



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

# Coordinator Training Manual

August 2018

*"No one is more cherished in this world than  
someone who lightens the burden of another."*

*Author Unknown*

**OhioDAS**  
SERVICE · SUPPORT · SOLUTIONS  
DEPARTMENT OF ADMINISTRATIVE SERVICES



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## **Combined Charitable Campaign Information**

### **Campaign Co-chairs**

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

### **Honorary Chair**

Stephanie Hightower, President and CEO, Columbus Urban League  
Council Member, IAAF, Olympic Athlete

### **Official Campaign Dates**

(Solicitation time period)

August 29 through October 12, 2018

### **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, x1

Deana Gordon, Campaign Director, 614-227-2751  
Deana.Gordon@uwcentralohio.org

Jeanene Tooill, Campaign Liaison, 614-227-8718  
Jeanene.Tooill@uwcentralohio.org

CCC's fax number: 614-241-3064

## Campaign Acronyms and Glossary

### **CCC**

Combined Charitable Campaign

### **CL**

Campaign Liaison – assigned to each agency to assist with the campaign

### **CCO**

Campaign Coordinating Organization – contractor which manages the campaign

### **Coordinator**

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

### **One-time Contribution**

Cash or check contribution

### **Payroll deduction**

Contributions deducted per pay period from January 2019 through December 2019

### **Resource Guide**

Brochure with campaign, federation and charity information

### **Steering Committee**

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

# **CAMPAIGN 101**

## **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. Participation is voluntary for all employees.

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

Please join your fellow state employees in helping those in need and supporting the partnership of labor and management by contributing to the Combined Charitable Campaign.

## **WHAT ARE THE BENEFITS TO YOUR AGENCY?**

- Recognized as a state agency leader that supports charitable giving;
- Regarded as a caring employer, supporting employees that want to participate;
- Builds relationships with local, national and international charities; and
- Builds agency pride and morale when giving as a team of state employees.

## **WHAT ARE THE BENEFITS TO COORDINATORS?**

- Increases knowledge of health and human service needs and how charities can help;
- Resource Guide provides information on available services that can be utilized year-round; and
- Provides leadership and development opportunities for coordinators and agency volunteers.

## **WHAT ARE THE BENEFITS FOR LOCAL, NATIONAL AND INTERNATIONAL COMMUNITIES?**

- Provides visibility for charitable organizations around the world;
- Financially supports charities that provide services to those in need; and
- Shows that State of Ohio employees care.

### Campaign Coordinator Job Description

- Operation:** State of Ohio Combined Charitable Campaign (CCC)
- Position:** State Agency Coordinators (Management and Labor)
- Appointed by:** State Agency Director
- Qualifications:** Natural leaders who are advocates of the CCC, and who are energetic, respected and outgoing.
- Primary Responsibility:** 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.
- Recruit and oversee the agency campaign committee and its activities.
- Duties:** **Attend Coordinator Training and bring sub-coordinators to training for new or returning coordinators prior to the start of the campaign.**
- Develop, schedule and implement the campaign within your agency.
- Develop and implement a schedule for employee solicitation meetings to educate employees about the CCC.
- Ensure that regional office campaigns are conducted efficiently and provide support services to them as needed.
- Obtain the support and involvement of both of your agency's top management and labor in the campaign.
- Review and analyze the giving history and past campaign activities of the agency.
- Recruit and train local area coordinators (goal of one for each 10 to 15 employees).
- Distribute campaign materials in a timely manner.
- Review and reconcile paper pledge forms before completing the report envelope to ensure that each form has the employee's name, agency payroll number, and correct donation details.
- 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.
- Complete the campaign during the specified time period with follow-up as necessary.
- Recognize and thank the agency campaign team.
- Work with the agency human resources office to provide CCC pledge forms and resource guides for new employee orientation to allow those employees to participate in the campaign outside of the regular fall campaign time period.

## 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 2018 CAMPAIGN GOAL?

The overall 2018 campaign goal for the State of Ohio is \$2.8 million.

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

The timetable for the 2018 Combined Charitable Campaign is:

- Coordinator Conference Call – August 23
- Early Bird Online Giving Incentive – August 27-28
- Campaign solicitation begins – August 29
- Central Ohio Campaign Kickoff – August 29
- Cleveland Campaign Kickoff – August 30
- Coordinator Conference Call – September 12
- Campaign solicitation ends – October 12
- Paper pledge forms due to the Campaign Coordinating Organization (CCO) – Nov. 1
- Campaign results announced – Jan. 2019
- Dates of solicitations, group meetings or special events in your state agency will vary;
- Display posters announcing activities at your work site from August 22-October 12

For more information about time frames or available materials, contact your campaign liaison or CCO representatives.

### WHAT IS THE ADMINISTRATIVE RATE FOR THE CCC?

Administration costs for the 2017 campaign were 8.2 percent of funds received. These funds provide for the creation and printing of the campaign 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.

### HOW DO I CONTRIBUTE?

There are two methods of contributing to the CCC: online pledging through ePledge or the use of a hard copy pledge form. Using either of these methods donors can give by payroll deduction or one-time gift.

- **Online Pledging (ePledge)**

The online pledging system, ePledge, allows employees 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.

Employees will receive, via their work e-mail address, online pledging notifications and login information during the campaign that will appear like this message: **State of Ohio Combined Charitable Campaign – Starts Today!**

Once the employee clicks on the link, it will take them to ePledge, the online pledging site. The system will take the employee through the process and allow them to make their pledge and provide a printable confirmation of their donation upon completion. The employee will have the opportunity to complete a survey online after donating to give feedback about their donation experience.

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

If donors have any questions or challenges with using ePledge, you should try to help them yourself first. If further assistance is needed, please refer them to the ePledge Help Desk at [stateofohioccc@uwcentralohio.org](mailto:stateofohioccc@uwcentralohio.org).

#### **Donors using paper pledge forms should remember to:**

- Use a black pen;
- White out errors or changes completely;
- Not fold or staple the pledge form;
- Not make any extra marks or lines on the form; and
- Sign and date the pledge form if you are making a payroll deduction pledge.

When donors have made their choice(s) and have completed the Blank Paper Pledge Form, have them return it to their agency campaign coordinator. Forms may be photocopied for the donor's records.

Donors wishing to make their donation anonymously should fill in the bubble located next to that option in the Donor Options block. Donors who do not wish to receive the donor recognition item should fill in the bubble located next to that option in the Donor Options block.

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

There are two types of Paper Pledge Forms:

#### **Blank Paper Pledge Form** --- to be used when:

- Employee was hired or changed agency after August 1, 2018;
- ePledge is not available;
- Employee does not have access to ePledge.

**Special Event** – for any agency holding special events.

## Available Payment Options

Donors can make their pledge online or by completing a Blank Paper Pledge Form to pledge in one of two ways:

**Payroll deduction** is simple, and donors can make a charity gift over time. If donors select the payroll deduction option, deductions will be made from their paychecks starting on Jan. 1, 2019. Donations do not automatically continue from year to year. Each year employees must submit a new pledge form. Donors who select payroll deductions using a hard copy pledge form must sign the pledge form to authorize the deduction. If pledging online, submission of the pledge is authorization for the deduction. The total amount of the pledge deduction will appear on the donor's pay stub and be identified as "CCC."

**One-time gifts** also may be made during the campaign, either by cash or check. Any cash or check contribution must be accompanied by a hard copy 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 also may donate by **electronic check** through the ePledge online pledging system.

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

The Resource Guide lists all of the eligible federations and their member charities. Print copies are available and may also be accessed on the ePledge online site or located at [ohio.gov/ohioccc](http://ohio.gov/ohioccc). Through the Combined Charitable Campaign, donors may designate their gift 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 their contribution reaches the charity or charities they wish to support.

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

When choosing a charity to support, donors may want to consider what portion of their contributions will go directly to services and what portion will be 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 asterisk have provided the CCC with assurances in writing that they are taking steps to improve their administrative rate.

## Leadership Giving

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

| Category       | Donation Level       | One-time Equivalent  |
|----------------|----------------------|----------------------|
| 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 givers are important to the success of the CCC. Last year, a significant portion (47.1 percent) of the final campaign total was raised through the generosity of state employees giving at leadership levels.

### 2018 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 ePledge online giving system.

For the first level of \$5 per pay or the one-time gift of \$130, donors may receive a USB fan for their computer. For \$20 per pay or the one-time gift of \$520, donors may receive a mini speaker.

| Per Pay       | One-Time<br>Equivalent | Recognition Item          |
|---------------|------------------------|---------------------------|
| \$5 - \$19.99 | \$130 - \$519.99       | USB Fan                   |
| \$20 +        | \$520 +                | Mini speaker - appr. 2.3" |

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





## CAMPAIGN KICKOFF DONOR INCENTIVE

**Donate Online on August 27 or 28  
to Receive a Special Gift!**

**Requirements:**

- \* Make an online pledge on August 27 or 28, 2018
- \* At least \$2/pay period; or
- \* One-time donation of at least \$52

Description: Plush puppy, approx. size 6"



## **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 donations 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:**

1. Each pledge form must be signed by the donor.
2. An ORIGINAL of the pledge form is the only form acceptable for submission (no faxes, copies or pdf's).
3. 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, especially if you host special events. Checks can be included in the Campaign Envelope. **However, cash must be deposited in the UWCO designated State of Ohio CCC Account at 5/3 Bank using pre-printed deposit slips provided by the CCO.** Fifth Third Bank will deposit the cash and provide you with a receipt to be included in your Campaign Envelope. **Please note: only one deposit slip may be included per campaign envelope.** A letter from UWCO outlining the Bank's cooperation with this process is 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 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).
- Deposit slips representing the conversion of cash are to be recorded on the **Donor Cash** or **Special Events** line of the submittal form.
  - **Only one deposit slip can be included in each report envelope**
- 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 submitted 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).

### **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** – It is recommended that **all cash be deposited and converted to a deposit slip.**

**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. **Confirm that no checks are post-dated and that each check is made out to CCC.**

**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: *Enclosed* and *Pledge Totals*. Complete the Special Events Pledge Form. 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 deposit slip.

**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 which includes the coordinator and their assigned campaign liaison.

Following a successful reconciliation, the Coordinator will print her/his name, title and phone and sign submittal form in the *Signature* block. The campaign liaison 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

| ACCOUNT NO.<br><b>12345</b>   | STAFF NAME   |  <p style="font-size: small;">State of Ohio<br/>Combined Charitable Campaign<br/>Your Campaigns. Your Choice.</p> | <div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-bottom: 10px;">CCO USE ONLY</div> <div style="width: 100%; text-align: right;">DATE RECEIVED</div> <hr/> <div style="width: 100%; text-align: right;">ENVELOPE NO.</div> <hr/> <div style="width: 100%; text-align: right;">TYPE</div> <hr/> <div style="width: 100%; text-align: right;">DEPOSIT NO.</div> </div> |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
|---|--|---|---|----------------------|----------------------|------------------|--------------|--|--|--|--|--------------|----------|-----------------|-----------------|--|--|--|--|--|-----------|--|--------------------|--|--|-----------------|-----------------|-------------|-----------|-----------------|--------------------|
| <h2 style="color: red; margin: 0;">CAMPAIGN REPORT ENVELOPE</h2> <p style="margin: 0;">360 South Third Street      Phone: (614) 227-8718<br/>Columbus, Ohio 43216-6486      Toll Free: 1-800-279-9714<br/>Fax: (614) 241-3064</p> |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| <p>PLEASE COMPLETE ITEMS 1 THRU 4</p>   |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| 1   | AGENCY: <b>Transportation</b> FACILITY / DEPT: <b>Dist. 12</b><br>ADDRESS: <b>5500 Transportation Blvd.</b><br>CITY: <b>Cleveland</b> STATE: <b>OH</b> ZIP: <b>44125</b><br><input type="checkbox"/> FRANKLIN COUNTY <input checked="" type="checkbox"/> CUYAHOGA COUNTY <input type="checkbox"/> STATEWIDE ALL OTHER 88 COUNTIES (Specify) _____  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| 2   | Is this your FINAL Campaign Report?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Total # of Employees in your Agency: <b>3,444</b>  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| Report only what is in this envelope. (Please DO NOT include previously reported pledges.)  |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| 3   | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">TYPE OF CONTRIBUTION</th> <th style="width: 15%;">NO. OF CONTRIBUTIONS</th> <th style="width: 15%;">DOLLARS RECEIVED</th> <th style="width: 15%;">PLEDGE TERMS</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">(A.) One-Time Contributions<br/><i>Please enclose pledge form(s).</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">Donor Checks</td> <td style="font-size: 24px;"><b>1</b></td> <td style="font-size: 24px;">\$ <b>25.00</b></td> <td style="font-size: 24px;">\$ <b>25.00</b></td> </tr> <tr> <td style="text-align: left;">Donor Cash<br/><i>Converted to check(s)</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">(B.) Payroll Pledges<br/><i>Please enclose pledge form(s)</i></td> <td style="font-size: 24px;"><b>13</b></td> <td></td> <td style="font-size: 24px;">\$ <b>3,900.00</b></td> </tr> <tr> <td style="text-align: left;">(C.) Special Events<br/><i>Enclose Special Event envelope &amp; Special Event pledge form</i></td> <td></td> <td style="font-size: 24px;">\$ <b>25.00</b></td> <td style="font-size: 24px;">\$ <b>25.00</b></td> </tr> <tr> <td style="text-align: left;">GRAND TOTAL</td> <td style="font-size: 24px;"><b>14</b></td> <td style="font-size: 24px;">\$ <b>50.00</b></td> <td style="font-size: 24px;">\$ <b>3,950.00</b></td> </tr> </tbody> </table> |   |   | TYPE OF CONTRIBUTION | NO. OF CONTRIBUTIONS | DOLLARS RECEIVED | PLEDGE TERMS | (A.) One-Time Contributions<br><i>Please enclose pledge form(s).</i> |  |  |  | Donor Checks | <b>1</b> | \$ <b>25.00</b> | \$ <b>25.00</b> | Donor Cash<br><i>Converted to check(s)</i> |  |  |  | (B.) Payroll Pledges<br><i>Please enclose pledge form(s)</i> | <b>13</b> |  | \$ <b>3,900.00</b> | (C.) Special Events<br><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> |
| TYPE OF CONTRIBUTION  | NO. OF CONTRIBUTIONS   | DOLLARS RECEIVED  | PLEDGE TERMS  |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| (A.) One-Time Contributions<br><i>Please enclose pledge form(s).</i>  |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| Donor Checks  | <b>1</b>   | \$ <b>25.00</b>   | \$ <b>25.00</b>   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| Donor Cash<br><i>Converted to check(s)</i>  |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| (B.) Payroll Pledges<br><i>Please enclose pledge form(s)</i>  | <b>13</b>  |   | \$ <b>3,900.00</b>  |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| (C.) Special Events<br><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   | REPORT SUBMITTED BY:<br>COORDINATOR SIGNATURE: <u><i>IMA Coordinator</i></u> TITLE: _____<br>PRINT NAME: <u><b>Ima Coordinator</b></u> PHONE: <u><b>614-728-3000</b></u><br>This Envelope Picked Up By: <u><i>Campaign Liaison</i></u>   <u><b>8/19/18</b></u>   |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| CCO USE ONLY  |  |   |   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| AUDITOR'S SIGNATURE: _____  |  |   | TOTAL: _____  |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |
| PLEDGE PROCESSING: _____  |  |   | DATE: _____   |                      |                      |                  |              |  |  |  |  |              |          |                 |                 |  |  |  |  |  |           |  |                    |  |  |                 |                 |             |           |                 |                    |

# Sample Blank Paper Pledge Form

**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.

## Pledge Form



**Online Pledging Option**

To pledge online, using ePledge, go to: <https://uwca.upicsolutions.org/uwca/StateofOhioCombinedCharitableCampaign>. Please contact your agency coordinator for instructions or visit the CCC website at [ohio.gov/ohioccc](http://ohio.gov/ohioccc).

**NOTE:** If you have already donated using ePledge - only complete this form if you wish to make an additional pledge.

### Required Information

Employee ID #: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ M.I.: \_\_\_\_\_

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

Work Location (County - 1st four letters): \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

*For acknowledgement purposes only*

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTRIBUTION METHODS:** Please select one of the following: Please print a copy of this form for your records.

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

I am paid:  26 times/year (Bi-Weekly) **OR**  
 12 times/year (Monthly)

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.

TOTAL PER PAY PERIOD: \$ \_\_\_\_\_

OR

TOTAL YEARLY PLEDGE: \$ \_\_\_\_\_

**One-Time Contribution:** (Minimum \$3 per charity.)

Please make check payable to COMBINED CHARITABLE CAMPAIGN.

Attached is my  Check **OR**  Cash

totaling \$ \_\_\_\_\_ to be distributed as follows:

Check No.: \_\_\_\_\_

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

**DESIGNATING YOUR CONTRIBUTION:** You may designate your contribution to up to eight federations or member charities.

For a list of charities participating in this year's campaign, please consult the Resource Guide, CCC website at [ohio.gov/ohioccc](http://ohio.gov/ohioccc) or your department CCC coordinator.

| 5-Digit Charity Code          | Designation Amount (Yearly) | Charity Name   |
|-------------------------------|-----------------------------|--|
| 1. _____                      | \$ _____                    | _____  |
| 2. _____                      | \$ _____                    | _____  |
| 3. _____                      | \$ _____                    | _____  |
| 4. _____                      | \$ _____                    | _____  |
| 5. _____                      | \$ _____                    | _____  |
| 6. _____                      | \$ _____                    | _____  |
| 7. _____                      | \$ _____                    | _____  |
| 8. _____                      | \$ _____                    | _____  |
| TOTAL YEARLY PLEDGE: \$ _____ |                             | Note: All payroll contributions to any charity will receive an acknowledgement from CCC. |

### 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.  
 \*(F7) for office use\*

**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.Toouil@uwcentralohio.org](mailto:Jeanene.Toouil@uwcentralohio.org) and forward the original to your payroll office for processing.

Donations are voluntary gifts. No goods or services are provided in exchange for the pledge.

CCC - STATE - 2018

# Sample Paper Pledge Form – Completed

**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.

## Pledge Form



**Online Pledging Option**

To pledge online, using ePledge, go to: <https://uwco.upicsolutions.org/uwco/StateofOhioCombinedCharitableCampaign>. Please contact your agency coordinator for instructions or visit the CCC website at [ohio.gov/ohioccc](http://ohio.gov/ohioccc).

**NOTE:** If you have already donated using ePledge - only complete this form if you wish to make an additional pledge.

**Required Information**

Employee ID #: 1 1 2 2 3 3 4  
 First Name: Thomas  
 Last Name: Jefferson Suffix: \_\_\_\_\_ M.I.: \_\_\_\_\_  
 State Agency: Transportation  
 Work Location (County - 1st four letters): Fran Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_  
*For acknowledgment purposes only*  
 Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTRIBUTION METHODS:** Please select one of the following: Please print a copy of this form for your records.

**Payroll Deduction:** (Minimum \$1 per charity, per pay period.) I am paid:  26 times/year (Bi-Weekly) OR  12 times/year (Monthly)  
 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.  
 TOTAL PER PAY PERIOD: \$ 2 0 . 0 0  
 OR  
 TOTAL YEARLY PLEDGE: \$ 5 2 0 . 0 0

**One-Time Contribution:** (Minimum \$3 per charity.) Please make check payable to COMBINED CHARITABLE CAMPAIGN.  
 Attached is my  Check OR  Cash Check No.: \_\_\_\_\_  
 totaling \$ \_\_\_\_\_ to be distributed as follows: Check Date: 0 9 / 2 2 / 2 0 1 8

**DESIGNATING YOUR CONTRIBUTION:** You may designate your contribution to up to eight federations or member charities. For a list of charities participating in this year's campaign, please consult the Resource Guide, CCC website at [ohio.gov/ohioccc](http://ohio.gov/ohioccc) or your department CCC coordinator.

| 5-Digit Charity Code                     | Designation Amount (Yearly) | Charity Name  |
|--|-----------------------------|---|
| 1. <u>7 7 7 7 7</u>                      | \$ <u>2 0 0 0 0</u>         | <u>ABC Charity</u>  |
| 2. <u>8 8 8 8 8</u>                      | \$ <u>2 0 0 0 0</u>         | <u>XYC Charity</u>  |
| 3. <u>9 9 9 9 9</u>                      | \$ <u>1 2 0 0 0</u>         | <u>MNOP Charity</u>   |
| 4. _____                                 | \$ _____                    | _____   |
| 5. _____                                 | \$ _____                    | _____   |
| 6. _____                                 | \$ _____                    | _____   |
| 7. _____                                 | \$ _____                    | _____   |
| 8. _____                                 | \$ _____                    | _____   |
| TOTAL YEARLY PLEDGE: \$ <u>5 2 0 0 0</u> |                             | <small>Note: All payroll contributions to any charity will receive an acknowledgement from CCC.</small> |

**Thank You! Please Sign and Date**

Thomas Jefferson *Thank You*  
 Signature (Required) Date: 0 9 / 2 2 / 2 0 1 8

**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. "IF7" for office use"

**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.Toouill@uwcentralohio.org](mailto:Jeanene.Toouill@uwcentralohio.org) and forward the original to your payroll office for processing.

Donations are voluntary gifts. No goods or services are provided in exchange for the pledge.

## 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



State of Ohio  
Combined Charitable Campaign  
*Your Campaign. 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 forms 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)

If contribution made on behalf of/by Union please identify below:  
Union: \_\_\_\_\_

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 per the designations listed below.      Check No.: \_\_\_\_\_  
Check Date:    /    /   

Check here if bank deposit made. (One deposit slip per campaign envelope)  
Deposit receipt must be included with this form.      Deposit Amount: \$ \_\_\_\_\_  
Deposit Date:    /    /   

| 5-Digit Charity Code                 | Designation Amount     | Charity Name |
|--------------------------------------|------------------------|--------------|
| 1. _____                             | \$ _____, _____, _____ | _____        |
| 2. _____                             | \$ _____, _____, _____ | _____        |
| 3. _____                             | \$ _____, _____, _____ | _____        |
| TOTAL PLEDGE: \$ _____, _____, _____ |                        | _____        |

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.

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

Thank You! Please Include Name and Date

Print Coordinator Name

Date:    /    /   

Phone Number with Area Code

*Any designated fundraising from CCC Special Events should be publicly known by employees.*

PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.

CCC - STATE - Spec Event 2018

**YOU make the difference!**  
**The State of Ohio Combined Charitable Campaign (CCC) Steering Committee**  
**appreciates all you do to support the CCC.**  
**THANK YOU!**