2019 AGENCY CAMPAIGN COORDINATOR TRAINING MANUAL

Thank You for

30 YEARS OF GIVING

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

DONATE TODAY AT MYOHIO.GOV
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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 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.

WHAT IS THE 2019 CAMPAIGN GOAL?
The overall 2019 campaign goal for the State of Ohio is $2.6 million.

CAMPAIGN CO-CHAIRS
▪ Matthew M. Damschroder, Director, Department of Administrative Services
▪ Rocky Jolly, OCSEA and Ohio State School for the Blind

HONORARY CHAIR
Michelle Warnky, American Ninja Warrior, Owner, Movement Lab Ohio

OFFICIAL CAMPAIGN DATES
August 28 through October 11, 2019 (Solicitation time period)

CAMPAIGN COORDINATING ORGANIZATION (CCO) CONTACT INFORMATION
▪ Deana Gordon, Campaign Director, 614-227-2751
  Deana.Gordon@uwcentralohio.org
▪ Jeanene Tooill, Campaign Coordinator, 614-227-8718
  Jeanene.Tooill@uwcentralohio.org

State of Ohio CCC
c/o United Way of Central Ohio
360 S. Third St., Columbus, OH 43215
Phone: 1-800-279-9714, x1 | Fax: 614-241-3064

CCC AGENCY CAMPAIGN COORDINATORS MAKE A DIFFERENCE!
While the generosity of employees is pivotal to the State of Ohio Combined Charitable Campaign (CCC), it is truly the coordinators and key workers that make the campaign successful. Your dedication to making the CCC visible to employees and serving as a resource results in donations to the charities. This helps to provide for those in our community who need a little help to better their lives.
WHAT ARE THE TIME FRAMES FOR THIS YEAR’S CAMPAIGN?

- Display posters announcing activities at your work site from Aug. 19 – Oct. 11
- Early Bird Online Giving Incentive – Aug. 27-28
- Campaign solicitation begins – Aug. 28
- Central Ohio Campaign Kickoff – Aug. 28
- Cleveland Campaign Kickoff – Aug. 29
- Agency Campaign Coordinator Conference Call – Sept. 10
- Campaign solicitation ends – Oct. 11
- Paper pledge forms due to the Campaign Coordinating Organization (CCO) – Nov. 1
- Campaign results announced – Jan. 2020
- Dates of solicitations, group meetings or special events in your state agency will vary.

Campaign Acronyms and Glossary

CCC - Combined Charitable Campaign
CL - Campaign Liaison – individual assigned to each agency to assist with the campaign
CCO - Campaign Coordinating Organization – contractor which manages the campaign
Coordinator - State employee assigned to coordinate CCC activities within agency/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 - State employee who assists coordinator with CCC activities within agency/department
One-time Contribution – Cash, check or credit card contribution
Payroll deduction - Contributions deducted per pay period from January 2020 through December 2020
Resource Guide - Booklet with campaign, federation and charity information
Special Event – Fundraising event designed to solicit one-time donations such as a bake sale, jeans day, book sale, etc.
Steering Committee - Committee of state employees which governs the campaign through policies and procedures throughout the year
Agency 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 key workers 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 November 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.
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 directly 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

HOW DO EMPLOYEES 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 before and during the campaign.

  **New for 2019!**
  - Employees will access the ePledge site through myOhio.gov. *
  - They will make their donation by clicking on the myCCC button.
  - 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.

  *Note: Ohio Turnpike employees use a different system and will receive directions on how to access ePledge prior to kick off.

  **ePledge Assistance:** 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 stateofohiocc@uwcentralohio.org.

- **Paper Pledge Forms**

  While online giving is an efficient and safe method of making donations to the campaign, paper pledge forms also are available. Pledge forms will be distributed to staff by agency coordinators. Pledge forms are also available online at ohio.gov/ohioccc. When donors have made their choice(s) and have completed a paper pledge form, they should return it to their Agency Campaign Coordinator. Forms may be photocopied for the donor’s records.

  - Donors using paper pledge forms should remember to:
    - Use a black pen and write legibly
    - Not fold or staple the pledge form
    - Sign and date the pledge form
    - Fill in the appropriate bubbles if they wish to be anonymous or not receive donor recognition items
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:

**Pledge Form** --- to be used when:
- Employee was hired or changed agency after August 5, 2019
- ePledge is not available
- Employee does not have access to ePledge

**Special Event Form** – for special events held to raise funds for CCC.

### Available Payment Options

Donors can make their pledge online or by completing a 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, 2020. 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, check, or credit card. Any cash or check contributions 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.
- Be sure to enclose it securely with a completed pledge form.
- Checks should be turned in within 30 days of receipt.
- Donors also may donate by **electronic check or credit card** 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.

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.

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

Administration costs for the 2018 campaign were 8.4 percent of funds received. These funds provide for the creation and printing of the campaign Resource Guide, newsletters, 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.

**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:

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

Leadership givers are important to the success of the CCC. Last year, a significant portion (59.3 percent) of the final campaign total was raised through the generosity of state employees giving at leadership levels.

**2019 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 a one-time gift of $130, donors may receive a reusable stainless steel straw. For $20 per pay or a one-time gift of $520, donors may receive an all purpose hot/cold wrap.

**Early Bird Donor Incentive**

Donate online on August 27 or 28 to receive a special gift!

Requirements:
- Make an online pledge on August 27 or 28, 2019
- At least $2 per pay period, or
- One-time donation of at least $52

Description: Plush cat, 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. 5/3 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 Campaign 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 Campaign Coordinator and the CCO/Campaign Liaison.
- 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 Campaign Coordinator.
- The Agency Campaign 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. Submit checks within 30 days of receipt.

Payroll Pledges – Total all payroll contributions and then total the annual pledge amount. Verify that the Total Per Pay Period amount multiplied by selected pay period 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. 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 deposited into the CCC account at 5/3 Bank.

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

Section 4:Submitted by:
When the campaign envelope is complete and ready for submission, the Agency 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 Agency Campaign Coordinator and their assigned Campaign Liaison.

Following a successful reconciliation, the Agency Campaign 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 Agency Campaign Coordinator’s copy, shall be retained by the Agency Campaign Coordinator as a record of the reconciliation and surrender of funds.
Sample Report Envelope

CAMPAIGN REPORT ENVELOPE

AGENCY: Transportation
FACILITY / DEPT: Dist. 12
ADDRESS: 5500 Transportation Blvd.
CITY: Cleveland
STATE: OH
ZIP: 44125

☑ FRANKLIN COUNTY  ☑ CUYAHOGA COUNTY ☐ STATEWIDE ALL OTHER 86 COUNTIES (Specify) __________

☐ Is this your FINAL Campaign Report?
☐ Yes  ☑ No

Report only what is in this envelope. (Please DO NOT include previously reported pledges.)

<table>
<thead>
<tr>
<th>TYPE OF CONTRIBUTION</th>
<th>NO. OF DONORS</th>
<th>PLEDGE TOTALS</th>
<th>FUNDS ENCLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) One-Time Contributions</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Donor Checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donor Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) Payroll Pledges</td>
<td>13</td>
<td>$3,900.00</td>
<td></td>
</tr>
<tr>
<td>Please enclose pledge form(s).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C) Special Events</td>
<td>14</td>
<td>$3,950.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Enclose Special Event envelope &amp; Special Event pledge form.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Check here if deposit slip enclosed. (Only one (1) deposit slip per envelope.)

NOTES

REPORT SUBMITTED BY:
COORDINATOR SIGNATURE: IMA Coordinator
TITLE: Ima Coordinator
PRINT NAME: Ima Coordinator
PHONE: 614-728-3000
This Envelope Picked Up By: Campaign Liaison 8/19/XX

CCO USE ONLY
AUDITOR'S SIGNATURE: __________________________________ TOTAL: ______________________
PLEDGE PROCESSING: ______________________ DATE: ______________________

Revised 2019
Sample Paper Pledge Form – Completed
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.

<table>
<thead>
<tr>
<th>State of Ohio Combined Charitable Campaign • Special Events</th>
</tr>
</thead>
</table>

**Required Information**

**DIRECTIONS:** Please fill out and use the Special Events Report for each campaign activity that raises money (checks and cash donations) 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.

State Agency: 

Work Location:  

(City or Town - 1st four letters)

If contribution made on behalf of the 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: M / D / Y
- Deposit Amount: $__________
- Deposit Date: M / D / Y

<table>
<thead>
<tr>
<th>5-Digit Charity Code</th>
<th>Designation Amount</th>
<th>Charity Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _______ $__________</td>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>2. _______ $__________</td>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>3. _______ $__________</td>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>TOTAL PLEDGE: $__________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: M / D / Y

---

**Thank You! Please Include Name and Date**

Print Coordinator Name ___________________________ Date: M / D / Y

Phone Number with Area Code: M / D / Y

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

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PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.
GETTING STARTED - 10 STEPS IN BUILDING A SUCCESSFUL CAMPAIGN

1. **Be prepared with current information**
   Attend the CCC Agency Campaign Coordinator training session in preparation for the campaign. Review the Resource Guide, ePledge site, and ePledge instructions.

2. **Secure leadership support and giving**
   Having top down support is key to a successful campaign. Take time to touch base with your director and ask for him or her to show their support by attending campaign meetings and/or sending out a supportive letter to staff.

3. **Follow campaign timelines and identify techniques**
   Set a campaign timeline and commit to model campaign techniques based on your agency's potential. Your Campaign Liaison can be a resource to help you tailor ideas according to your agency's culture. Check out the sample timeline and special event ideas at the end of this guide to get started.

4. **Recruit your campaign team**
   If you’re at a larger agency, recruit key workers to your campaign planning team to represent all areas or divisions of your agency.

5. **Develop your plan**
   Meet with your Campaign Liaison and campaign planning team to establish a working plan.

6. **Train your campaign planning team**
   Your Campaign Liaison will help train and educate your campaign volunteers, including committee members and/or key workers.

7. **Promote and educate, ask for pledges**
   Explain to employees how the CCC benefits charities locally, nationally, and internationally. Use educational activities during the campaign and throughout the year. These can include new employee orientations, group meetings, agency tours or speakers, campaign video, marketing publications and web-based resources. Distribute incentives to donors as you receive them to pique the interest of others. Post campaign information in high-traffic areas.

The number one reason that people don't give is because they are not asked. Make sure every employee gets campaign information and is asked if they want to participate. The personal touch is important so talk to as many people face-to-face as you (and your campaign planning team) can. ePledge makes giving easy, but it doesn’t take the place of a face-to-face conversation.

8. **Kick off your campaign**
   Plan an agency kick-off event. You can invite federations to share information, bring a CCO rep to share the impact of your donations, or develop a fun staff event to get everyone started. Be sure to secure dates for the agency director’s attendance. A key strategy for campaign success is your director’s involvement. Their engagement shows staff that the campaign is important.

9. **Announce results and say thanks, again and again**
   Close your agency campaign and total your results with your Campaign Liaison. Publicize campaign results throughout the agency. Thank all donors and recognize all volunteers in person, with an email or with a recognition card for all to see. **SAY THANK YOU!**

10. **Establish year-round communication** on the CCC’s impact. Establish a CCC solicitation program for new hires through your HR department. Share news of CCC results through newsletters and at staff meetings.
STRATEGIES 101

As you assess last year’s campaign with your Liaison and consider what would work best for your agency this year, keep these strategies in mind:

Giving -
- Create a challenge for leaders in your agency to surpass their own “personal best.”
- Make the campaign fun for employees. If structured properly, the campaign can be a morale-booster, not simply a charity drive.
- Mention CCC donor recognition items at events and giving levels you want to encourage.

Increase Awareness
- Use all venues of communication to publicize your campaign. The campaign materials provided will help you get the word out. Your Campaign Liaison can provide additional supplies as needed. Report campaign events and progress in your organization’s newsletter or intranet. Encourage employees to visit the CCC Web site: ohio.gov/ohioccc.
- Use your Campaign Liaison to educate your staff about how the CCC invests in the local, national, and international communities. Your Campaign Liaison can arrange for speakers to present at group meetings.
- You may also want to seek out employees who have received help through an agency in the campaign and encourage him/her to speak about his/her experience at a group meeting. Some employees who have shared their experience in a personal testimonial are listed in the Resource Guide – check to see if one of them is from your agency. This will show other employees the CCC can help anyone – friends, neighbors, family members and co-workers.
- Promote volunteeredism throughout your organization.

Special Events
- Plan special events toward the end of your campaign for your employees to attend and gather information. Special events make your campaign fun and create opportunities to educate staff about the CCC.
- Promote CCC in your organization on a year-round basis, not just during campaign time.
- Send weekly “did you know” e-mails to staff with quick bullet points about CCC and the member charities.
- Display CCC marketing materials throughout your building during the campaign.

Increase Participation
- Educate employees through group meetings, agency speakers and agency tours.
- Solicit employees in a group or one-on-one. Use everyone on your campaign planning committee to personally contact all employees to ensure they receive a pre-printed pledge form, are reminded about ePledge and are asked to give.
- Encourage payroll deduction as the easiest way to donate.
- Establish realistic goals. If you can’t employ all of the model campaign techniques in the first year, try adding just one or two at first and build on that the following year.
- Implement a New Hires Program so all employees have an opportunity to participate. Contact the CCO to attend your orientations and talk about the CCC.
Offer Incentives (these vary by state agency and should have director approval)
• Prime parking spot.
• Jeans Day/Week.
• Services by senior management (car wash, prepare lunch).
• Donated incentive items from the CCO.

Say “Thank You”
• It is important to thank employees that donate and thank your campaign planning committee.
• Ask your director to host an appreciation event for the campaign planning committee.
• Create certificates of appreciation for each member of your planning committee.
• Highlight accomplishments with appreciation in newsletters and on the intranet.
• Give tokens of appreciation (these may be available from CCO).

Be Creative and Ask for Help!
• Don’t hesitate to be creative and come up with unique ideas that would work well within your agency. Take pictures of fun events and we can share your ideas and successes with other Agency Campaign Coordinators and key workers from your planning committee.

What strategies will you use?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
| **Pre-Campaign** | Advertise the kick-off. Hang posters and/or fliers in high-traffic areas. Sign up at coordinator training to pass out the kick-off postcards on August 28 (Columbus). Organize the materials provided to you by your agency Campaign Liaison. Create a schedule of informational or staff meetings and special events. Work with your Campaign Liaison to invite speakers and/or set up a charity fair. |
| **Week 1** | Host a 15-minute informational meeting with staff members. Ask your director to say a few words at the beginning of the meeting. |
| **Week 2** | Talk to employees face to face to share information about the campaign and answer their questions. Collect pledge forms and thank those who make a pledge. |
| **Week 3** | Post new campaign fliers in key locations. If you have a break room, put a few copies of the Resource Guide out with pledge forms so employees can review it during their break. |
| **Week 4** | Share testimonials or statistics with employees so they understand the impact of the campaign. |
| **Week 5** | Host a special event for employees this week. This is a great opportunity to engage employees who haven't made their donation and to keep momentum up. |
| **Week 6** | Let employees know that the campaign is ending and encourage them to make their donation before it's too late. |
| **Post-Campaign** | Thank all employees (donors, committee members, etc.) for their support of the campaign. Turn in all payroll deduction forms by Nov. 1. |
THE 15-MINUTE GROUP SOLICITATION CAMPAIGN PLAN - WHAT IS IT?

Employees are brought together in small groups for a 15-minute presentation about CCC. The presentation includes a top management person, your Campaign Liaison, a CCC speaker and a question and answer period. This method allows employees to hear a factual account of the CCC and have their questions answered. Finally, employees can fill out a paper pledge form or make their online pledge following the meeting. This can be during/at the end of a regular staff meeting.

HOW IT HELPS THE COORDINATOR

The 15-Minute Campaign Plan saves time! This is an easy method to connect with employees about the CCC and motivate them to access ePledge after the meeting or fill out a pledge form before leaving. When they understand what it is that they are being asked to contribute to, they will give generously.

STEPS FOR SUCCESS

1. Announce the meeting(s) - Have a manager invite employees to attend a 15-minute presentation. The meeting can also be added to the agenda of another meeting.
2. Have ePledge information and pledge forms available – donors can choose to donate with either option.
3. Prepare the room - Make sure there are plenty of seats and pens for filling out pledge forms.
4. Prepare in advance - set up and be ready to play the CCC video available online at ohio.gov/ohioccc.
5. Have someone from management introduce the campaign portion of the meeting.
6. Guest speaker presentation/appeal to give/questions and answers. Ask your Campaign Liaison for assistance with booking a speaker.
7. Collect any completed pledge forms at the end of the presentation so follow-up time will be shortened. Remember - the longer the campaign goes on, the less likely it is for a person to give.

SAMPLE AGENDA for Group Meeting

Welcome/CCC Endorsement by Management and Coordinator .......................................................... 2 Minutes

Video .............................................................................................................................................. 3 Minutes

CCC Speakers/Questions
& Answers by CCC Representative ........................................................................................... 5 Minutes

Employees ask questions and make pledges ........................................................................... 5 Minutes

TOTAL = 15 Minutes
MAKING THE “ASK”

Before the Ask
1. Be prepared: have all of your materials ready, Resource Guide, ePledge information and pledge forms.
2. Know the needs of your community and be familiar with the Resource Guide;
3. Know “what your dollars can be used for.”
5. Know why you are participating and why your co-workers should participate.
6. Make sure you know how to pledge online and on paper so you can answer employees’ questions.

Get Started
• Focus on PARTICIPATION.
• Ask your easiest contacts first to build self-confidence.
• Explain your role as the Agency Campaign Coordinator and why the campaign is important to you.

Share Needs
• Our neighbors (local, national, global) and environment have many diverse needs.
• CCC provides each of us an opportunity to help address these needs.
• Through our generosity to CCC charities we can make an impact.

Answer Questions
• Respond positively – every comment is a chance to explain about CCC.
• Tough questions? Call Deana Gordon 614-227-2751 or Jeanene Tooill 614-227-8718.

Deal with Objections
• Remember: it’s OK for a fellow employee to choose not to give. Charity is personal.
• You can expect objections from some of the people you solicit. It’s a natural part of the process, especially when you ask someone to increase his or her pledge. Consider objections as an opportunity to win over a new donor. The objection is not about you, but instead the idea you are presenting.
• Listen carefully and calmly while empathizing with your prospect. Show concern without agreeing. Express empathy without arguing. In group meetings, encourage your prospect to discuss the matter privately. You have important information to present, therefore be as straight forward as you can. Make this a win/win situation!!

Ask for the Pledge
Possible phrasing of the “ASK”:
• “At what level do you think you would like to give?”
• “I hope that you can make a contribution - every little bit helps.”
• “Payroll deduction is the easiest, but if you’re not comfortable with that option, then help us by participating in our next special event.”
• “Payroll deduction is easy, let me show you.”
• Would you like me to help you fill out the pledge form?”

Thank Everyone!!!
Even though they may not contribute this year - you don't want to turn them off to next year.
MOST COMMON OBJECTIONS OR CONCERNS

Agency Campaign Coordinators from past CCC campaigns have identified the following list as the most common objections or concerns from employees:

- I don’t have a lot of money to donate.
- I already donate to a favorite charity.
- I don’t know what charities are in the campaign.
- I can’t afford to donate every paycheck.
- I’ve heard the charities use the money for their administration fees, so the charities get very little of what I donate. I would prefer a charity with no administrative rate.

It’s important to know the answers to these questions so you feel comfortable talking with the donor. If you attend coordinator training, we will talk through these situations. If you did not get an opportunity to attend, your Campaign Liaison will meet with you prior to the start of your agency campaign and help provide information to ensure you feel comfortable with questions from staff. They can help with the best way to respond and also be available to answer questions from staff whenever you need assistance.

Why not give directly to a charity?
- Charities choose to participate in the CCC. They find value in the campaign and want people to participate.
- For many smaller charities, the exposure they gain from participating in the CCC is beneficial.
- Economically it’s cheaper for a charitable agency to process one check from CCC distributions than process many checks from individual donors. It makes accountability simpler.
- Consistent monthly/quarterly income allows charities to plan their annual budgets and helps even out the usual seasonal peaks in charitable revenues.
- Charities’ overhead costs (i.e. less processing and fundraising time and cost of mailings and administrative staff) are lowered.
- By simply completing one pledge form, a donor can support multiple charities.

How do I know my chosen charities really receive my money?
- Charities are encouraged to thank you when the donor authorizes “release of name” or provides their email address on a completed pledge form.
- Internal and external audits oversee distribution.

Why should I contribute to CCC when I don’t use their services?
- CCC organizations touch all of our lives every day: first aid and CPR training, job training and literacy programs, smoking cessation classes, programs for families and seniors that allow them to continue their self-sufficiency.
- Your support represents an insurance policy that agencies will be there when or if you, your friends or family have a need.
- Improving the lives of others and supporting the community benefits everyone.
Why are these particular charities listed in the campaign Resource Guide?
• These charities applied to be listed.
• Approved charities have met eligibility requirements for the campaign.

Why am I being solicited in my workplace for a campaign that is not official government business?
• CCC is an authorized government activity - supervised by government officials and employees.
• The State of Ohio Combined Charitable Campaign is codified in the Ohio Administrative Code, Chapter 123:1-28-01.
• The CCC is a partnership between management and labor.

In the past, I have sometimes felt pressured to give. I should not feel this way, right?
• By regulation, every employee should be offered the opportunity to give. CCC does not advocate high-pressure solicitation but does want to make sure that every employee has been informed about CCC.
• Employees should donate to express their support of the charities of their choice.

Will my contribution really make a difference?
• Each of us as individuals contributes the building blocks to help the community.
• Many non-profit organizations have greater buying power than you as an individual do alone. For instance, food banks can buy larger quantities of food for a better value than you can alone, so your donated dollar makes a huge difference.
• The donations of employees in a workplace campaign combine to make a larger impact.

WHY BE A DONOR?
What are reasons an employee would want to become a donor? Here are some of the top reasons that people site as their motivator:

• Someone they know asked them to give and they wanted to help them
• Felt emotionally moved by someone’s story
• Want to feel they are not powerless in the face of need and can help (this is especially true during disasters)
• Want to feel they are changing someone’s life
• Feel a sense of closeness to a community or group
• Need a tax deduction
• Want to memorialize someone (who is struggling or died of a disease, for example)
• It’s a tradition in their family to give to charity
• Want to be "hip," and support a charity that has become visible (i.e., wear a wrist band to support a cause)
• Makes them feel connected to other people and builds their social network
• Want to have a good image for themselves/their agency
• Want to leave a legacy that perpetuates them, their ideals or cause
• Feel fortunate (or guilty) and want to give something back to others.
• Want to be seen as a leader/role model.
REMEMBER

People act from the heart, not the head. Yes, your campaign has to show that it's a good steward of donor money and you need to reveal where all that generosity is going, but your appeal must contain more than numbers and pie charts.

Giving is a personal act. Notice any common thread in the previous list? The people you serve are important, but make sure to put the "you" and "your" (why the donor should care) front and center.

The act of giving is immediate. Give your donors the opportunity to act here and now. Your relationship with them will be long-term, but their willingness to give is now - let them act on it.

There are many reasons why people give. When you're crafting your next fundraising appeal, take this list out and ask yourself if you've tapped into these reasons.
HOW YOUR CONTRIBUTIONS ARE USED

It is helpful to talk with employees about how their contribution could be used. More than 1,200 local, national and international charities are eligible to receive donations through the State of Ohio Combined Charitable Campaign (CCC). Contributions to these organizations provide help for education expenses, disaster relief, and research for cures from life threatening diseases, medical services, care for the environment and services to various ethnic communities. The following are examples of what donations will buy in the State of Ohio CCC.

Contributions may provide the following services:

$2 Per Pay = $52 annual gift and provides:
- 1 Year of School Supplies for a Child in Need
- 10 Weeks of Lunches for a Homeless Person
- 25 Bags of Groceries for Low Income Families
- Provides diabetes risk tests for 500 individuals

$4 Per Pay = $104 annual gift and provides:
- Art Supplies For 50 Low Income Teens for After School Programs
- 3 Hours of Respite Support for a Cancer Patient
- 1 Month of Emergency Food for a Family of 4
- Provides 200 Lbs. of Dog Food for An Animal Shelter
- Will Buy Goats or Chickens to Supplement Livelihood for a Family

$5 per pay = $130.00 annual gift and provides:
- Can Plant More Than 200 Cedar Trees for a Habitat Restoration Project
- Can Provide Free Books and Literacy Resources to One Child for an Entire Year
- Provides Information Booklets to New and Expectant Parents of a Child with Down Syndrome

$10 Per Pay = $260 annual gift and provides:
- 7 Months of Medical Care for a Low-Income Patient
- 15 Cases of Nutritional Supplements for HIV and AIDS Patients
- Shoes for 8 Middle-School or High-School Students in Need
- 1 Year of Blood Sugar Test Strips for a Diabetic Person in Need
- Helps to Purchase Rain Barrels for Backyard Conservation Programs

$20 per pay = $520.00 annual gift:
- Buys a Cow, Providing Valuable Nutrition and Income for a Family in Central America
- Stops an Eviction, Foreclosure or Utility Disconnection
Appendix - Special Event Ideas

GENERAL CAMPAIGN FUNDRAISERS

Balloon or Candy Gram
Sell and deliver candy or balloons with attached notes between employees. Employees get affirmation and the office gets decorated with colorful balloons or people get to have candy!

Casual Days/Jeans Day
Sell casual day badges allowing employees to dress casually on certain days. Employees can purchase the badges for $5 (or another amount) each.

Themed casual days are also a great idea. Here are a few examples to get your creative juices flowing:

- Team Jersey Day – Support your team and CCC!
- Decades Dress Up – Have an 80’s dress up day, or have employees dress up from the decade they were born in.

CEO Car Wash
Employees donate $5 (or other amount) to have their car washed during their lunch break by their boss. Management can donate car wash supplies.

Executive Auction
Get the executive staff to donate one hour of their day to your campaign and auction off each executive to the highest bidding employee. The executives then must take over their employee’s job for one hour.

Costume Contest
Create a competition where everyone dresses up as a specific person (maybe a director who is a good sport?) and the person with the best costume gets to have lunch with that person.

Late Meeting Fee
Employees who arrive late for meetings pay a nominal fee of 25 or 50 cents each meeting in a jar for the campaign.

Lunch Box Auction
Employees supply lunches to be auctioned, with encouragement to CEO and management staff to help provide them. You can also give prizes for the most creative, nutritional, elegant, and humorous lunches. A speaker from a CCC-funded agency that operates a food pantry can also be there.

Silent Auction
Staff can bid silently on items such as longer lunch hours, “VIP” parking spots, casual days, extra vacation days, etc. Have employees donate items to auction off.

COMMUNITY AWARENESS EVENT IDEAS

Be an Everyday Superhero
Employees dress as heroes (Batman, Superman, Spiderman, etc.) to promote being a hero within the community. On their cape or the back of their shirt, have employees pin a piece of paper describing how they make a difference in the community. A prize goes to the best-dressed. For a creative twist, serve hero sandwiches for lunch.
Agency Tours and Speakers
Have a CCC agency speak at your kickoff events or other campaign activities. Also arrange for a tour of one of the participating agencies to get a look at the CCC’s impact on the community.

Lunch and Learns
One of the best ways to raise awareness of the CCC’s work within the community and how we advance the common good is through having one or a series of Lunch and Learns for staff. Lunch and Learns are composed of a speaker from a CCC agency talking about their work in central Ohio. They can also be continued throughout the year to keep staff engaged in the community outside of the campaign. Set one or a few up with your Campaign Liaison!

Volunteer Event
Plan a volunteer project for employees – make blankets, write cards or do another project for a CCC charity. Ask for a donation to the charities you’re supporting to raise additional funds for their work and CCC.

ENTERTAINMENT THEME EVENT IDEAS

“American Idol/The Voice” Contest
Employees hold an “American Idol” or “The Voice” contest, based on a hit TV show. Employees make a donation to vote for the singer or singing group of their choice. The person or group that attracts the most votes will sing a song in front of an audience.

Comedy Hour
Ask a local comedian or improv group to donate their services over the lunch hour. Or have comedians within your company get up for a show. Have employees buy tickets to attend.

[Agency’s] Funniest Office Video Contests
Invite employees to create their own “work” home videos. Charge an entry fee at a viewing party; offer a prize.

Lights! Camera! Action!
Have employees dress up as their favorite characters from movies or TV shows. Act out a plot that involves CCC or helping the community. Incorporate movie plots or famous lines into flyers and e-mails.

Reality Show Campaign
Get "real" with your employees and conduct your campaign with a theme centered on the reality TV shows that have taken over the world! Hold daily activities with a tie to the popular reality shows (e.g. “The Amazing Race” agency tour, “Top Chef” cooking contest, putt-putt challenge, “Who Wants to be a Millionaire” trivia).

Tune into the Community
Music is a great way to get everyone moving to the CCC beat. Rent or borrow a karaoke machine and hold a karaoke kick-off party. Have participants and volunteers dress up as their favorite musicians. Sell employees’ old CDs or raffle off stereos, iPod Shuffles, iTunes gift cards, or CDs. Hold a musical talent show.
FESTIVAL THEME EVENT IDEAS

Carnival and Talent Show
Hold a carnival and talent show to kick off your CCC campaign. As a part of the program, have executives perform songs with lyrics to fit CCC’s work. Have an executive dunking booth, giving employees the chance to dunk their boss, or create a pie-throwing game with a similar setup. Employees can participate in traditional carnival games such as the ring/beanbag toss and ducky races. The finale event is the Mr./Mrs. CCC Pageant where divisions nominate a contestant to compete in the pageant. Each pageant contestant must educate the audience about one CCC agency during the talent competition.

Mardi Gras
Everyone loves a party so why not model your campaign after the biggest party in the world- Mardi Gras! Invite a jazz band to play at your kick-off event. Hold a parade float contest, with departments decorating shoeboxes as floats. Sell bead-o-grams (beads with thoughtful messages attached). Host a Cajun potluck as your thank-you.

FOOD THEME EVENT IDEAS

Ice Cream Social
Set up an ice cream bar with a variety of favorite toppings. Charge employees by the scoop.

Taste of Agency Name
Create a “Taste of Ohio” event. Invite local restaurants in the area (or even your own employees) to set up their best dishes for employees to purchase and sample in order to raise funds for your campaign.

Waffle/Pancake Breakfast
Sell tickets and have people sign-up for their choice of pancakes or waffles. Cook breakfast in your agency/board/commission cafeteria. Don’t forget bacon, sausage, syrup, butter, etc. Each department can donate an item. The proceeds will go to CCC.

Lunch Box Auction
Employees supply lunches to be auctioned, with encouragement to CEO and management staff to help provide them. You can also give prizes for the most creative, nutritional, elegant, and humorous lunches. A speaker from a CCC-funded agency that operates a food pantry can also be there.

SPORTS THEME EVENT IDEAS

“Breakfast of Champions”
Decorate with athletic gear, flags and banners. Agency departments become teams, campaign progress is marked by moving teams across a playing field poster towards goal, campaign chair or CEO “coach” gives a pep talk at a kickoff “Breakfast of Champions”.

Office Olympics
Teams (by department or random) are formed throughout the office and must pay an entry fee ($25 per team or other amount). Teams will participate in events over lunch or after work such as paper airplane flying, trashcan basketball, darts, and/or relays (three-legged race, potato sack race, egg-on-a-spoon race, etc.). Give medals or small trophies to the top teams. Invite CCC speakers to talk about cultures throughout Ohio. Organize an international potluck luncheon where employees bring their favorite ethnic dishes and showcase music from around the world.
Playing the Field
Use baseball, basketball, football, golf or hockey themes. Teams of employees advance around bases or down the field according to their donation levels. Include sports-related competitions and prizes for participants.

Tailgate Party
Have a tailgate party for your favorite team. Each employee pays $5 or $10 as well as a potluck dish (hot dogs, wings, chili, etc.)

TRAVEL/VACATION THEME EVENT IDEAS

Be a “Lifesaver”
Have some fun, beach-style! Sand, sunglasses, beach balls, and “The Beach Boys” music make your office feel like you are on the beach. Employees who donate are awarded life preserver pins to wear around the office to show that they are lifesavers within the community.

Vacation at Work
Whether you transform your campaign into a Hawaiian luau, African safari or the Australian outback, employees are sure to have a wild time. Organize a scavenger hunt or hula-hoop contest. Have a themed potluck and encourage staff to dress up too (e.g. grass skirts, safari outfits).

OTHER EVENTS & ACTIVITIES

Back to School
Relive the glory years of school (without all the homework). Collect school supplies for a CCC agency. Hold a spelling bee between departments. Contestants must spell each word correctly or everyone on the team must pay. The winning team receives a prize. Another idea is to e-mail CCC pop quizzes to employees and give the winners a prize. Have employees’ kids help decorate flyers.

Board Game Contest/Euchre
Recruit employees to play a chosen board game (e.g. Trivial Pursuit, chess, Scrabble, etc.). Create a bracket and pool around the winning team or allow employees to move/acquire a game piece for every gift.

Garage Sale
Have employees donate household items, books, CDs, and videos for an agency- or department-wide sale with the proceeds going towards your CCC campaign.