small;">State of Ohio Combined Charitable Campaign Your Envelopes. Your Choice.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">DATE RECEIVED</td> </tr> <tr> <td style="padding: 2px;">ENVELOPE NO.</td> </tr> <tr> <td style="padding: 2px;">TYPE</td> </tr> <tr> <td style="padding: 2px;">DEPOSIT NO.</td> </tr> </table>	DATE RECEIVED	ENVELOPE NO.	TYPE	DEPOSIT NO.																						
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DEPOSIT NO.																														
<h2 style="color: red; margin: 0;">CAMPAIGN REPORT ENVELOPE</h2> <p>360 South Third Street      Phone: (614) 227-8718 Columbus, Ohio 43216-5485      Toll Free: 1-800-279-9714 Fax: (614) 241-3064</p>																														
<p>PLEASE COMPLETE ITEMS 1 THRU 4</p>																														
1	<p>AGENCY: <b>Transportation</b>      FACILITY / DEPT.: <b>Dist. 12</b></p> <p>ADDRESS: <b>5500 Transportation Blvd.</b></p> <p>CITY: <b>Cleveland</b>      STATE: <b>OH</b>      ZIP: <b>44125</b></p> <p> <input type="checkbox"/> FRANKLIN COUNTY    <input checked="" type="checkbox"/> CUYAHOGA COUNTY    <input type="checkbox"/> STATEWIDE ALL OTHER 88 COUNTIES (Specify) _____ </p>																													
2	<p>In this your FINAL Campaign Report?</p> <p> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No </p> <p>Total # of Employees in your Agency: <b>3,444</b></p>																													
<b>Report only what is in this envelope. (Please DO NOT include previously reported pledges.)</b>																														
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; font-size: small;">TYPE OF CONTRIBUTION</th> <th style="width: 15%; font-size: small;">NO. OF CONTRIBUTORS</th> <th style="width: 20%; font-size: small;">AMOUNT ENCLOSED</th> <th style="width: 25%; font-size: small;">PLEDGE TOTALS</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">(A.) One-Time Contributions <i>Please enclose pledge form(s)</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Donor Checks</td> <td style="text-align: center;"><b>1</b></td> <td style="text-align: right;">\$ <b>25.00</b></td> <td style="text-align: right;">\$ <b>25.00</b></td> </tr> <tr> <td style="padding-left: 20px;">Donor Cash <i>Converted to check(s)</i></td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="font-size: small;">(B.) Payroll Pledges <i>Please enclose pledge form(s)</i></td> <td style="text-align: center;"><b>13</b></td> <td style="background-color: black;"></td> <td style="text-align: right;">\$ <b>3,900.00</b></td> </tr> <tr> <td style="font-size: small;">(C.) Special Events <i>Enclose Special Event envelope &amp; Special Event pledge form</i></td> <td style="background-color: black;"></td> <td style="text-align: right;">\$ <b>25.00</b></td> <td style="text-align: right;">\$ <b>25.00</b></td> </tr> <tr> <td style="text-align: center;">GRAND TOTAL</td> <td style="text-align: center;"><b>14</b></td> <td style="text-align: right;">\$ <b>50.00</b></td> <td style="text-align: right;">\$ <b>3,950.00</b></td> </tr> </tbody> </table>		TYPE OF CONTRIBUTION	NO. OF CONTRIBUTORS	AMOUNT ENCLOSED	PLEDGE TOTALS	(A.) One-Time Contributions <i>Please enclose pledge form(s)</i>				Donor Checks	<b>1</b>	\$ <b>25.00</b>	\$ <b>25.00</b>	Donor Cash <i>Converted to check(s)</i>		\$	\$	(B.) Payroll Pledges <i>Please enclose pledge form(s)</i>	<b>13</b>		\$ <b>3,900.00</b>	(C.) Special Events <i>Enclose Special Event envelope &amp; Special Event pledge form</i>		\$ <b>25.00</b>	\$ <b>25.00</b>	GRAND TOTAL	<b>14</b>	\$ <b>50.00</b>	\$ <b>3,950.00</b>
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Donor Checks	<b>1</b>	\$ <b>25.00</b>	\$ <b>25.00</b>																											
Donor Cash <i>Converted to check(s)</i>		\$	\$																											
(B.) Payroll Pledges <i>Please enclose pledge form(s)</i>	<b>13</b>		\$ <b>3,900.00</b>																											
(C.) Special Events <i>Enclose Special Event envelope &amp; Special Event pledge form</i>		\$ <b>25.00</b>	\$ <b>25.00</b>																											
GRAND TOTAL	<b>14</b>	\$ <b>50.00</b>	\$ <b>3,950.00</b>																											
4	<p>REPORT SUBMITTED BY:</p> <p>COORDINATOR SIGNATURE: <b><i>IMA Coordinator</i></b>      TITLE: _____</p> <p>PRINT NAME: <b>Ima Coordinator</b>      PHONE: <b>728-3000</b></p> <p>This Envelope Picked Up By: <b><i>Campaign Liaison</i></b>      <b>8/19/12</b></p>																													
<p><b>CCO USE ONLY</b></p> <p>AUDITOR'S SIGNATURE: _____   TOTAL: _____</p> <p>PLEDGE PROCESSING _____   DATE: _____</p>																														



## Dollar per pay calculation sheet

<b>Dollars per pay</b>	<b>X 26 Pays</b>	<b>Dollars per pay</b>	<b>X 26 Pays</b>
\$1	\$26	\$31	\$806
\$2	\$52	\$32	\$832
\$3	\$78	\$33	\$858
\$4	\$104	\$34	\$884
\$5	\$130	\$35	\$910
\$6	\$156	\$36	\$936
\$7	\$182	\$37	\$962
\$8	\$208	\$38	\$988
\$9	\$234	\$39	\$1,014
\$10	\$260	\$40	\$1,040
\$11	\$286	\$41	\$1,066
\$12	\$312	\$42	\$1,092
\$13	\$338	\$43	\$1,118
\$14	\$364	\$44	\$1,144
\$15	\$390	\$45	\$1,170
\$16	\$416	\$50	\$1,300
\$17	\$442	\$55	\$1,430
\$18	\$468	\$60	\$1,560
\$19	\$494	\$65	\$1,690
\$20	\$520	\$70	\$1,820
\$21	\$546	\$75	\$1,950
\$22	\$572	\$80	\$2,080
\$23	\$598	\$85	\$2,210
\$24	\$624	\$90	\$2,340
\$25	\$650	\$95	\$2,470
\$26	\$676	\$100	\$2,600
\$27	\$702	\$120	\$3,120
\$28	\$728	\$125	\$3,250
\$29	\$754	\$140	\$3,640
\$30	\$780	\$150	\$3,900

# Sample Blank Pledge Form

## State of Ohio Combined Charitable Campaign • Pledge Form

For a list of federations participating in this year's campaign, please consult the 2014 Resource Guide, CCC website at [www.ohio.gov/ohioccc](http://www.ohio.gov/ohioccc) or your department CCC coordinator. You may designate your payroll deduction or one-time cash/check gift to up to six federations or member agencies. All payroll contributions to any charity will receive an acknowledgement.



**DIRECTIONS:** Please fill in the spaces completely with Charity Code(s) found in the Resource Guide or website and dollar amount(s) using a black ink pen only.

### Required Information

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Employee ID #: \_\_\_\_\_ State Agency: \_\_\_\_\_  
 Work Location (County - 1st four letters): \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_  
*For acknowledgement purposes only*  
 Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Online Pledging Option

*Online pledging is available this year. If you have already made your pledge by use of the online pledging option - only complete this form if you wish to make a second pledge. If you are interested in using the online pledging tool please contact your agency coordinator for instructions.*

**PLEASE SELECT ONE OF THE FOLLOWING CONTRIBUTION METHODS:** Please make a copy of YOUR form.

### Payroll Deduction *(Minimum \$1 per charity per pay period.)*

I authorize the following deductions starting the pay check received in January and continuing for a one-year period. I reserve the right to revoke this authorization by written notice to my agency payroll office.

5-Digit Charity Code	Designation Amount (Annual)
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
<b>TOTAL ANNUAL GIFT: \$ _____</b>	
<b>TOTAL PER PAY PERIOD: \$ _____</b>	

### One-Time Contribution *(Minimum \$1 per charity.)* Please make check payable to COMBINED CHARITABLE CAMPAIGN.

Attached is my  Check OR  Cash  
 totaling \$ \_\_\_\_\_, \_\_\_\_\_ to be distributed as follows:

5-Digit Charity Code	Designation Amount (Annual)
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Check No.: _____	
Check Date: _____ / _____ / _____	

Thank you  
for your gift!

### Thank You! Please Sign and Date

**X** \_\_\_\_\_  
 Signature (Required) Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Donor Options

- I wish to donate anonymously and my name will not be released for recognition purposes.
- I do not wish to receive a donor recognition item.

**\* PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.**

\* Between Jan. 1 and Sept. 1, following the campaign year, please send a copy of the completed pledge form to the Campaign Coordinating Organization at fax: 614.241.3064 or email: [jeanene.tooill@uwcentralohio.org](mailto:jeanene.tooill@uwcentralohio.org) and forward the original to your payroll office for processing.

# Sample Special Event Pledge Form

A special event pledge form should be completed at the close of a special event. One pledge form per event. Donors **do not** complete these forms.

## State of Ohio Combined Charitable Campaign • Special Events Report



State of Ohio  
Combined Charitable Campaign  
*Your Campaigns. Your Choice.*

### Required Information

DIRECTIONS: Please fill out and use the Special Events Report for each campaign activity that raises checks and cash dollars for the campaign. This report is in addition to individual pledge cards and is only to be used for events such as Auctions, Bake Sales, Dress Down Days, etc.  
Please fill in the spaces using a black ink pen only.

State Agency: \_\_\_\_\_

Work Location: \_\_\_\_\_  
(County – 1st four letters)

### Special Event Contribution

DIRECTIONS: Please fill in the spaces completely with Charity Code(s) found in the Resource Guide or website.

Attached is the check totaling \$ \_\_\_\_\_, \_\_\_\_\_  
to be distributed as follows:

Check No.: \_\_\_\_\_  
Check Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Charity Code	_____	= \$	_____	of total gift.	<i>Special Event funds can be designated to specific charities by placing the Charity Code numbers and amounts in this section. If no Charity Code(s) is listed, all Special Event monies will go into the undesignated fund to be shared proportionately with all CCC federations.</i>
2. Charity Code	_____	= \$	_____	of total gift.	
3. Charity Code	_____	= \$	_____	of total gift.	

Special Event Name \_\_\_\_\_ was held on date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Thank You! Please Include Name and Date

Print Coordinator Name

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number with Area Code

PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.

CCC - STATE - Spec Event 2013

## 5/3 Bank Letter for Certified Checks



### MEMORANDUM

DATE: July 17, 2014

TO: Combined Federal Campaign/Combined Charitable Campaign Coordinators

FROM: Dan Gilkey  
Vice President  
Government & Institutional  
Fifth Third Bank of Central Ohio

Fifth Third Bank wants to thank you for your continued efforts in the drive for charitable donations for the Combined Federal Campaign (CFC)/Combined Charitable Campaign. The work you are doing will certainly help those less fortunate and aid in the development of a strong community. We applaud your efforts and wish you well!

Fifth Third Bank realizes the disadvantage in carrying around, holding and/or storing large and small cash (coin and currency) amounts donated to the CFC/Combined Charitable Campaign. Therefore, for safety purposes, Fifth Third Bank is offering to write an official check made payable to the CFC/Combined Charitable Campaign in exchange for the exact cash dollar amount you bring into one of our Banking Centers. **You will not be charged for your official check. However, you are limited to one check per day and the transaction must be completed by December 15, 2014.**

Here's what to do – just present this letter along with the cash donations (large amounts of coin should be pre-rolled) at one of Fifth Third's Banking Centers. We will write **an official check made payable only to The Combined Federal Campaign/ Combined Charitable Campaign while you wait.** Each Coordinator will then turn the official check in with your other donations to your CFC/Combined Charitable Campaign headquarters. **We do require the Coordinator to provide identification via a valid Ohio drivers license or State issued I.D.**

We hope this will aid each of you in your drive to meet your goals and objectives for your part in the CFC/Combined Charitable Campaign. Fifth Third Bank commends each and every one of you for a great job!

*Fifth Third Banking Centers should call Debbie Kenney at 614-975-3556 in the Retail Risk & Administration should you have any questions. Thank you for your cooperation in this matter.*

**THANK YOU!**