



IT ALL STARTS WITH YOU!

## HOT OFF THE PRESS

### August 15, 2012

Thank you for attending our Chair and Captain Trainings this year! It was great meeting everyone and I hope you are as excited about the upcoming campaign as I am. You are the **Champions** of this initiative and as a team, we can help those in need and really **MAKE A DIFFERENCE IN DELAWARE!**

As we mentioned in the trainings, the campaign is a work in progress and things seem to be constantly changing. We wanted to get trainings scheduled early this year so that you could get your plans in place before kickoff but in doing this we also have a need to share some updated information with you.



**Please make sure you read this carefully as we have implemented some new procedures.**

- **Dealing with Cash**

We want to put some safeguards in place in regards to dealing with cash.

- We have developed procedures which you will find on the website and we will attach along with this update.
  - Always have two people verifying cash received.
  - Signatures will be required. Use the Pledge Listing Sheets (Special Events form and the Total Cash Received) to track your cash. Insert a copy of these in the Campaign Report envelope. If someone besides the Captain or chair is counting just have them sign on the Captain signature line.
  - If an employee turns in a pledge form with cash, you should give them an electronic receipt through e-mail.
  - Kent and Sussex County-When turning in campaign envelopes to Laura Gott, you will need to wait while Laura and Jane count your envelope for verification. Then the envelope will be sealed until United Way opens in their auditing room. Drop off times at the Haslet Armory will be Tuesday's 10:00am-12:00pm and Thursday's 1:00pm-3:00pm or by appointment.
  - New Castle County-The chair and Captain will count and verify the money and seal the envelope with labels provided by United Way and then arrange pickup or delivery to Jamee Boone.
  - Limit the amount of coins that you turn in for faster processing.

- **E-Pledge**

- ENCOURAGE E-Pledge (We can't stress this enough- when an employee completes their pledge through E-pledge, it will save you a lot of time!)
  - Remember the link to e-pledge is <https://epledge.secc.delaware.gov> (Note: This link can also be found on the SECC website at <http://delawaresecc.gov>)
  - The employee will sign in with their employee ID as their user ID and de\$lastname as password. The system will then force them to change their

password to a strong password that will be between 8-45 characters and contain a special character like a \$ or @ symbol.

- When an employee is completing the last steps of the pledge, we indicated at some of the trainings that the E-mail confirmation checkbox would not be checked by default. This has changed and the E-mail confirmation will be checked as a default. If the employee wishes to not receive a confirmation e-mail, they must uncheck. This also means that all employees will need to enter their e-mail address if they do not uncheck.
  - If you saw “Publish My Name” on the confirmation page during training it will no longer be there. This was too confusing to applicants
  - Chairs and Captains will have access to the “No Response” report and the “Summary” Report for their designated sections. No Response report will reflect any employee in your agency that has not clicked the confirmed button in e-pledge. The Summary will give you a total dollar amount pledged for your division. It will not break down individual and amounts of their donations. I will try to get you instructions on printing these report
- **List of Approved Charities**
    - The updated list of approved charities is on the web. Employees can only donate only to those charities that have been approved.
  - **Pensioners**
    - If someone is retiring during the campaign (between September 1<sup>st</sup> and October 31<sup>st</sup>) they can submit their pledge in 1 of 2 ways. The first is preferred.
      - 1) Pledge using e-pledge since they have an EMPLID in E-pledge for the 2012 Campaign. Encourage cash/check/or credit card donation for 2012. Communicate to them that for the 2013 Campaign, they will be on the Pension payroll and they will be mailed a paper pledge form in which they could do a payroll deduction at that time.
      - 2) Submit their paper pledge form to the Pensions office when they are submitting their retirement papers. Pensions will track the pledge.
      - Retirees that are now working as Casual Seasonal employees should contribute through E-pledge if they were hired C/S before August 14<sup>th</sup>. Please communicate to these employees that if they are not going to be working for the entire year of 2013 they should not do a payroll deduction! They can do cash/check/or credit card donation.
  - **Paperwork**
    - All Cash donations should have a pledge listing sheet with the breakdown of cash in the Report Envelope. This will help to reconcile
    - All Captains and Chairs should set up a way to audit their paper pledges and special event money. The SECC Donors Tracking Form is a good tool for this.

- **Website**
  - Our enhanced website can be found at <http://delawaresecc.gov> (Note: if they type in <http://delawaresecc.org> they also will land on the new page.)
  - Calendar of Events-We want **YOU** to enter your events on this calendar on a regular basis. This will give you more exposure for your events. To enter your events go to : <http://calendar.google.com>
  
  - Use this login:
    - Login: DelawareSECC
    - Password: de\_secc2012
  - Encourage your employees to use the website to find out more about our charities.
  - Encourage them to use the e-mail link at the top of the page to encourage friends to give to SECC.
  - Under Resources we will have a section for Chairs and Captains so all of the information you need will be at your fingertips. Please share event ideas so we can share with everyone (why re-invent the wheel if you have events that are successful).
- **Questions?**
  - Contact [Jane.hahn@state.de.us](mailto:Jane.hahn@state.de.us) or [laura.gott@state.de.us](mailto:laura.gott@state.de.us)