



2020 AGENCY CAMPAIGN COORDINATOR TRAINING MANUAL

#OhioCCC



Table of Contents

COMBINED CHARITABLE CAMPAIGN OVERVIEW

Combined Charitable Campaign (CCC) Information	2
Campaign Dates	2-3
Campaign Acronyms	3
Coordinator Job Description.....	4
Governor’s Charitable Fundraising Policy	5-6

FACTS

Frequently Asked Questions	7-9
Donor Recognition Items	9

FORMS AND RESOURCES

Procedures for Campaign Report Envelope.....	10-11
Sample Report Envelope – Completed	12
Sample Pledge Forms	
Regular - Completed.....	13
Special Event	14

TOOLS FOR A SUCCESSFUL CAMPAIGN

Getting Started - 10 Steps in Building a Successful Campaign	15
Strategies 101	16-17
Successful CCC Agency Campaign Coordinator Timeline	18
Making the Ask	19
Answering Questions from Employees about the CCC	20-21
How Your Contributions Are Used	22
Appendix - Special Event Ideas	23-27

Combined Charitable Campaign Information

WHAT IS THE COMBINED CHARITABLE CAMPAIGN (CCC)?

The campaign is an effort to consolidate many charitable campaigns into one, asking State of Ohio employees for 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 2020 CAMPAIGN GOAL?

The overall 2020 campaign goal for the State of Ohio is \$2.1 million.

CAMPAIGN CO-CHAIRS

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

HONORARY CHAIR

Each year, the Combined Charitable Campaign picks an honorary chair to carry the flag and inspire us to change the world through our contributions. During these unprecedented times, State of Ohio employees have adapted to new working conditions, whether that is facing new challenges in their workplace or the challenges of working from home, and they have shown that they have the power to change the world. They have made sacrifices and helped save lives. That's why this year, the CCC Steering Committee has chosen YOU (all State of Ohio employees) to be a State of Ohio CCC Honorary Chair.

OFFICIAL CAMPAIGN DATES

August 26 through October 9, 2020 (Solicitation time period)

CAMPAIGN COORDINATING ORGANIZATION (CCO) CONTACT INFORMATION

- Deana Gordon, Campaign Director, 614-227-2751 (O), 614-738-1461 (C)
Deana.Gordon@uwcentralohio.org
- Jeanene Tooill, Campaign Coordinator, 614-227-8718
Jeanene.Tooil@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?

- Campaign solicitation begins – Aug. 26
- Virtual Campaign Kickoff – Aug. 26
- Agency Campaign Coordinator Touch Base – Sept. 3 and Sept. 24
- Campaign solicitation ends – Oct. 9
- Paper pledge forms due to the Campaign Coordinating Organization (CCO) – Oct. 23
- Campaign results announced – Jan. 2021
- Dates of solicitations, group meetings or virtual 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 2021 through December 2021

Resource Guide - Booklet with campaign, federation and charity information

Special Event – Fundraising event designed to solicit one-time donations

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:	<p>Provide leadership for the agency's Combined Charitable Campaign by working with the Campaign Coordinating Organization, management leadership, union leadership, agency campaign committee and other volunteers within the agency.</p> <p>Recruit and oversee the agency campaign committee and its activities.</p>
Duties:	<p>Attend Coordinator Training and bring local area coordinators (key workers) to training prior to the start of the campaign.</p> <p>Develop, schedule and implement the campaign within your agency.</p> <p>Develop and implement a schedule for employee solicitation meetings to educate employees about the CCC.</p> <p>Ensure that regional office campaigns are conducted efficiently and provide support services to them as needed.</p> <p>Obtain the support and involvement of both your agency's top management and labor in the campaign.</p> <p>Review and analyze the giving history and past campaign activities of the agency.</p> <p>Recruit and train key workers (goal of one for each 10 to 15 employees).</p> <p>Distribute campaign materials in a timely manner.</p> <p>Review and reconcile pledge forms before completing the report envelope to ensure that each form has the employee's name, agency payroll number, and correct donation details.</p> <p>Communicate campaign progress and results, and contact assigned campaign liaison to pick up report envelopes to be taken to the Campaign Coordinating Organization throughout the campaign. Campaign envelopes should be turned in frequently and final envelopes should be submitted no later than Oct. 23.</p> <p>Complete the campaign during the specified time period with follow-up as necessary.</p> <p>Recognize and thank the agency campaign team.</p> <p>Work with the agency human resources office to provide CCC pledge forms and resource guides for new employee orientation to allow those employees to participate in the campaign outside of the regular fall campaign time period.</p>

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 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

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.

- Employees will access the ePledge site through myOhio.gov.
- They will make their donation by clicking on the myCCC button.
- The ePledge 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.

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 stateofohioccc@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 are distributed to staff by Agency Campaign 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 agencies after July 31, 2020
- 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, 2021. 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 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. Those charities with

administrative rates exceeding 28.0% are taking the steps necessary to improve their administrative rate.

WHAT IS THE ADMINISTRATIVE RATE FOR THE CCC?

Administration costs for the 2019 campaign were 8.0 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.

WHAT ARE THIS YEAR’S DONOR RECOGNITION ITEMS AND LEVELS?

2020 DONOR RECOGNITION ITEMS - NEW FOR 2020

Combined Charitable Campaign contributors who meet the requirements listed below will be thanked with a recognition item unless they decline the gift when pledging. Donors may decline recognition items by filling in the bubble that offers the option on the paper pledge form or by choosing this option while logged into ePledge.

CCC Supporter - For New and Increasing Donations
New donors who make a gift of at least \$2 per pay or a one-time gift of \$52, and donors who increase their previous year’s gift by at least \$2 per pay or \$52 may receive an RFID Secure Wallet used to prevent identify theft and credit card fraud.



Friend of CCC
All donors who make a gift of \$5-\$19.99 per pay or a one-time gift of \$130-\$519.99, may receive an All-Purpose Clear Tote Bag, now required by many venues and office buildings.



CCC Superstar
Donors who make a gift of \$20+ per pay or a one-time gift of \$520+ may receive a Waterproof Picnic Blanket, perfect for enjoying time outside with your family.



*Only one “friend or superstar” level donor recognition item per donor.
Items will be distributed while supplies last.
Items displayed are a representation. Actual items may vary.*

FORMS AND RESOURCES

CAMPAIGN REPORT ENVELOPE PROCESSING

The campaign report envelope is the vehicle used by the Agency 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. For 2020, original, scanned and pdf's of signed pledge forms are acceptable.
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 may 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 available on the ohio.gov/ohioccc website.

Envelope Reconciliation:

The campaign envelope includes a 2-part submittal form on the face of the envelope. Sections 1 through 4 of the form **must be completed** by the Agency Campaign Coordinator.

Please note the following:

- 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 county of your employer; write in your Agency or Department Name, Address, City, and Zip.

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 check funds 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 costume contest or virtual meeting). 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



360 South Third Street
Columbus, Ohio 43215-5485

Phone: (614) 227-8718
Toll Free: 1-800-279-9714
Fax: (614) 241-3064

ACCOUNT #
12345

CAMPAIGN COORDINATING ORGANIZATION USE ONLY:

DATE RECEIVED	ENVELOPE NO.
YEAR	STAFF NAME

PLEASE COMPLETE ITEMS 1 THRU 4

1 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) _____

2 Is this your FINAL Campaign Report?
 Yes No

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

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

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

NOTES

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

CCO USE ONLY

AUDITOR'S SIGNATURE: _____	TOTAL: _____
PLEDGE PROCESSING: _____	DATE: _____

Revised 2019

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



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

Online Pledging Option
*For information about using ePledge, please visit the CCC website at ohio.gov/ohioccc or contact your agency coordinator.
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 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: \$ 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

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, 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>		Note: All payroll contributions to any charity will receive an acknowledgment from CCC.

Thank You! Please Sign and Date

X Thomas Jefferson *Thank You!*

Signature (Required) Date: 0 9 2 2 / X X X X

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 email: stateofohioCCC@uwcentralohio.org or fax: 614-241-3064.

Donations are voluntary gifts. No goods or services are provided in exchange for the pledge. Revised 2019

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 money (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 Amount: \$ _____
Deposit receipt must be included with this form. 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

Phone Number with Area Code

Date: _____

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

PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.

Rev. 2019

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 virtual 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 and status. Check out the sample timeline and special event ideas at the end of this guide to get started. Participate in Coordinator Touch Base Meetings on Sept. 3 and 24.
- 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 can 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 virtual 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 contact as many people as you (and your campaign planning team) can.
- 8. Kick off your campaign**
Plan a virtual agency kick-off event (or invite employees to check out the CCC Kick-Off Event video on August 26). You can invite federations to share information, include a CCO rep or campaign liaison 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 to your staff. Thank all donors and recognize all volunteers with an email or e-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 Campaign 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 channels 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 virtually 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 or in a video to be shared with all staff. 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 volunteerism 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.

Increase Participation

- Educate employees through virtual 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 are reminded about ePledge and are asked to give.
- Encourage payroll deduction and online giving as the easiest ways 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)

- Donated incentive items from the CCO.

Say “Thank You”

- It is important to thank employees that donate and thank your campaign planning committee.
- Provide the new “I Support CCC” email seal to all donors so they can add it to their email signature and/or share on social media.



- Ask your director to host a virtual appreciation event for the campaign planning committee.
- Email 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. Please share ideas and successes with other Agency Campaign Coordinators and key workers from your planning committee.
- The Ohio CCC Coordinator Group on Facebook is a great place to share ideas and ask for input from CCC coordinators at the State of Ohio, OSU, and Franklin County!

Successful CCC Coordinator Timeline

Pre-Campaign	Promote the kick-off video and/or organize a virtual watch party. Create a schedule of informational or staff meetings and special events. Work with your Campaign Liaison to invite speakers and/or set up a virtual tour of your staff's favorite charity.
Week 1	Host an informational meeting with staff members (or share information during an existing staff meeting). Ask your director to say a few words at the beginning of the meeting.
Week 2	Share information about the campaign and answer their questions. Establish a process to collect pledge forms and thank those who make a pledge. Be sure to send the "I Support CCC" seal to all employees who make a donation.
Week 3	Share links to charity videos or show charity videos as part of a CCC lunch and learn so employees can see for themselves the valuable services the charities provide.
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 Oct. 23 .

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.”
4. Include employee testimonials (available in the Resource Guide).
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 employee 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 our environment have many diverse needs and need our help now more than ever.
- CCC provides each of us an opportunity to help address these needs.
- Through our generosity to CCC charities we can make an impact.
- CCC charities that are helping those impacted by COVID-19 have been identified and shared within the Employee Resources tab on the ohio.gov/ohioccc site and in the Donor Toolbox in ePledge.

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. Consider objections as an opportunity to win over a new donor. The objection is not about you, but 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”:

- “I hope that you can make a contribution – any donation 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. Let me show you how to complete the form.”
- “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 is important to know the answers to these questions so you feel comfortable talking with the donor. Your Campaign Liaison can 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 is cheaper for a charitable agency to process one check from CCC distributions than process many checks from individual donors.
- 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 do as an individual. 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.

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. 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 1,100 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
- Transportation for Families Fleeing Domestic Violence

\$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
- 200 Lbs. of Dog Food for An Animal Shelter
- Goats or Chickens to Supplement Livelihood for a Family

\$5 per pay = \$130.00 annual gift and provides:

- Planting of More Than 200 Cedar Trees for a Habitat Restoration Project
- Free Books and Literacy Resources to One Child for an Entire Year
- Information Booklets to New and Expectant Parents of a Child with Down Syndrome
- Veterinary Care for an Injured Owl

\$10 Per Pay = \$260 annual gift and provides:

- 7 Months of Medical Care for a Low-Income Patient
- 1 Year of Blood Sugar Test Strips for a Diabetic Person in Need
- Rain Barrels for Backyard Conservation Programs
- A Week of Residential Camp for One Boy Scout

\$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
- Sends 10 Girls Scouts to a Weekend Camp to Learn Outdoor Survival Skills

Appendix - Special Event Ideas

Virtual Special Event Ideas are Highlighted for You!

We also included non-virtual ideas to help you brainstorm additional options for your agency.

GENERAL CAMPAIGN FUNDRAISERS

5K

Create a virtual 5K event for employees. Give them a two-week timeframe to complete their walk. Employees must make a minimum donation or get donations from friends/family for their walk. Whoever completes their 5K first gets a prize/medal.

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.

Costume Contest (Not Just for Halloween)

Create a competition where everyone dresses up as a specific person (maybe a director who is a good sport?), sports figure, or movie character. The person with the best costume receives a gift card or prize.

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.

Home Office Décor Competition

Staff share their home office décor during an online meeting and are awarded prizes for the most organized, messiest, most creative space, most unique, etc.

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.

Silent Auction

Staff can bid silently on items such as longer lunch hours, "VIP" parking spots, extra vacation days, etc. Have employees donate items to auction.

COMMUNITY AWARENESS EVENT IDEAS

Agency Tours and Speakers

Have a CCC agency speak (virtually) at your kickoff events or other campaign activities. Also arrange for a virtual tour of one of the participating agencies to get a look at the CCC's impact on the community.

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.

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 virtual Lunch and Learns for staff. Lunch and Learns are composed of a speaker from a CCC agency talking about their work. They can also be continued throughout the year to keep staff engaged in the community outside of the campaign. Ask your Campaign Liaison to set one or more up for you!

Volunteer Event

Plan a virtual volunteer project for employees – make blankets, write cards or do another project for a CCC charity during a virtual meeting. Some of our CCC charities can lead the project for you. 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 a virtual “American Idol” or “The Voice” contest, based on a hit TV show. Employees make a donation to vote for the singer of their choice. The person who attracts the most votes wins a gift card or prize.

Comedy Hour

Ask a local comedian or improv group to virtually perform pro bono over the lunch hour. Or have comedians within your company get up for a show. Employees need to make a pledge to attend.

Funniest Office Video Contests

Invite employees to create their own work at home videos or share their own funny pet videos. Employees need to make a pledge to attend and/or participate; offer a prize for the favorite video.

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

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.

Talent Show

Hold a virtual talent show to kick off your CCC campaign. Ask each contestant to educate the audience about one CCC agency during the talent competition.

FOOD THEME EVENT IDEAS

Best Lunch Competition

Employees share what they are having for lunch during a virtual lunch gathering and attendees vote for the best looking, healthiest and most creative lunches. Vote winners supply the recipes for their lunch creations and win a prize, award, or gift card. You can even include a speaker from a CCC food pantry or food provider/educator to educate your team about hunger needs in the community.

Cookie Decorating Competition

During an online meeting, employees share their best attempt at cookie decorating. Employees vote for the prettiest, most creative, etc. You can ask them to decorate for a specific theme and vote on whose cookie was most on-point. Participants can be given the recipes from all of the participants. A donation is required to participate and vote.

Cooking Demo

Ask your director to do a cooking demo from their kitchen at home. Employees who have made a donation of at least \$2 per pay (or whatever level you set) are provided with a link to attend the cooking event.

Ice Cream Social

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

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.

Restaurant Night

Set up a restaurant fundraiser with a restaurant chain. Invite all staff members to purchase their dinner on your assigned date. They can pick up meals curbside or dine in, if allowed. A percentage of the proceeds go to CCC.

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.

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 at a drop off location. Hold a spelling bee between departments with or without employee’s children. Contestants must spell each word correctly or everyone on the team must pay. The winning team receives a prize.

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.

Pumpkin Carving/Decorating

Invite employees and their children to share their best pumpkin carving or decorating efforts during a virtual lunch gathering. You can have employees vote for their favorites, especially if you include a theme, like book characters or animals. Provide a prize to the winners. A donation allows employees to participate and vote.

Virtual Games

Invite employees who make a donation to a virtual game. Kahoot or a trivia game hosted by a CCC charity representative are good options.