

FREQUENTLY ASKED QUESTIONS

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 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 IS THE 2014 CAMPAIGN GOAL?

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

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

Campaign begins Wednesday, Sept. 3 and ends Friday, Oct. 17.

Columbus Kickoff and Information Fair
Rhodes State Office Tower Lobby
Noon to 1:30 p.m. Wednesday, Sept. 3

Cleveland Kickoff and Information Fair
Lausche Building Lobby
10 a.m. Thursday, Sept. 4

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 local 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.
- 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.

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 United Ways and Community Federations
Children's Charities of America	Neighbor to Nation
Community Health Charities of Ohio	Partners for a Better World
Community Shares	United Negro College Fund
EarthShare	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.

HOW DO I MAKE A PLEDGE THROUGH CCC?

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

ONLINE GIVING PROGRAM

In 2012 and 2013, the State of Ohio piloted an online giving system which allows donors to make donations to the Combined Charitable Campaign without using paper pledge forms. This online system is a secure and efficient method of viewing and making contributions to the campaign. The process was well received and all agencies will have online giving available for the 2014 campaign.

On September 3rd, the day the campaign begins, employees will receive via their work e-mail an online pledging notification that appears like the message below:

Online CCC Pledges Now Being Accepted

Employees will have the opportunity to donate online by clicking on the link provided with the email, which will take them to the online pledging site. The online pledging system will take the employee through the process and allow them to donate by payroll deduction. **Please note that one time check or cash donations will still need to be completed on a hard copy pledge form and given to your department CCC coordinator.

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: www.ohio.gov/ohioccc.

2014 PLEDGE FORM

While online giving is an efficient and safe method of making donations to the campaign, there will be a scannable employee pledge form available for use. A copy of the pledge form can be obtained from your agency coordinator or on the website at: www.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.
- Please do not make any extra marks or lines on the form because it causes extra time to remove the marks before scanning.

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

- If you wish to make your donation anonymous, 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.

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 time. If you select the payroll deduction option, deductions will be made from your paychecks during calendar year 2015. 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 pledge form.

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 six 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 fund raising. 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.

THE CHARITY LISTING

The charity listing is a paper or web-based display of organizations that have met 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 EIN, AFR and the Service Categories are included to help you identify organizations that meet your interests and performance standards.

SAMPLE CHARITY LISTING

12345 ABC Charity

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

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.

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.

“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.

“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 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.

DOLLAR PER PAY CALCULATION SHEET

Dollars per Pay	Pay Periods x 26
\$ 1.00	\$ 26.00
\$ 2.00	\$ 52.00
\$ 3.00	\$ 78.00
\$ 4.00	\$ 104.00
\$ 5.00	\$ 130.00
\$ 6.00	\$ 156.00
\$ 7.00	\$ 182.00
\$ 8.00	\$ 208.00
\$ 9.00	\$ 234.00
\$ 10.00	\$ 260.00
\$ 11.00	\$ 286.00
\$ 12.00	\$ 312.00
\$ 13.00	\$ 338.00
\$ 14.00	\$ 364.00
\$ 15.00	\$ 390.00

Dollars per Pay	Pay Periods x 26
\$ 16.00	\$ 416.00
\$ 17.00	\$ 442.00
\$ 18.00	\$ 468.00
\$ 19.00	\$ 494.00
\$ 20.00	\$ 520.00
\$ 21.00	\$ 546.00
\$ 22.00	\$ 572.00
\$ 23.00	\$ 598.00
\$ 24.00	\$ 624.00
\$ 25.00	\$ 650.00
\$ 26.00	\$ 676.00
\$ 27.00	\$ 702.00
\$ 28.00	\$ 728.00
\$ 29.00	\$ 754.00
\$ 30.00	\$ 780.00

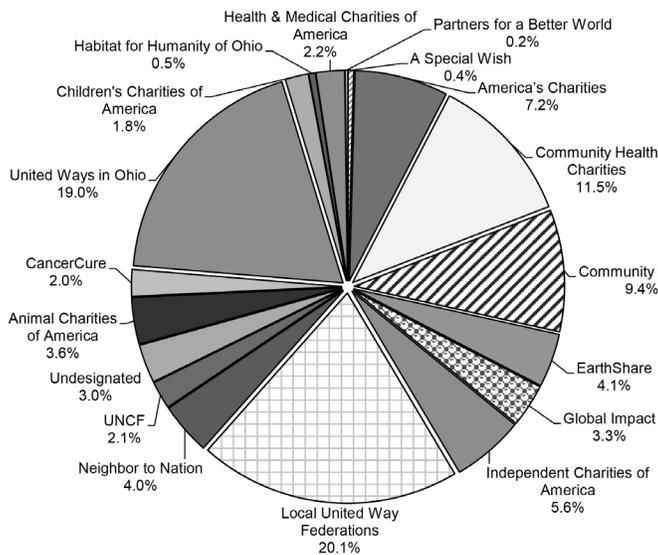
Dollars per Pay	Pay Periods x 26
\$ 31.00	\$ 806.00
\$ 32.00	\$ 832.00
\$ 33.00	\$ 858.00
\$ 34.00	\$ 884.00
\$ 35.00	\$ 910.00
\$ 36.00	\$ 936.00
\$ 37.00	\$ 962.00
\$ 38.00	\$ 988.00
\$ 39.00	\$ 1,014.00
\$ 40.00	\$ 1,040.00
\$ 45.00	\$ 1,170.00
\$ 50.00	\$ 1,300.00
\$ 55.00	\$ 1,430.00
\$ 60.00	\$ 1,560.00
\$ 65.00	\$ 1,690.00

Dollars per Pay	Pay Periods x 26
\$ 70.00	\$ 1,820.00
\$ 75.00	\$ 1,950.00
\$ 80.00	\$ 2,080.00
\$ 85.00	\$ 2,210.00
\$ 90.00	\$ 2,340.00
\$ 95.00	\$ 2,470.00
\$ 100.00	\$ 2,600.00
\$ 105.00	\$ 2,730.00
\$ 110.00	\$ 2,860.00
\$ 115.00	\$ 2,990.00
\$ 120.00	\$ 3,120.00
\$ 125.00	\$ 3,250.00
\$ 130.00	\$ 3,380.00
\$ 140.00	\$ 3,640.00
\$ 150.00	\$ 3,900.00

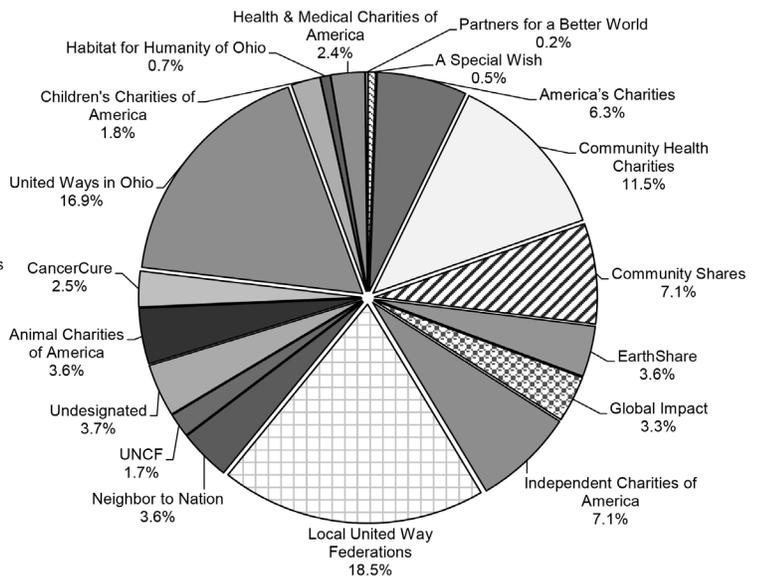
HOW WERE CCC DOLLARS DESIGNATED IN THE PAST CAMPAIGNS?

The information below shows how state employees designated their donations during the last two campaigns. Amounts include undesignated funds that were distributed among participating federations based on the percentage of total designations received.

Breakdown of 2012 CCC Contributions



Breakdown of 2013 CCC Contributions



WHAT IS THE ADMINISTRATIVE RATE FOR THE CCC?

Administrative 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.

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 (53.5 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: www.ohio.gov/ohioccc.