

Slide 1



Agency Chair & Captain SECC TRAINING

secc.delaware.gov

SECC

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

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.



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 with charitable organizations that benefit the health and welfare of all Delawareans. And the campaign provides employees with convenient and safe ways to make contributions through payroll deductions and one-time donations to one or more charities of their choice.



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.

Past Campaign Contributions		
2022 Total Campaign Contributions: \$256,717 Variance: -\$14,004 Between Campaign Years 2021 and 2022		
2022 Employee Pledges: \$166,888 Variance: -\$26,913	2022 Special Events: \$54,702 Variance: +\$30,621	2022 Pensioner Pledges: \$35,128 Variance: -\$17,713
2022 Participation: 753 Variance: -159		2022 Participation: 179 Variance: -58

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 2022 were over \$256,000, which is a decrease of \$14,000 from the 2021 campaign.

The left column shows that employee pledges, which include ePledges and paper pledges, were well over \$166,000, which is more than a \$26,000 decrease from the 2021 campaign. Participation was down by 159 employees.

The center column shows that employees raised \$54,700 in special events, which is well over a \$30,000 increase from 2021.

The right column shows that pensioners pledged just over \$35,000, a decrease of over \$17,700 from the 2021 campaign and participation was down by 58 pensioners.

Slide 6



2023 SECC GOAL

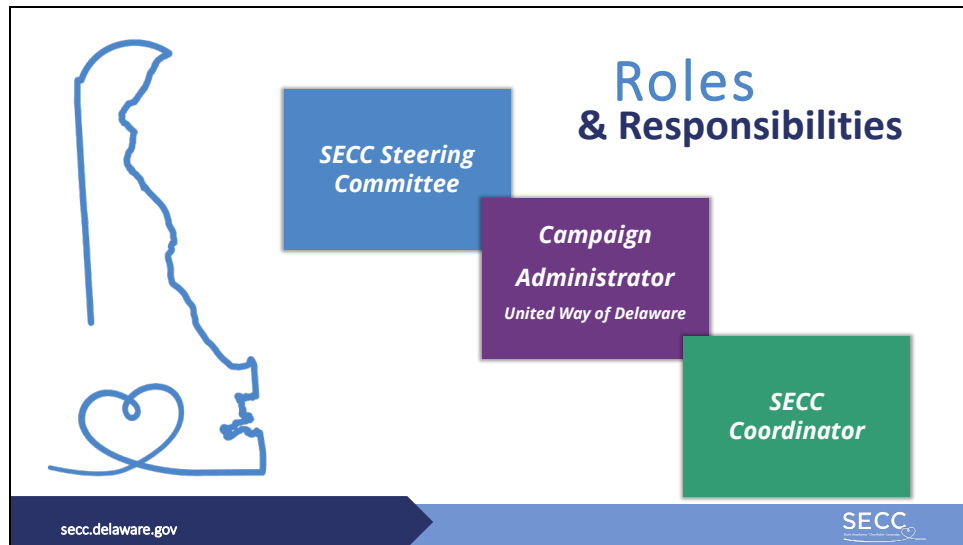
\$300,000

secc.delaware.gov

SECC

The slide features a central text box with a double blue border containing the goal amount. The background is white with a dark blue footer bar. The footer bar contains the website URL on the left and the SECC logo on the right.

The goal for the 2023 campaign is to raise \$300,000.



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



secc.delaware.gov


SECC

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



The image shows two views of a poster for the 'STATE EMPLOYEES' CHARITABLE CAMPAIGN'. The 'Front' view features a photo of a group of people at a community event, the campaign title, dates (September 1 - October 31), and sections for 'Why Choose To Give' and 'How You Can Help' (Care, Connect, Contribute). The 'Back' view features a photo of hands holding a 'Thank you' heart, the text 'Your contributions make a difference in the lives of Delawareans.', the 'give' logo, and a photo of a woman with the text 'Your support for the 2023 State Employees' Charitable Campaign is greatly appreciated.' Both views include the SECC logo and the website secc.delaware.gov.

secc.delaware.gov

SECC


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.gov
- Payroll deduction, one-time debit/credit card donation, and debit/credit card payment for special events
- Pledge confirmation emailed to Donors
- No paperwork for Chairs & Captains
- Weekly ePledge reports emailed to Chairs



secc.delaware.gov

SECC


Employee pledges.

Chairs and Captains should encourage employees 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.gov using a non-state email address). 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. Credit card payments for particular special fundraising events may be made as well. 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



secc.delaware.gov

SECC

Employees that don't have access to computers may 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.

Paper Pledges Payroll Deduction Donation

Campaign Year 2023

State Employees' Charitable Campaign
Pledge Form

Sample Sam S 000000	
Last Name First Name Middle Initial	Employee ID Number (for payroll deduction only)
enter department enter 6 digit DDS code enter phone number	
Department	Division/DDS Code Work Phone Number

PLEDGE TYPE		CHARITABLE ORGANIZATION DESIGNATIONS				
CASH / CHECK <i>(one time donation)</i>	PAYROLL DEDUCTION	FIVE DIGIT CHARITY CODE				
\$	Amount (Per Pay) \$ 1	1	2	3	4	5
	Pay Periods X 26	2	3	4	5	6
	Annual Amount \$ 26	3	4	5	6	7
		4	5	6	7	8
		5	6	7	8	9

ANNUAL AMOUNT AND CHARITY NAME	
\$10.00	Charity Name
\$5.00	Charity Name
\$5.00	Charity Name
\$3.00	Charity Name
\$3.00	Charity Name

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: 23 Example Road
 CITY: Sample City STATE: DE ZIP CODE: 12345

MY HOME E-MAIL ADDRESS IS:
 Ssample@email.com

AUTHORIZATION: I hereby authorize any agency of the State of Delaware, by which I may be employed during 2024, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2024 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) 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: S Sample DATE: today

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

Employees can use Paper Pledges for Payroll Deduction Donations. Chairs and captains should ensure the paper pledge forms are filled out correctly. First, 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” The Cash/Check section should be left blank. 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, 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 “Donor Acknowledgement Authorization”, employees will either check that they DO NOT want their contact information released to charities, OR they can enter their address, and email in order to receive acknowledgement from the charities they’re supporting. Finally, Employees pledging payroll deductions must sign and date the Authorization section.

Paper Pledges One-time Donation (Cash or Check)

State Employees' Charitable Campaign Pledge Form

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

PLEDGE TYPE		CHARITABLE ORGANIZATION DESIGNATIONS																																																																												
CASH / CHECK <small>(one time donation)</small>	PAYROLL DEDUCTION	FIVE DIGIT CHARITY CODE																																																																												
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I DO NOT WANT TO PARTICIPATE AT THIS TIME.

DONOR ACKNOWLEDGEMENT AUTHORIZATION	AUTHORIZATION
<input type="checkbox"/> I DO NOT want my name, address or e-mail address released to charities. <input checked="" type="checkbox"/> Release my name, address and/or e-mail address to the charity(ies) I designated. <small>MY HOME ADDRESS IS: (My name will not be released unless a home or e-mail address is provided.)</small> STREET: 123 Example Road CITY: Sample City STATE: DE ZIP CODE: 12345 <small>MY HOME E-MAIL ADDRESS IS: Ssample@email.com</small>	<small>AUTHORIZATION: I hereby authorize any agency of the State of Delaware, by which I may be employed during 2004, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2004 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.</small> <small>Designations to certain organizations that are not eligible to participate in the SECC will be restricted accordingly.</small>

Note To Chair: Please distribute a copy of this form to (1) The Donor (2) Your Records (3) Your Payroll Office (4) Unfunded-99

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, 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” 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. The Payroll Deduction section should be left blank. Then, 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 5 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, Under “Donor Acknowledgement Authorization”, employees will either check that they DO NOT want their contact information released charities, OR they can enter their address, and email in order to receive acknowledgement from the charities they’re supporting. 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 2023

State Employees' Charitable Campaign Pledge Form




Last Name _____		First Name _____		Middle Initial _____		Employee ID Number (for payroll deduction only) _____	
Department _____				Division/DDS Code _____		Work Phone Number _____	
PLEDGE TYPE		CHARITABLE ORGANIZATION DESIGNATIONS					
CASH / CHECK <i>(one time donation)</i> \$ _____ Make checks payable to SECC	Amount (Per Pay)	\$ _____	FIVE DIGIT CHARITY CODE		ANNUAL AMOUNT AND CHARITY NAME		
	Pay Periods	X 26	_____	_____	\$ _____	_____	
	Annual Amount	\$ _____	_____	_____	\$ _____	_____	
			_____	_____	\$ _____	_____	
<input type="checkbox"/> I DO NOT WISH TO PARTICIPATE AT THIS TIME.							
DONOR ACKNOWLEDGMENT AUTHORIZATION <input type="checkbox"/> I DO NOT want my name, address or e-mail address released to charities. <input type="checkbox"/> 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 2024, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2024 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) 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 _____ <small>Designations to charitable organizations that are not approved to participate in the SECC will be considered unapproved.</small>			
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 own records
- Your agency's payroll section (for payroll deductions)
- United Way of Delaware

Campaign Year
2023

State Employees' Charitable Campaign
Pledge Form



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

PLEDGE TYPE	CHARITABLE ORGANIZATION DESIGNATIONS																																																	
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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 2024, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2024 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 anonymous.

Note To Chair: 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.”



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

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick up/Drop off: _____/_____/2023

UWD Representative: _____

UWD Account 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 donations or special events.

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 or designee: signature of Chair or designee Date: / / 2023

Captain or designee: signature of Captain Date: / / 2023

IMPORTANT TO REMEMBER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheehy at tshedy@unitedwaydc.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	Entered	Verify and Closed
Date				
Initials				

Reporting Paper Pledge Donations

We will now go over examples and instructions for pledge and special fundraising event reporting.

Chairs and Captains should report paper pledge donations to United Way as frequently as possible AND separate from special fundraising events. It is important to have pledges and donations regularly picked up during the campaign and NOT hold them until 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: ____/____/2023

UWD Representative: _____

UWD Assn 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 ENVELOPES ONLY. PLEASE DO NOT INCLUDE ENVELOPE PHOTOGRAPHS OR SPECIAL EVENTS.

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledgers <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 or designee: signature of Chair or designee Date: ____/____/2023

Captain or designee: signature of Captain Date: ____/____/2023

IMPORTANT REMINDER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
Tim Sheldon at tsheldon@uwde.org or 302-740-9491


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

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: ____/____/2023
 UWD Representative: _____
 UWD Assn 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 EMPLOYERS (Chair Pledges ONLY) (DO NOT INCLUDE EMPLOYEE PLEDGES OR SPECIAL EVENTS)

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>(Include 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 or designee: signature of Chair or designee Date: ____/____/2023

Captain or designee: signature of Captain Date: ____/____/2023

IMPORTANT REMINDER

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:
 Tim Sheldon at tsheldon@unitedway.org or 302-740-9491

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

KEEP A COPY FOR YOUR RECORDS


UNITED WAY OF DELAWARE USE ONLY

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 (or designee) should re-count the donations and verify the contribution totals on the report.



State Employees' Charitable Campaign

**PLEDGE FORM
REPORT ENVELOPE**

(Maximum \$5 Envelope Per Envelope)

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick Up/Drop Off: ___/___/2023

UWD Representative: _____

UWD Antbar 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 #pledge donations or special events.

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 or designee: signature of Chair or designee

Date: ___/___/2023

Captain or designee: signature of Captain

Date: ___/___/2023

IMPORTANT REMINDERS

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


Refugee donations can be collected. Chair must email a copy of this signed form to secc@delaware.gov.

KEEP A COPY FOR YOUR RECORDS

UNITED WAY OF DELAWARE USE ONLY

Reporting Paper Pledge Donations

(3) Once the captain and chair (or designee) 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: ____/____/2023
UWID Representative: _____
UWID Assn# 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 donations or special events.

Pledge Summary	# of Donors	Total Contributions	Payment Enclosed in this Envelope
Payroll Deduction	1	\$ 100.00	N/A
Cash/Check Pledges <small>(Send 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 or designee: signature of Chair or designee Date: ____/____/2023

Captain or designee: signature of Captain Date: ____/____/2023

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

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.



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 using various payment methods, including online with a credit card. If credit card payments for special events will be utilized and before you start promoting your event, contact the SECC coordinator to create an event in ePledge where employees may make their payment for your event.



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

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick up/ Drop off: _____/_____/2022

UWD Representative: _____

UWD Account Number: _____

PLEASE COMPLETE:

Department: _____
EXAMPLE: Department of Human Resources

DDS Code: _____
enter Captain's 5 digit DDS code

Address: _____
Captain's agency/department address City/State 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 MONIES ONLY
(Cash and Checks Only) (DO NOT include paper pledges)

Name of Approved Charity	Agency 5-Digit Code	Total Cash	Total Checks	Total Gift
Charity Name	11111	\$ 155.00	\$ 5.00	\$ 160.00
Charity Name	22222	\$ 100.00	\$	\$ 100.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
Total in Envelope		\$ 405.00	\$ 15.00	\$ 420.00

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 or designer: _____ Date: ____/____/2022
Chair's signature or designee
 Captain or designee: _____ Date: ____/____/2022
Captain's signature

IMPORTANT REMINDER:

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact
 Tim Shekleton at tshkleton@unitedway.org or 302-746-0461

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	Entered	Verify and Close
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 separate from paper pledges. It is important to have donations picked up regularly throughout the campaign and to not hold them 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. There should be ONE form for EACH event – use additional report forms when reporting more than one event.



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

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick Up Drop Off: _____ / ____ / 2023

UWDE Representative: _____

UWDE Account 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: State Sale)

SPECIAL EVENT MONIES ONLY <small>(Cash and Checks Only (DDS NOT include paper checks))</small>				
Name of Approved Charity	Agency 5-Digit Code	Total Cash	Total Checks	Total Gift
Charity Name	11111	\$ 100.00	\$ 4.00	\$ 100.00
Charity Name	22222	\$ 100.00	\$	\$ 100.00
Charity Name	33333	\$ 100.00	\$ 10.00	\$ 100.00
Total in Envelope		\$ 400.00	\$ 10.00	\$ 400.00

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 or designee: _____ Date: ____/____/2023
 Captain or designee: _____ Date: ____/____/2023

FOR THE CAPTAIN/REPORTER


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, Chair must email a copy of this signed form to secc@delaware.gov.

KEEP A COPY FOR YOUR RECORDS

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

Reporting Special Events & Fundraising Activities

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



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

FOR CAMPAIGN ADMINISTRATORS USE ONLY

Pick Up/Drop Off: _____ 2023
 UWDE Representative: _____
 UWDE Asst Number: _____

Reporting Special Events & Fundraising Activities

PLEASE COMPLETE:

Department: EXAMPLE: Department of Human Resources

DDG Code: enter Captain's 6 digit DDG 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: Bake Sale)

SPECIAL EVENT MONIES ONLY
(Cash and Checks Only, DDG NOT needed upon drop-off)

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	\$ 150.00	\$	\$ 150.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
Total in Envelope		\$ 450.00	\$ 15.00	\$ 480.00

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.
 Char or designee: _____ Date: ____/____/2023
 Captain or designee: _____ Date: ____/____/2023

FOR UNITED WAY USE ONLY


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	Entered	Verify and Closed	
Date				
Initials				

Then, enter the donation information in the table here. Agencies have the option to either have the funds raised donated to the general campaign (that is, undesignated) or 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.



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

FOR CHARITABLE ADMINISTRATORS USE ONLY
Pick up/Chip Off: _____/____/2023
UNDE Representative: _____
UNDE Account Number: _____

FORMS COMPLETED:

Department: EXAMPLE: Department of Human Resources
 DDC Code: enter Captain's 6 digit DDC 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: Bake Sale)

SPECIAL EVENT MONIES ONLY
(Cash and Checks Only, DO NOT include paper pledges)

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

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

Chair or designee: _____ DATE: ____/____/2023
 Captain or designee: captain's signature DATE: ____/____/2023

IMPORTANT REMINDER:
 A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact **Tim Sheldon** at tsheldon@uwde.org or 302-740-8401
 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

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

Reporting Special Events & Fundraising Activities

Agency chairs (or their designee) should re-count the donations and verify the contribution totals on the report. Once the captain and chair (or designee) 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 CONTRIBUTORS USE ONLY
Pick Up/ Drop Off: _____/2022
UWD Representative: _____
UWD Awarid Number: _____

PLEASE COMPLETE:
Department: EXAMPLE: Department of Human Resources
DDS Code: enter Captain's 5 digit DDS code
Address: Captain's agency/department address City/Zip: _____ Captain's city/zip
Name of Captain: _____ Phone Number: _____ Captain's phone number
Email of Captain: _____ Captain's email address
Name of Event: _____ Name of special event (example: Bake Sale)

SPECIAL EVENT MONIES ONLY
(Cash and Checks Only) (DO NOT include paper pledges)

Name of Appointed Charity	Agency 5-Digit Code	Total Cash	Total Checks	Total GR:
Charity Name	11111	\$ 155.00	\$ 5.00	\$ 160.00
Charity Name	22222	\$ 165.00	\$	\$ 160.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
Total in Envelope		\$ 465.00	\$ 15.00	\$ 480.00

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 or designee: _____ Date: _____/_____/2022
Captain or designee: _____ 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

UNITED WAY OF DELAWARE USE ONLY

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

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 (or designee) 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 virtual meeting with many participants in a grid. The person's hands are on the keyboard. The image is partially obscured by a white, torn-paper-like graphic on the left side.

**Promoting
the Campaign**

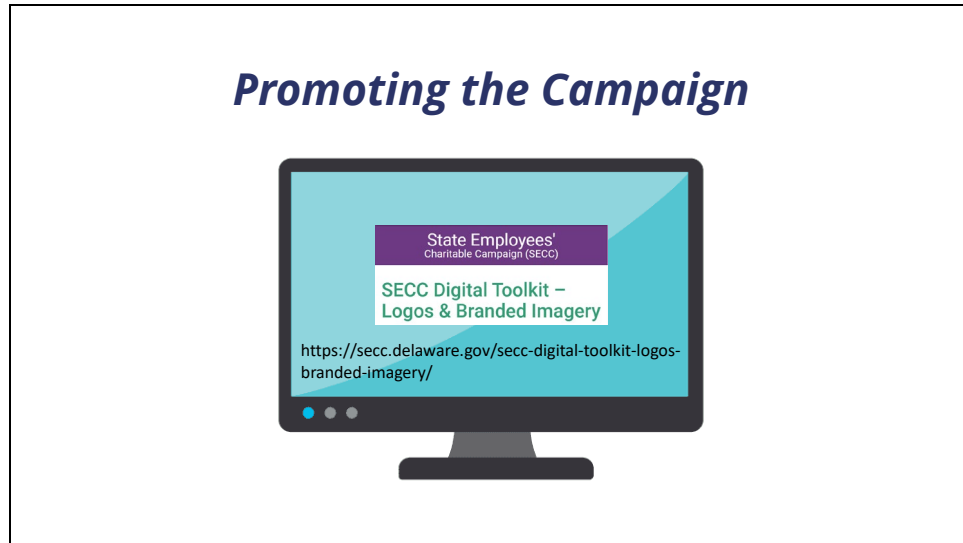
CHARITY INFORMATION

- *If available, share promotional information about charities*
- *Schedule in person or virtual meetings 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. Agency leadership, Chairs and Captains, and/or your agency's communications team can send promotional emails to employees and feature the charities 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 Microsoft 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
841 Silver Lake Boulevard, Suite 100
Dover DE, 19904



secc.delaware.gov

SECC
Making a difference in Delaware

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.

Slide 32



Thank you for taking time to view this training. 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.