

Slide 1



**Agency Chair & Captain
SECC TRAINING**

(September 1 – October 31)

secc.delaware.gov


SECC
Making a difference in Delaware

Welcome Chairs and Captains! Thank you for helping us provide state of Delaware employees with the opportunity to learn about and connect with local charities.

This Training is about 30 minutes long and will include details on the campaign as well as guidance on fundraising and special events. It will be available to you throughout the campaign on the Resources for Chairs & Captains page on the SECC website at secc.Delaware.gov. The SECC Coordinator will notify you of any changes or updates.

Chair & Captain Training Overview

- Campaign Background
- Past Campaign Contributions
- Roles & Responsibilities
- Employee Participation
- Employee Pledges
- Reporting Paper Pledge Donations
- Safeguarding Donations
- Special Events & Fundraising Activities
- Promoting the Campaign
- Resources for Chairs & Captains



The slide features a dark blue diagonal graphic element on the right side. The SECC logo is located in the bottom right corner of the slide content area, featuring the acronym 'SECC' in a bold, blue font, with the tagline 'Making a difference in Delaware' underneath. To the right of the text is a stylized outline map of Delaware.

In this training, we'll briefly go over the campaign background, take a look at past campaigns, and discuss roles and responsibilities of key SECC players. Then we'll talk about how employees can participate in SECC, and we'll dive a little deeper into Chair and Captain responsibilities for assisting with Employee Pledges, Reporting, and Safeguarding donations. We will also provide guidance for special events and fundraising activities. Finally, we'll talk about how you can promote the campaign to your agency and where to find resources.

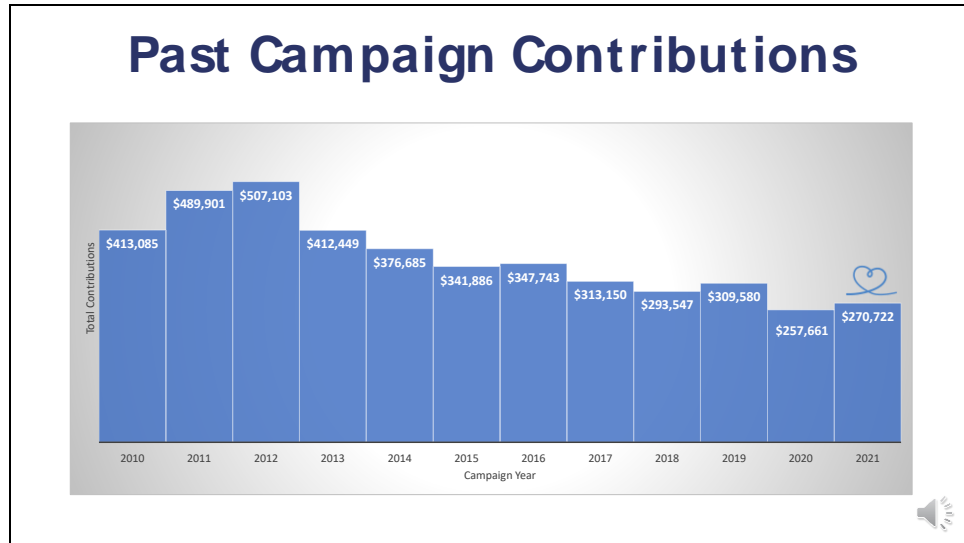
Slide 3



Campaign Background

SECC was first established in 1991 and was reestablished in 2018 by Governor John Carney's Executive Order 22, which can be found on the Resources page for Chairs and Captains on the SECC website.

The annual campaign starts September 1 and ends on October 31. SECC connects state employees



It's important to look back at previous campaigns to help plan and set goals. This chart shows the last twelve years for campaign contributions. You can see that SECC has had high and low contribution years. Some of the challenges that SECC faces may be related to the state of the economy in certain years, and donor fatigue.

2021 Total Campaign Contributions: \$270,722 Variance: + \$13,060 Between Campaign Years 2020 and 2021		
2021 Employee Pledges: \$193,800 Variance: +\$2,662	2021 Special Events: \$24,080 Variance: +\$8,966	2021 Pensioner Pledges: \$52,841 Variance: +\$1,432
2021 Participation: 912 Variance: -46		2021 Participation: 237 Variance: +7

Total Campaign contributions can be broken down in 3 parts

- Employee Pledges
- Special Events/Fundraising activities
- Pensioner pledges

The top row shows that total campaign contributions for 2021 were over \$270,000, which is an increase of \$13,000 from the 2020 campaign.

The left column shows that employee pledges, which include ePledges and paper pledges, were over \$193,000, which is over a \$2,000 increase from the 2020 campaign. Participation was down by 46 employees.

The center column shows that employees raised \$24,000 in special events, which is almost a \$9,000 increase from 2020.

The right column shows that pensioners pledged close to \$53,000, an increase of over \$1,400 from the 2020 and participation was up by 7 pensioners.

Slide 6



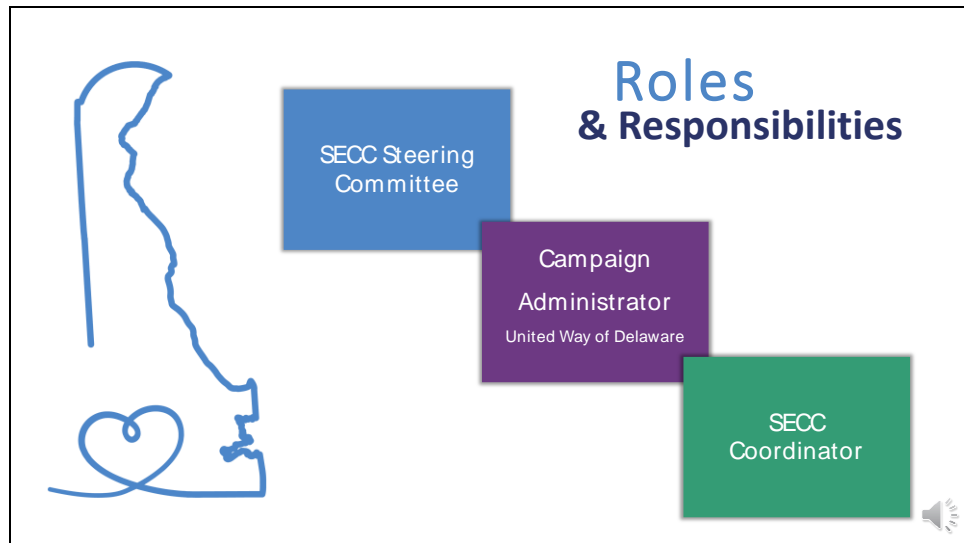
2022 SECC GOAL

\$340,000

SECC
Making a difference in Delaware

The image is a slide with a white background and a dark blue diagonal stripe running from the bottom-left to the top-right. In the top-left corner, the text "2022 SECC GOAL" is written in a bold, dark blue font. Below this, the amount "\$340,000" is displayed in a large, bold, dark blue font, enclosed within a double-lined blue rectangular border. In the bottom-right corner, there is a logo for SECC (Special Education Community Council) featuring a blue outline of the state of Delaware and the text "SECC" in a bold blue font, with the tagline "Making a difference in Delaware" underneath.

The goal for the 2022 campaign is to raise \$340,000, which is a 10% increase over the 2019 campaign total.



The SECC Steering Committee consists of 7 members including: The Secretary of the Department of Human Resources who serves as Chairperson, the Secretary of the Department of Finance, and five state employee members. The steering Committee develops all necessary schedules, policies, and procedures to implement Executive Order 22. This includes reviewing applications from charitable organizations to ensure that they meet eligibility criteria, selecting the Campaign Administrator, and generally overseeing management of the campaign. You can learn more about who serves in these roles by visiting the Steering Committee page of the SECC website.

United Way of Delaware is the Campaign Administrator. They manage ePledge, collect and distribute donations to participating charities, and create SECC marketing materials like incentive posters, pledges, report forms, and pensioner mailer forms.

The SECC Coordinator provides administrative support for the Steering Committee and the Campaign Administrator, as well as being the primary contact person for Chairs, Captains, and charitable organizations.

Roles & Responsibilities Chairs & Captains

- Promote the campaign
- Assist employees with pledges
- Collect, safeguard, & report donations





Chairs and Captains are nominated by leadership to help promote the campaign to employees in their agency. There are usually one to two Chairs for each agency, and they are the lead SECC representatives for their agency during the campaign. Many agencies also have Captains who represent different sections of their agency. And there are always informal employee volunteers that help with different tasks. Team structures are different for each agency and can be changed to meet your needs, but there should always be a Chair leading your Agency's campaign efforts.

In addition to promoting the campaign, both chairs and captains are responsible for assisting employees with pledges as needed, and collecting, safeguarding, and reporting donations from employees in their agency to United Way. Employees that need your assistance can find your contact information listed on the Agency Chair and Captain page of the SECC website. Contact the SECC Coordinator if you need to update your contact information.

Employee Participation

- PLEDGING
- VOLUNTEERING
- CONNECTING WITH CHARITIES



State employees can participate in SECC by pledging, volunteering or contributing to agency fundraising activities, or by connecting directly with charitable organizations.

To help spread the word about the campaign, the poster pictured here can be posted in offices and state buildings where employees are working. Contact the SECC Coordinator to order posters for your agency.

Employee Pledges ePledge

- Online donation portal
- Access through SECC website
- Safe & convenient
- Same Self Service login email and password on My Delaware
- Payroll deduction or one-time credit card donations
- Pledge confirmation emailed to Donors
- No paperwork for Chairs & Captains
- Weekly ePledge reports emailed to Chairs



Employee pledges

When applicable, employees should be encouraged to use the online donation portal called ePledge – ePledge can be accessed through a link on the homepage of SECC website.

ePledge is safe and convenient; employees can log-in to ePledge using the same Self Service login email and password as on My Delaware.



Through ePledge, employees have the option to pledge payroll deductions or one-time credit card donations to one or more of this year's participating charities.

ePledge sends email confirmations to donors and does not require any paperwork for Chairs and Captains. ePledge also sends Chairs weekly email reports for their agency during the campaign so teams can track their agency's progress.

Employee Pledges

Paper Pledge

- Payroll deduction or one-time cash or check donations
- Chairs & Captains are responsible for assisting employee with pledge forms
- Chairs & Captains are responsible for collecting, safeguarding, reporting pledges
- Available as a fillable PDF on SECC website
- Contact SECC Coordinator for 4-part paper pledge form



Employees that don't have access to computers can use paper pledges to pledge payroll deductions or one-time cash or check donations.


Chairs and Captains are responsible for assisting employees who need help completing these forms, as well as collecting, safeguarding, and reporting all paper pledge donations from employees in their agency.

Paper pledges are available to chairs, captains, and employees as a fillable PDF on the SECC website. Please contact the SECC coordinator if you need the 4-part pledge form.

The next few slides will show examples of completed paper pledges for your reference.

Campaign Year
2022

State Employees' Charitable Campaign
Pledge Form



<i>Sample</i> Last Name	Sam	S	00000
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Employee ID Number</i> <small>(for payroll deduction only)</small>
enter department	enter 6 digit DDS code	enter phone number	
<i>Department</i>	<i>Division/DDS Code</i>	<i>Work Phone Number</i>	

PLEDGE TYPE		CHARITABLE ORGANIZATION DESIGNATIONS																																									
CASH / CHECK <small>(one time donation)</small>	PAYROLL DEDUCTION	FIVE DIGIT CHARITY CODE	ANNUAL AMOUNT AND CHARITY NAME																																								
\$ <input style="width: 50px; height: 20px;" type="text"/> Make checks payable to SECC	Amount (Per Pay) \$ <input style="width: 50px;" type="text"/> Pay Periods <input checked="" type="checkbox"/> 26 Annual Amount \$ <input style="width: 50px;" type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr> </table>																																									\$ <input style="width: 50px;" type="text"/> \$ <input style="width: 50px;" type="text"/> \$ <input style="width: 50px;" type="text"/> \$ <input style="width: 50px;" type="text"/> \$ <input style="width: 50px;" type="text"/>

DESIGNATED GIFTS: To designate to one or more approved charitable organizations, fill in the charitable organization identification number(s) and contribution amount. Charities must be approved in the current year to participate.
SECC organizations do not provide goods or services in whole or in part in consideration for any contribution made to the organization via this pledge form.

I DO NOT WISH TO PARTICIPATE AT THIS TIME.

DONOR ACKNOWLEDGMENT AUTHORIZATION

I DO NOT want my name, address or e-mail address released to charities.

Release my name, address and/or e-mail address to the charity(ies) I designated.

MY HOME ADDRESS IS: (My name will not be released unless a home or e-mail address is provided.)

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

MY HOME E-MAIL ADDRESS IS: _____

AUTHORIZATION: I hereby authorize any agency of the State of Delaware, by which I may be employed during 2022, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2022 starting with the first pay period in January and ending with the last pay period that begins in December, and to pay the amount so deducted to the State Employees' Charitable Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE

DATE

Designations to charitable organizations that are not approved to participate in the SECC will be considered unapproved.

Note To Chairs: Please distribute a copy of this form to (1) The Donor (2) Your Records (3) Your Payroll Office (4) United Way

Paper
Pledges
Do Not Wish to
Participate

As mentioned, there are many ways for employees to participate in SECC outside of monetary donations. Many employees participate in charitable giving outside of SECC and that it OKAY.

Employees that do not wish to pledge a donation can still use the paper pledge form, as well as ePledge, to mark that they do not wish to participate at this time by (1) filling out the fields at the top of the form and (2) checking the box labeled “I do not wish to participate at this time.”

Paper Pledges Payroll Deduction Donation

Employees can use Paper Pledges for Payroll Deduction Donations. Chairs and captains should ensure the paper pledge forms are filled out correctly.

First, (1) employees should fill out all fields at the top of the pledge form including: Last name, first name, and middle initial; employee ID number; Department name and DDS code; as well as a daytime phone number.

Next, Under “Pledge Type” (2) The Cash/Check section should be left blank. (3) the donation amount should be written in the section called PAYROLL DEDUCTION. The amount to be deducted from each paycheck should be entered in the section called Amount (Per Pay). Employees should multiply that amount by 26, which is the number of pay periods in one calendar year. The annual amount should be entered in the section called Annual Amount.

Then, (4) Under “Charitable Organization Designations”, employees can enter the five-digit codes and names of the organizations that they wish to support. They can also designate the amount that each charity will receive from their total donation. In this example, the employee is pledging an annual amount of \$26 and splitting that amount among 5 different charities; the first charity listed will receive \$10, the second and third charities will receive \$5 each, and the fourth and fifth charities will receive \$3 each for a total of \$26.

Under (5) “Donor Acknowledgment Authorization”, employees will either check that they DO NOT want their contact information released to charities, OR they can enter their name, address, and email in order to receive acknowledgement from the charities they’re supporting.

Finally, (6) Employees pledging payroll deductions must sign and date the Authorization section.

Paper Pledges One-time Donation (Cash or Check)

Employees can also use Paper Pledges for One-time Donations with cash or a check. Chairs and captains should ensure that the paper pledge form is filled out correctly.

First, (1) employees should fill out all fields at the top of the pledge form including: Last name, first name, and middle initial; employee ID number; Department name and DDS code; as well as a daytime phone number.

Next, Under “Pledge Type” (2) the donation amount should be written in the section called “CASH/CHECK (one-time donations)”. Please note that checks should be made payable to SECC. (3) The Payroll Deduction section should be left blank.

Then, (4) Under “Charitable Organization Designations”, employees can enter the five-digit codes and names of the organizations that they wish to support. They can also designate the amount that each charity will receive from their total donation. In this example, the employee is pledging \$20 cash and splitting that amount among 4 different charities; the first charity list will receive \$10, the second charity will receive \$5, the third charity will receive \$3, and the fourth and fifth charities will both receive \$1 for a total of \$20.

Finally, (5) Under “Donor Acknowledgment Authorization”, employees will either check that they DO NOT want their contact information released charities, OR they can enter their name, address, and email in order to receive acknowledgement from the charities they’re supporting.

(6) Employees using the paper pledge form to donate cash or checks do not need to sign the Authorization section, this is used for payroll deductions only.


Paper Pledges

Make copies for:

1. The Donor
2. Your Records
3. Your Payroll Office
4. United Way

Campaign Year
2022

State Employees' Charitable Campaign
Pledge Form



Last Name _____ First Name _____ Middle Initial _____		Employee ID Number (for payroll deduction only)	
Department _____		Work Phone Number _____	
Division/DDS Code _____			

PLEDGE TYPE	CHARITABLE ORGANIZATION DESIGNATIONS																																
CASH / CHECK <i>(one time donation)</i>	PAYROLL DEDUCTION	FIVE DIGIT CHARITY CODE	ANNUAL AMOUNT AND CHARITY NAME																														
\$ _____ <i>Make checks payable to SECC</i>	Amount (Per Pay) \$ _____ Pay Periods <input checked="" type="checkbox"/> 26 Annual Amount \$ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																										<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>\$ _____</td></tr> <tr><td>\$ _____</td></tr> <tr><td>\$ _____</td></tr> <tr><td>\$ _____</td></tr> <tr><td>\$ _____</td></tr> </table>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
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DESIGNATED GIFTS: To designate to one or more approved charitable organizations, fill in the charitable organization identification number(s) and contribution amount. Charities must be approved in the current year to participate. SECC organizations do not provide goods or services in whole or in part consideration for any contribution made to the organization via this pledge form.

I DO NOT WISH TO PARTICIPATE AT THIS TIME.

DONOR ACKNOWLEDGMENT AUTHORIZATION

I DO NOT want my name, address or e-mail address released to charities.

Release my name, address and/or e-mail address to the charity(ies) I designated.

MY HOME ADDRESS IS: (My name will not be released unless a home or e-mail address is provided)

STREET _____ CITY _____ STATE _____ ZIP CODE _____

MY HOME E-MAIL ADDRESS IS: _____

AUTHORIZATION: I hereby authorize my agency of the State of Delaware, by which I may be employed during 2023, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2023 starting with the first pay period in January and ending with the last pay period that begins in December, and to pay the amount(s) deducted to the State Employees' Charitable Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.


SIGNATURE _____ DATE _____

Designations to charitable organizations that are not approved to participate in the SECC will be considered unapproved.

Note To Chairs: Please distribute a copy of this form to (1) The Donor (2) Your Records (3) Your Payroll Office (4) United Way

The message in the box that appears here is printed on the bottom of all paper pledge forms. This is a reminder that, as Chairs and Captains you are responsible for providing copies of all paper pledge forms for

- The donor
- Your records
- Your agency's payroll section
- United Way



State Employees' Charitable Campaign
PLEDGE FORM
REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick Up/Drop Off: ___/___/2022

UWU Representative: _____

UWU Andar Number: _____

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDS Code: Enter 6 digit DDS code

Address: agency/department address City/Zip: agency/department city/zip

Name of Captain: enter name of Captain Phone Number: Captain phone number

Email of Captain: enter email of Captain

Please complete for **ENCLOSED paper pledges only. Do not include ePledge (online) donations.**

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>Submit all checks & cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 50.00

By signing below, I am affirming the validity of this envelope face and content.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.

Chair: signature of Chair Date: ___/___/2022


Captain: signature of Captain Date: ___/___/2022

IMPORTANT REMINDER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@unewe.org or 302-748-5401

Before donations can be collected, Chairs must email a copy of this signed form to secc@delaware.gov.


KEEP A COPY FOR YOUR RECORDS



Reporting Paper Pledge Donations

Chairs and Captains should report paper pledge donations to United Way as frequently as possible. Do not hold donations until the end of the campaign.

The form pictured here (and available on the Resources for Chairs and Captains page on the SECC website) should be used to report paper pledge donations to United Way. This form can only report up to 15 pledges – use additional report forms when reporting more than 15 pledges.



State Employees' Charitable Campaign
PLEDGE FORM
REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY
Pick Up/Drop Off: ____/____/2022
UWCD Representative: _____
UWCD Amdar Number: _____

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDS Code: Enter 6 digit DDS code

Address: agency/department address City/Zip: agency/department city/zip

Name of Captain: enter name of Captain Phone Number: Captain phone number

Email of Captain: enter email of Captain

Please complete for **ENCLOSED paper pledges only. Do not include ePledge (online) donations.**

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>Submit all checks & cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 50.00

By signing below, I am affirming the validity of this envelope face and content.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.

Chair: signature of Chair Date: / /2022

Captain: signature of Captain Date: / /2022


IMPORTANT REMINDER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheildon at tsheldon@unitedway.org or 302-748-5401


Before donations can be collected, Chairs must email a copy of this signed form to secc@delaware.gov.

KEEP A COPY FOR YOUR RECORDS

Reporting Paper Pledge Donations



At the top of this report form (1), Captains should enter their department name, DDS code, work address, and their name and daytime contact information.



State Employees' Charitable Campaign
PLEDGE FORM
REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick Up/Drop Off: ____/____/2022

UWIC Representative: _____

UWIC Andar Number: _____

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDS Code: Enter 6 digit DDS code

Address: agency/department address City/Zip: agency/department city/zip

Name of Captain: enter name of Captain Phone Number: Captain phone number

Email of Captain: enter email of Captain

Please complete for **ENCLOSED paper pledges only. Do not include ePledge (online) donations.**

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>Submit all checks & cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 50.00

By signing below, I am affirming the validity of this envelope face and content.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.


Chair: signature of Chair _____ Date: ____/____/2022

Captain: signature of Captain _____ Date: ____/____/2022

IMPORTANT REMINDER:
A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheildon at tsheldon@unwde.org or 302-748-5401
Before donations can be collected, Chairs must email a copy of this signed form to secc@delaware.gov.

KEEP A COPY FOR YOUR RECORDS


Reporting Paper Pledge Donations



Then, enter the donation information in the table here (2)

In this example, this section of the Dept of Human Resources had one employee who used a paper pledge form to donate \$100 through Payroll deduction. And there were two employees that used paper pledges whose donations amounted to \$50 cash. In total, there were 3 donors, contributing a total of \$150, but there is only \$50 cash to be collected by United Way.

THEN the agency chair should re-count the donations and verify the contribution totals on the report.



State Employees' Charitable Campaign
PLEDGE FORM
REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY
Pick Up/Drop Off: ____/____/2022
UWDE Representative: _____
UWDE Andar Number: _____

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDS Code: Enter 6 digit DDS code

Address: agency/department address City/Zip: agency/department city/zip

Name of Captain: enter name of Captain Phone Number: Captain phone number

Email of Captain: enter email of Captain

Please complete for **ENCLOSED paper pledges only. Do not include ePledge (online) donations.**

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>Submit all checks & cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 50.00

By signing below, I am affirming the validity of this envelope face and content.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.


Chair: <u>signature of Chair</u>	Date: ____/____/2022
Captain: <u>signature of Captain</u>	Date: ____/____/2022

IMPORTANT REMINDER


A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@uwde.org or 302-740-9401
Before donations can be collected, Chairs must **email a copy of this signed form to secc@delaware.gov.**

KEEP A COPY FOR YOUR RECORDS

Reporting Paper Pledge Donations



(3) Once the captain and chair both count and verify the donation information, they should both sign and date the report.



State Employees' Charitable Campaign
PLEDGE FORM
REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS
USE ONLY

Pick Up/Drop Off: ____/____/2022

UWDC Representative: _____

UWDC Andar Number: _____

Reporting Paper Pledge Donations

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDS Code: Enter 6 digit DDS code

Address: agency/department address City/Zip: agency/department city/zip

Name of Captain: enter name of Captain Phone Number: Captain phone number

Email of Captain: enter email of Captain

Please complete for **ENCLOSED paper pledges only. Do not include ePledge (online) donations.**

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>Submit all checks & cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 50.00

By signing below, I am affirming the validity of this envelope face and content.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.

Chair: signature of Chair Date: ____/____/2022

Captain: signature of Captain Date: ____/____/2022


IMPORTANT REMINDER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@uwde.org or 302-740-9401

Before donations can be collected, Chairs must **email a copy of this signed form to secc@delaware.gov.**

KEEP A COPY FOR YOUR RECORDS

REMEMBER:
Keep a copy
for your records.



When the report form is complete, the Chair should make a copy for their records AND send a copy to the SECC Coordinator as noted in the Important Reminder at the bottom of the form. Put all pledges and donations in a large envelope and attach the report form to the envelope. Make sure the envelope is securely sealed.

Chairs can contact Tim Sheldon from United Way to collect donations. His contact information is listed in the Important Reminder at the bottom of the form.

Safeguarding Donations



Many employees may be working remotely. We understand that a lot of communication as well as transferring of pledge information may occur over email. Chairs and captains must use egress to securely send emails containing documents and/or sensitive information such as employee ID numbers.

Additionally, until donations are collected by United Way, all cash, checks and pledge forms should be safeguarded under lock and key.



Special Events & Fundraising Activities

Agency fundraising events may be in person designed in a way that maintains the safety of state employees or virtual.

Over the last couple of years many teams converted their traditional agency events into virtual ones. For example, food sales could be preordered and delivered, online silent auctions can be posted on agency intranets, and games and competitions taken place outdoors. Work with your agency to discover the best format that accommodates your agency operations and staff.

For more ideas, see the Resources for chairs and captions page on the SECC website.



Employees can pay for special events and fundraising activities online using various payment methods. Before you start promoting your event, contact the SECC coordinator to start developing a special payment link for your event.

State Employees' Charitable Campaign
SECC
SPECIAL EVENT REPORT ENVELOPE
 Maximum \$5,000 per Donor

FOR CAMPAIGN ADMINISTRATORS USE ONLY
 Pick-up Date: _____/_____/2022
 UWDE Representative: _____
 UWDE Account Number: _____

PLEASE COMPLETE:
 Department: EXAMPLE Department of Human Resources
 DDS Code: enter Captain's eight DDS code
 Address: Captain's apartment address City/Zip: Captain's city/zip
 Name of Captain: Captain's Name Phone Number: Captain's phone number
 Email of Captain: Captain's email address
 Name of Event: Name of special event (example: State Sale)

SPECIAL EVENT DONATIONS ONLY Cash and Checks Only				
Name of Approved Charity	Agency ID-Digit Code	Total Cash	Total Checks	Total Gift
Charity Name	11111	\$ 180.00	\$ 0.00	\$ 180.00
Charity Name	22222	\$ 180.00	\$ 0.00	\$ 180.00
Charity Name	33333	\$ 180.00	\$ 10.00	\$ 190.00
Total in Envelope		\$ 450.00	\$ 10.00	\$ 460.00

By signing below, I am affirming the validity of this envelope face and content.
 Chair: _____ Date: ____/____/2022
 Captain: _____ Date: ____/____/2022

IMPORTANT INFORMATION:
 A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact
 Tim Sheldon at tsheldon@uwde.org or 302-740-8491
 Before donations can be collected, Chair must send a copy of this report form to secc@delaware.gov
 KEEP A COPY FOR YOUR RECORDS

UNITED WAY OF DELAWARE USE ONLY

UNITED WAY OF DELAWARE USE ONLY				
UWDE Account Manager Signature:				Date:
	Audited	Deposited	Entered	Verify and Closed
Date:				
Initials:				

Reporting Special Events & Fundraising Activities

Reporting Special Events & Fundraising Activities

Should you have cash or checks from special events, Chairs and Captains should report them to United Way as frequently as possible. Do not hold donations until the end of the campaign.


The form pictured here (and available on the Resources for Chairs and Captains page on the SECC website) should be used to report special event donations to United Way. This form can only report one event – use additional report forms when reporting more than one event.

At the top of this report form (1), Captains should enter their department name, DDS code, work address, and their name and contact information, as well as the name of the event.

Then, enter the donation information in the table here (2)

Agencies can choose one to three charities to designate funds raised by their event; they can also determine how to split up those funds. In this example, this section of the Dept of Human Resources raised a total of \$480 to be split among three charities. The Captain has inputted the designated charity names and codes and divided the cash and checks evenly to those charities.

Agency chairs should re-count the donations and verify the contribution totals on the report. (3) Once the captain and chair both count and verify the donation information, they should both sign and date the report.



State Employees' Charitable Campaign
SPECIAL EVENT REPORT ENVELOPE
(Maximum 15 Forms Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY
Pick Up/Bring Off: _____/_____/2022
UWDE Representative: _____
UWDE Achar Number: _____

PLEASE COMPLETE:
Department: EXAMPLE: Department of Human Resources
DDS Code: enter Captain's 6 digit DDS code
Address: Captain's agency/department address City/Zip: Captain's city/zip
Name of Captain: Captain's Name Phone Number: Captain's phone number
Email of Captain: Captain's email address
Name of Event: Name of special event (example: Bike Sale)

SPECIAL EVENT MONIES ONLY
(Cash and Checks Only)

Name of Approved Charity	Agency 5-Digit Code	Total Cash	Total Checks	Total Gift
Charity Name	11111	\$ 150.00	\$ 5.00	\$ 150.00
Charity Name	22222	\$ 100.00	\$	\$ 100.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
Total in Envelope		\$ 400.00	\$ 15.00	\$ 400.00

By signing below, I am affirming the validity of this envelope form and contents.
NOTE: The envelope must be SEALED. Two (2) signatures are required below.

Chair: _____ Date: ____/____/2022
Captain: _____ Date: ____/____/2022

IMPORTANT REMINDER TO CHAIRS
A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@uwde.org or 302-740-9401
Before donations can be collected, Chairs must **email a copy of this signed form to secc@delaware.gov**.

KEEP A COPY FOR YOUR RECORDS

UNITED WAY OF DELAWARE USE ONLY

UWDE Account Manager Signature: _____	Date: _____
Audited	Deposited
Date	Entered
Initials	Verify and Closed

Reporting Special Events & Fundraising Activities

IMPORTANT REMINDER
A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@uwde.org or 302-740-9401
Before donations can be collected, Chairs must **email a copy of this signed form to secc@delaware.gov**.

KEEP A COPY FOR YOUR RECORDS

REMEMBER:
Keep a copy
for your records.

When the report form is complete, the Chair should make a copy for their records AND send a copy to the SECC Coordinator as noted in the Important Reminder at the bottom of the form. Put all donations in a large envelope and attach the report form to the envelope. Make sure the envelope is securely sealed.

Chairs can contact Tim Sheldon from United Way to collect donations. His contact information is listed in the Important Reminder at the bottom of the form.

A photograph of a person sitting at a desk, working on a computer. The monitor displays a video conference with many participants. The person's hands are visible on the keyboard. The image is partially obscured by a white, torn-paper-like graphic element.

Promoting the Campaign

CHARITY INFORMATION

- If available, share promotional information and/or videos of charities
- Schedule in person or virtual meeting with charities

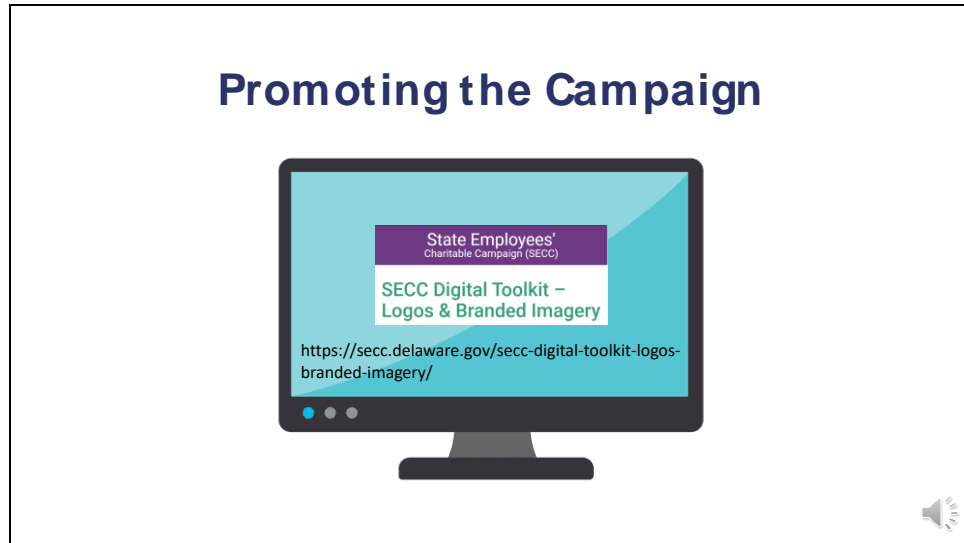
ASK THE SECC COORDINATOR FOR MORE INFORMATION

Promoting the Campaign

It's important to share information with employees about each of the unique charities that have been approved to participate in the campaign. Previously DHR worked with some of the charity organizations and created promotional videos that speak directly to state employees about how their organization's mission helps Delawareans, how donations help them achieve their mission, and other things that state employees can do to support their organization.

Those videos are available on the List of Charities on the SECC website. Chairs and Captains can share charity videos in promotional emails to employees or feature videos on your agency's intranet.

For an even more personalized experience, chairs and captains can invite individuals from charitable organizations to speak to employees in person or in virtual meetings using applications like MS Teams, Zoom, and others. Charitable organizations participating in this year's campaign are eager to make connections with state employees. Ask the SECC coordinator for more information about scheduling meetings with charities.



Website tiles, logos, and branded images are available to use in promotional emails and flyers. You can download these images directly from the Resources for Chairs and Captains page on the SECC website.

Work with your agency's IT dept to put an SECC website tile on your agency's intranet during the campaign. This button can redirect employees to the SECC website where they can find information about the campaign and the charities it supports, as well as access to the online donation portal ePledge.

Work with your agency's communication dept to create and send SECC promotional emails to employees in your agency. The SECC Coordinator can assist with messaging if needed.

Resources for Chairs & Captains

visit
secc.delaware.gov

If you have questions or need assistance, contact the SECC Coordinator.

Brenda Wyatt

SECC@Delaware.gov
122 Martin Luther King Jr. Blvd.
Dover DE, 19901



For all the resources mentioned in this training, visit the Resources for Chairs & Captains page on the SECC Website. If you have any questions or need assistance, contact the SECC Coordinator.



Thank you for taking time to view this training video. We hope it has been helpful to you. With your help, we can make this year's campaign a successful one. Have a great rest of your day.