

Change Lives-Shape the Future – Make a Difference

2011 State Employee Charitable Campaign



State Employee Charitable Campaign
TOGETHER WE CARE

Thank you for agreeing to serve as your department's campaign coordinator for the 2011 State Employee Charitable Campaign! Our primary goal for the 2011 campaign is to increase participation through communication and engagement with the whole HSC. This year, more than ever, it is critical for our community that Health Sciences Center employees are given the opportunity to participate in the campaign and change lives, shape the future and make a difference in the lives of people in our community and beyond.

Your role as a department coordinator is to communicate information about the campaign, organize department meetings to share information, and collect pledges. My role is to help you be successful in conducting your campaign. It is critical that all employees at least have the opportunity to learn about the campaign. We are striving for 100% contact with our faculty and staff to share the campaign message. The HSC SECC web site at www.secc.ttuhscc.edu/relations/secc has updated information about the 2011 campaign and last year's results.

Mark your calendar

Campaign Training

The 2011 HSC Coordinator Workshop will be held on August 23rd, in 2B152, beginning at 10:30 a.m. This training/workshop will provide you with the resources and information needed to run a successful campaign.

Texas Tech Combined Kick-off

Texas Tech University, Texas Tech University System and Texas Tech University Health Sciences Center Kick-off event will feature an Agency Fair and the 2010 Campaign Awards. This event will be held on Thursday, September 1st from 3:00 p.m. – 5:00 p.m. at Jones at&t Stadium.

Forms and Online Tools Available

- Agency Mini-directory which is a listing of all the agencies with the agency code.
- Employees can complete an online pledge form and print it out to submit to you.
- Information Brochures – available in your packet and online.
- Facebook site to share information across the Lubbock Area and Greater West Texas Area.
- TTUHSC SECC web site: www.ttuhscc.edu/relations/secc for all your online information needs.

I am looking forward to the 2011 campaign and hope that you will actively share information about the campaign and serve as cheerleader for those who benefit from the generosity of the Health Sciences Center family. Please contact me for anything you need. Thank you in advance for your service.

| Darcy Pollock | HSC Campaign Coordinator | 743-2900 | darcy.pollock@ttuhscc.edu |



2011 STATE EMPLOYEE CHARITABLE CAMPAIGN
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SEPTEMBER 1 – OCTOBER 31, 2011

Campaign Coordinator Checklist

Step 1: Plan a presentation for your department:

- Review your resources:
 - Key Worker Guide*
 - TTUHSC Web site at www.ttuhscc.edu/relations/secc. All online forms, mini directories, full directories are available here
 - 2010 SECC Annual Report (*also available online*)
 - Review the first 13 pages of the *2011 Directory of Charities*
 - Encourage everyone to use online pledge form and Lone Star form
 - Review the Sample Forms information on the SECC Web site
- Distribute the *2011 SECC Mini-directory of Charities* to every employee in your area. Consider sending an email with links to these items.
- Explain the Lone Star giving and Leadership Circle giving levels and distribute Lone Star forms
- Request a speaker(s) and video from Darcy Pollock at 743-2900 [At least one week ahead]
- Payroll deductions take effect December 1, 2011 which will reflect on the January 1, 2012 paycheck.

Step 2: Prepare your Summary Report and Deposit:

- Verify that donor information on the pledge form is correct and complete: (*online forms are auto calculating and have the Agency name and number prefilled*)
 - Employee Name: Banner ID for payroll deduction only; employee phone number
 - Employee's Department and Division
 - Campaign Coordinator's name (your name) and contact number
 - State agency name: HSC; State agency number: #739
 - Verify that the six-digit charity code numbers are on the form:
 - Payroll deduction: verify that the starting numbers of the code match within each column on the form. Only 9 charities can be designated on the payroll deduction from with a maximum of 3 agency code groups.
 - For one-time gifts (cash or check) the charity groups do not need to match in a column and someone can submit multiple pledge forms if they want to donate to more than 9 charities
- Verify employee signature for those who elect to contribute through payroll deduction
- If the donation is a one-time donation of cash or check, staple the cash or check to the white copy of the pledge form
- If the donation is a result of a fundraiser, write "**Fundraiser**" in the employee name section and complete the department and other information on the form. Be sure to designate the agencies to receive the funds
- Give the **pink copy** of the pledge form to the employee. **Keep/make a copy for your records. (If you use the online forms, color does not matter-just submit two copies of the pledge form for the deposit report.)**
- Attach one Lone Star Giving form for each qualified contributor to the Summary Report and enter the count on the report. We use this information for basketball vouchers and ordering mugs.
- Submit a Summary Report form with each deposit.
- Seal the white and yellow forms, your summary report, and money in the provided deposit bag.
- Label the outside of the deposit bag with your name, phone number and department name. This is very important!**

Step 3: Take your deposit to Darcy Pollock, Office of the President, Room 2B400

- Please **hand-deliver** your completed Summary Report with authorization forms, Lone Star Giving reports, cash and checks by the deadlines below: (**Do not put anything in campus mail!**)
 - Tuesday, September 13 (4:00 p.m.) – Report 1
 - Tuesday, September 27 (4:00 p.m.) – Report 2
 - Tuesday, October 11 (4:00 p.m.) – Report 3
 - Tuesday, October 18 (4:00 p.m.) – Report 4
 - Tuesday, October 25 (4:00 p.m.) – Report 5
 - Tuesday, November 1 (4:00 p.m.)- Report 6
 - Tuesday, November 15 (12:00 p.m.) – Final day to accept donations

Step 4: Thank each contributor

2011 TIUHSC State Employee Charitable Campaign Summary Report

Circle Date of Submission

Tuesdays: Sept 13, Sept 27, October 11, October 18, October 25 by 4:00 p.m.

Final Report: Tuesday, November 1, 2011 @ 12 noon

Last day to accept donations: November 15, 2011

**Hand-deliver in the sealed deposit bag to:
Darcy Pollock, Office of the President, Room 2B400**

Instructions: Staple cash or checks to related pledge form, clip all pledge forms to this cover sheet. Submit 2 copies of each pledge form with your deposit.

Please review the agency codes and verify the arithmetic for the column totals and grand total on each pledge form and this summary sheet. **For payroll deductions**, verify that you have the person's **Banner ID** entered on the appropriate line and have the employee's signature.

Insert all forms and funds into the plastic deposit bag provided and seal the bag. Label the bag with your department name, your name and contact phone number and deliver to the President's Office, Room 2B400

PART I INFORMATION		
Department		
Campaign Coordinator		Phone
PART II METHOD OF PAYMENT		
Contribution Type	Number of Pledge Forms Collected*	Total Contributions**
Payroll Deductions		\$
Cash		\$
Checks		\$
TOTAL		\$
PART III LONE STAR CLUB DONORS		
Donor Type	Number of Donors	
Lone Star Gold		
Lone Star Red & Black		
TOTAL		
Complete a Lone Star Club Form for each Lone Star donor and return with each respective summary report. The Lone Star Club form is our authorization to recognize the employee for the donation.		

Office Use Only

Date Processed		Reconciler	
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Texas Tech University Health Sciences Center
2011 State Employee Charitable Campaign

LONE STAR CLUB

Please accept my contribution of \$_____ for

_____ **Lone Star Gold**

or

_____ **Lone Star Red & Black**

Name	
Phone Number	
Department	
Mail Stop	
E-mail	
Department Coordinator	

1. To qualify for **Lone Star Gold**, employees contribute one percent of their annual salary to the SECC.

*Example: Annual salary \$25,000 x .01 = \$252.00 annual contribution.
Monthly contribution is \$21.00*

2. To qualify for **Lone Star Red & Black**, employees contribute a minimum of one hour's pay per month.

*Example: Divide annual salary by the number of payable hours in a year.
\$16,500 / 2080 hours = \$7.93 hourly rate
\$7.93 x 12 = \$96.16 annual contribution*

Please return this form with your SECC pledge/authorization form to your department campaign coordinator.



2011 Lone Star Club

State Employee Charitable Campaign

Texas Tech University Health Sciences Center

*An essential ingredient for any charitable campaign is the recognition of donor generosity.
The Lone Star Club recognizes those who contribute at two giving levels.*

Lone Star Gold

To qualify for Lone Star Gold, employees contribute one percent of their annual salary to the SECC.

For example:

Annual salary \$24,000 x .01 = \$240.00

Monthly contribution is \$20.00

= 1%
of annual salary

Lone Star Red & Black

To qualify for Lone Star Red & Black, employees contribute a minimum of one hour's pay per month.

For example:

Divide annual salary of \$20,800 by the number of payable hours in a year.

2,080 hours = \$10.00 hourly rate

\$10.00 x 12 = \$120.00 annual contribution

Monthly contribution is \$10.00

= 1 hour
one hour's pay per month

Employees who qualify for Lone Star Gold or Lone Star Red & Black will receive a **2011 Lone Star** mug and 2 tickets for a baseball, softball, **or** men's *or* women's basketball game.
(Games to be determined)

The Lone Star Club is a suggested guide to giving, not a requirement.