Coordinator Training
New Coordinators
Agenda

Welcome
Overview
Federation Presentations
ePledge Updates
Campaign Materials/Processes
Virtual Toolkit/Events
Wrap-Up/Q&A
Welcome, and thank you for joining us! Before we get started today, a few housekeeping items:

- **Mute your line after joining the meeting**
- Click the Square icon to view the presentation in full screen.
- Click the Hand icon to let us know you have a question.
- Enter and send questions throughout the presentation.
Dollars raised in 2019
$2,716,824

2020 Goal
$2.1 million

Campaign Dates
Aug. 26 – Oct. 9
2020 Participating Federations

A Special Wish Foundation
America’s Best Charities
America’s Best Local Charities
America's Charities
Community Health Charities
Community Shares
EarthShare Ohio
Global Impact
Habitat for Humanity of Ohio
Local United Ways and Community Federations
Neighbor to Nation
United Negro College Fund
Brooke Roman-Hidas
Karen Torges
Pam Spring
Poll Question:

How did you become a coordinator?
ePledge Review
Login via myOhio.gov
(all agencies except Turnpike)

• Log into myOhio.gov
• Click on myCCC to be directed to your personal pledge page.
Login via myOhio.gov (New) (Turnpike)

- Log into myOhio.gov
- Go to the Applications tab. Click on myCCC to be directed to your personal pledge page.
Appendix C - Report Selection / Retrieval Page

In the Web Reports section, coordinators have access to two reports:

- **Response Report** – lists all employees who have responded via ePledge – either by making a pledge or choosing the No Gift option.
- **No Response Report** – lists all employees who have not responded – meaning they have not made a pledge and they have not selected the No Gift option.

To run a report, simply click on the radio button in front of the desired report, then click **Submit**.

When the report is ready, it will be displayed in the **My Outputs** section. Reports may take a few minutes to generate; click on **Refresh** until the Status column shows that the report is ready.

When a report is ready, the name of the report will become a hyperlink leading to that report.

Reports will be generated as both spreadsheet and .pdf documents.

Reports will ONLY pull pledges made via ePledge. This means that a donor who gave via paper pledge form will not show up on a Response Report and will continue to show up on a No Response Report. Pledges made via pledge form will need to be tracked manually.
Appendix C - Sample Report (spreadsheet format)

The spreadsheet version of the report is better for analysis as it can be sorted and filtered and otherwise manipulated.
## Superstore - Pledge Response Report

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Coordinator</th>
<th>Previous Year Total Gift</th>
<th>Current Year Total Gift</th>
<th>Gift in Data Range</th>
<th>Suggested Gift</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashforth, Udiy</td>
<td>666</td>
<td>Individual</td>
<td>$2,400.00</td>
<td>$1,220.00</td>
<td>$1,220.00</td>
<td>$0.00</td>
<td>($1,180.00)</td>
</tr>
<tr>
<td>Barton, Anthony</td>
<td>672</td>
<td>Individual</td>
<td>$650.00</td>
<td>$650.00</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bonte, Enrico</td>
<td>Individual</td>
<td>$64.00</td>
<td>$64.00</td>
<td>$84.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Bonte, Janet</td>
<td>Individual</td>
<td>170</td>
<td>$64.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Boshart, Carina</td>
<td>Individual</td>
<td>620</td>
<td>$64.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Bowerman, Scott</td>
<td>Individual</td>
<td>313</td>
<td>$64.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Brookhouse, Adrienne</td>
<td>Individual</td>
<td>164</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bouch, Todd</td>
<td>Individual</td>
<td>720</td>
<td>$120.00</td>
<td>$130.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Caramella, Enea</td>
<td>Individual</td>
<td>101</td>
<td>$300.00</td>
<td>$325.00</td>
<td>$325.00</td>
<td>$0.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cashman, Christopher</td>
<td>Individual</td>
<td>495</td>
<td>$120.00</td>
<td>$130.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Chen, Heather</td>
<td>Individual</td>
<td>170</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cheryng, Cathia</td>
<td>Individual</td>
<td>828</td>
<td>$64.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>De la Perra, Jimmy</td>
<td>Individual</td>
<td>416</td>
<td>$65.00</td>
<td>$104.00</td>
<td>$104.00</td>
<td>$0.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Del, Nancy</td>
<td>Individual</td>
<td>158</td>
<td>$1,200.00</td>
<td>$1,440.00</td>
<td>$1,440.00</td>
<td>$0.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>Osborne, Greg</td>
<td>Individual</td>
<td>520</td>
<td>$0.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>James, Ian</td>
<td>Individual</td>
<td>614</td>
<td>$0.00</td>
<td>$130.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Kim, Alexander</td>
<td>Individual</td>
<td>316</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lewiston, Danielle</td>
<td>Individual</td>
<td>407</td>
<td>$120.00</td>
<td>$130.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>McKnight, Sarah</td>
<td>Individual</td>
<td>160</td>
<td>$64.00</td>
<td>$130.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Meahl, Layla</td>
<td>Individual</td>
<td>661</td>
<td>$144.00</td>
<td>$240.00</td>
<td>$240.00</td>
<td>$0.00</td>
<td>$96.00</td>
</tr>
</tbody>
</table>

The .pdf version of the report has a cleaner layout and is better for printing, but cannot be manipulated in any way.
Campaign Resources, Materials, and Processes
2020 AGENCY CAMPAIGN COORDINATOR TRAINING MANUAL

#OhioCCC
48505  Children’s Developmental Center of Lima, Inc.
Serves special needs children from ages 18 months to 5 years by providing
developmental classes, physical, occupational, and speech therapies. Provides
home intervention and parent education. EIN: 34-4468955 - 17.2%
Message from Governor Mike DeWine

Dear Colleague:

We have experienced a lot of uncertainty during these challenging times. Coronavirus has impacted all Ohioans and has changed our daily lives.

Yet your compassion, dedication, and enthusiasm for serving others has remained.

The work you are performing has had a lasting impact on many Ohioans. Thank you to those who donated to the Combined Charitable Campaign (CCC) last year. As a State, we raised more than $2.7 million, which brought our 30-year total to more than $102 million.

Your support has allowed many charities throughout Ohio to continue to provide exceptional services and resources. Now, more than ever, these organizations need our assistance. Currently, many organizations are being relied upon much more and are expected to expand services without increasing their costs. Your support is vital to the CCC charities and those they serve during this health pandemic.

Each charity in this guide provides important services for Ohioans and Americans. If you have yet to sign up for the CCC, I encourage you to consider it this year. A small donation has a profound impact.

Thank you for all you do to serve our state every day.

Very respectfully yours,

Mike DeWine
Governor

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Message from Christopher Mabe
President of OCSEA/AFSCME Local 11

The Combined Charitable Campaign has been a true partnership between labor and management in the State of Ohio since its inception in 1989. Because of this effort, we are proud to say that Ohio leads other states in charitable participation, including in dollars raised, the rate of participation and in average gift.

As State employees, we’ve always considered giving back to be an important part of who we are as public employees. By giving to those in need, the funds from our combined effort make it possible to find solutions to social justice issues, advance medical research, provide educational opportunities, feed the hungry, house the homeless, and protect the environment.

How we treat the least among us, is the measure for our whole community.

I hope you join me and other State employees in making a contribution to a charitable organization. Let’s make this our best year ever.

Sincerely,

Christopher Mabe
President of OCSEA/AFSCME Local 11
YOU are the 2020 Honorary Chair

Dear Fellow Employee,

During these unprecedented times, all Ohioans are doing their part to fight the COVID-19 pandemic. As State employees you are proof that we are truly #InThisTogetherOhio. You have adapted to new working conditions, whether that is facing new challenges in your workplace or the challenges of working from home.

Governor Mike DeWine challenged each of us to do our part to help prevent the spread of this disease, telling us the power is in each of us to make a difference. Your actions have done that.

Each year, the Combined Charitable Campaign picks an honorary chair to carry the flag and inspire us to change the world through our contributions.

Through your actions this year, you have shown that you have the power to change the world. You have made sacrifices, and you have helped save lives. That’s why this year, YOU are our honorary chair.

As we face a world with unprecedented challenges and needs, know that you inspire us, and we hope you look to one another for inspiration and choose to continue making a difference through the CCC.

Sincerely,
State of Ohio Combined Charitable Campaign Steering Committee
2020 Campaign Liaisons

Jacqueline Bradley
614-227-2780
Jacqueline.Bradley@uwcentralohio.org

Yvonne Foster-Smith
614-227-2791
Cell: 614-353-0149
Yvonne.Foster-Smith@uwcentralohio.org

Sandy Libertini
614-241-3088
Cell: 614-579-5743
Sandy.Libertini@uwcentralohio.org
Campaign Liaisons

• Campaign Materials - Delivery/Pick Up
• Pledge Pick Ups/Drop Offs
• Virtual Meetings
• Brainstorming
• Virtual Event Support
• Donor Recognition Item Delivery
**Completed employee pledge form**

“Payroll deduction”
Special Event pledge form
Deposit slip
Campaign Report Envelope

Transportation
5500 Transportation Blvd.
Cleveland
OH 44125

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

3
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>$ 3,900.00</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>$ 25.00</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Enclose Special Event envelope &amp; Special Event pledge form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>14</td>
<td>$ 3,950.00</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>

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

NOTES

4
REPORT SUBMITTED BY:

IMA Coordinator
Ima Coordinator

This Envelope Picked Up By:

Campaign Liaison

COORDINATOR SIGNATURE: ___________________________ TITLE: ___________________________
PRINT NAME: ___________________________ PHONE: 614-728-3000
(Campaign Liaison) 8/19/XX

(Total:

CCO USE ONLY

AUDITOR’S SIGNATURE: ___________________________ TOTAL: ___________________________
PLEDGE PROCESSING: ___________________________ DATE: ___________________________

Revised 2019
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.
Poll Question:

Do you expect your office staff to be teleworking or on site during the campaign?
Virtual Toolkit
CCC Website

[ohio.gov/ohioccc](http://ohio.gov/ohioccc)

CCC Kickoff

CCC Campaign Video
Virtual Toolkit

• Email templates
• Virtual Charity Events/Speakers
• Volunteer Opportunities
• Video Links
• Coordinator Touch Base Meetings:
  Sept. 3, 10:00 – 11:00 a.m.
  Sept. 24, 1:00 – 2:00 p.m.
• Facebook Group –
  Ohio CCC Coordinator Group
Virtual Toolkit – Email Seal
Virtual Toolkit – Thank You Flier

Dear State of Ohio Employees,
We Appreciate Your Support of CCC Now More Than Ever!

Sincerely,
The State of Ohio CCC Steering Committee and CCC Charities
Campaign Poster

11 x 17
Virtual Toolkit – Employee Testimonials

I support

#OhioCCC
Special Events
## Successful CCC Coordinator Timeline

<table>
<thead>
<tr>
<th>Pre-Campaign</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
## Successful CCC Coordinator Timeline

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4</td>
<td>Share testimonials or statistics with employees so they understand the impact of the campaign.</td>
</tr>
<tr>
<td>Week 5</td>
<td>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.</td>
</tr>
<tr>
<td>Week 6</td>
<td>Let employees know that the campaign is ending and encourage them to make their donation before it's too late.</td>
</tr>
<tr>
<td>Post-Campaign</td>
<td>Thank all employees (donors, committee members, etc.) for their support of the campaign. Turn in all payroll deduction forms by Oct. 23.</td>
</tr>
</tbody>
</table>
KEY CAMPAIGN DATES:

• Campaign Kick-Off – August 26
• Campaign Dates: August 26 - October 9
• Coordinator Touch Base Meetings:
  Sept. 3, 10:00 – 11:00 a.m.
  Sept. 24, 1:00 – 2:00 p.m.
• Payroll Deduction Forms Due – October 23
We need you to…
Share information
Promote CCC
Be Creative
Ask for Testimonials
Share Info with Key Workers
Ask for Help

You Do Make a Difference!
Questions?
Thank You!

Please complete the training survey.