



## **Agency Chair & Captain SECC TRAINING**

[secc.delaware.gov](http://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](http://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

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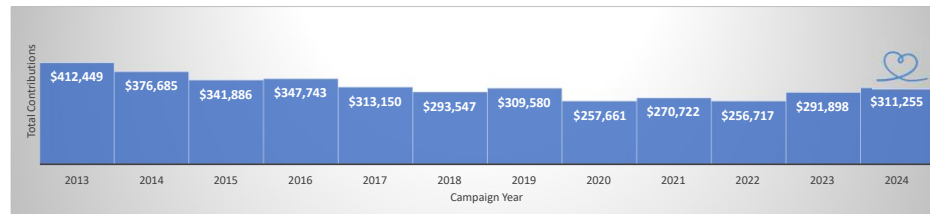
SECC

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 established to connect 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.

## Past Campaign Contributions



[secc.delaware.gov](http://secc.delaware.gov)

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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

<b>2024 Total Campaign Contributions: \$311,255</b> <b>Variance: +\$19,356</b> <b>Between Campaign Years 2023 and 2024</b>		
<b>2024 Employee Pledges:</b> \$260,098 <b>Variance:</b> +\$76,021  <b>2024 Participation:</b> 832 <b>Variance:</b> -22	<b>2024 Special Events:</b> \$89,574  <b>Variance:</b> +\$16,716	<b>2024 Pensioner Pledges:</b> \$51,157 <b>Variance:</b> +\$16,194  <b>2024 Participation:</b> 188 <b>Variance:</b> +13

Total Campaign contributions can be broken down in 3 parts

1. Employee Pledges
2. Special Events/Fundraising activities
3. Pensioner pledges

The top row shows that total campaign contributions for 2024 were over \$300,000, which is an increase of approximately \$19,000 from the 2023 campaign.

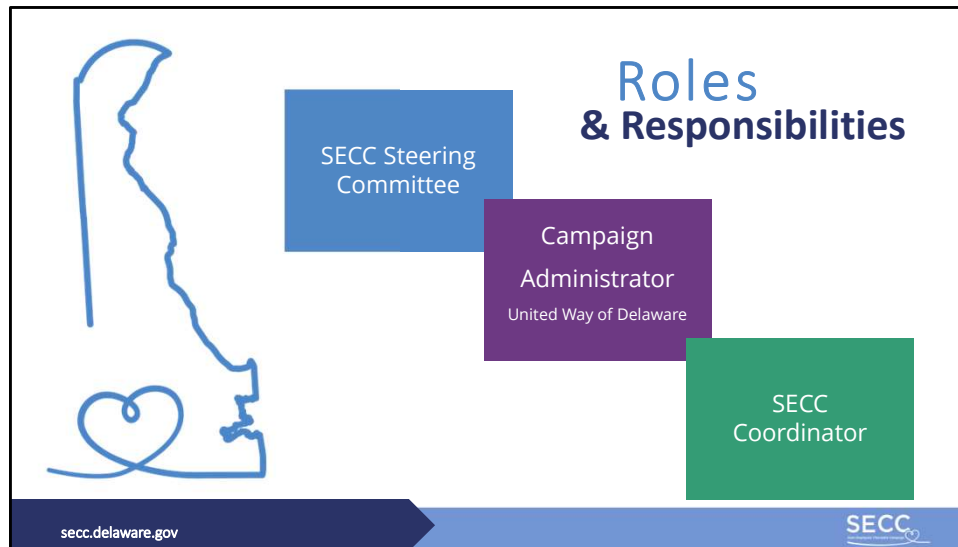
The left column shows that employee pledges, which include ePledges and paper pledges, were slightly over \$260,000, which is a \$76,000 increase from the 2023 campaign. Participation went down by 22 employees.

The center column shows that employees raised over \$89,000 in special events, which is an \$16,000 increase from 2023.

The right column shows that pensioners pledged over \$51,000, a significant increase of more than \$16,000 from the 2023 campaign and participation went up by 13 pensioners.



The goal for the 2025 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



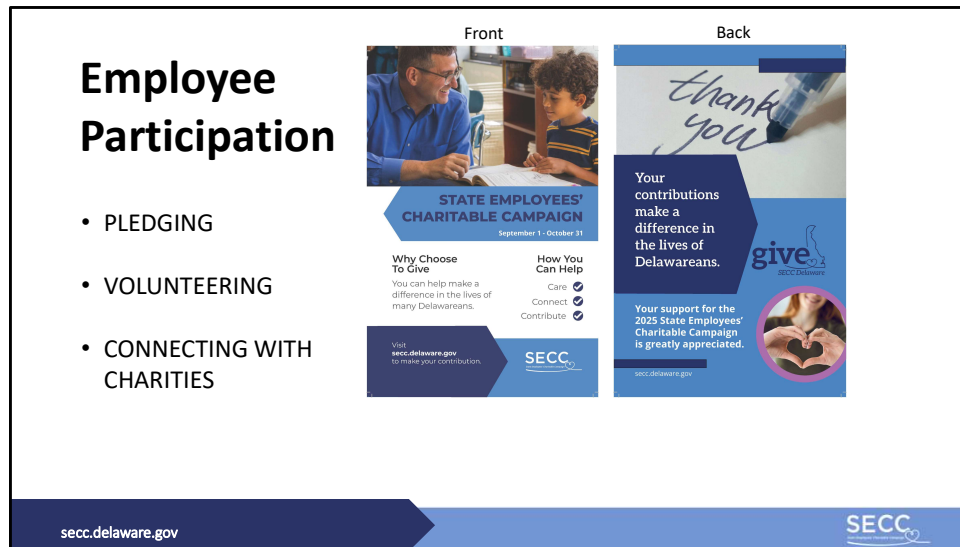
[secc.delaware.gov](http://secc.delaware.gov)

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.






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](http://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.

Campaign Year  
2025

**Paper Pledges  
Payroll Deduction  
Donation**

State Employees' Charitable Campaign  
Pledge Form



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

PLEDGE TYPE		CHARITABLE ORGANIZATION DESIGNATIONS			
<p><b>CASH / CHECK</b> <small>(one time donation)</small></p> <p>Amount (Per Pay) \$</p> <p>Pay Periods X 26</p> <p>Annual Amount \$</p> <p><small>Make checks payable to SECC</small></p>	<p><b>PAYROLL DEDUCTION</b></p> <p>Amount (Per Pay) \$</p> <p>Pay Periods X 26</p> <p>Annual Amount \$</p>	<p><b>FIVE DIGIT CHARITY CODE</b></p> <p>1 2 3 4 5</p>	<p><b>ANNUAL AMOUNT AND CHARITY NAME</b></p> <p>\$</p>	<p>\$</p>	<p>\$</p>

☒ **I DO NOT WISH TO PARTICIPATE AT THIS TIME.**

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 partial consideration for any contribution made to the organization via this pledge form.

**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 2026, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2026 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 undesignated.

Note To Charities: 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 name, 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

Campaign Year  
 2025

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												
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>CASH / CHECK</b>  <i>(one-time donations)</i> </div> <div style="margin-bottom: 5px;">           \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> </div> <div style="font-size: small;">             Make checks payable to SECC           </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>PAYROLL DEDUCTION</b> </div> <div style="margin-bottom: 5px;">           Amount (Per Pay) \$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> </div> <div style="margin-bottom: 5px;">           Pay Periods <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> 26         </div> <div style="margin-bottom: 5px;">           Annual Amount \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> </div>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">FIVE DIGIT CHARITY CODE</th> <th style="width: 40%;">ANNUAL AMOUNT AND CHARITY NAME</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span></td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span></td> </tr> </tbody> </table>	FIVE DIGIT CHARITY CODE	ANNUAL AMOUNT AND CHARITY NAME	1	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>	2	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>	3	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>	4	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>	5	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>
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5	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>												

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 partial consideration for any contribution made to the organizations 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 the agency of the State of Delaware, by which I am 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 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 charities organizations that are not approved to participate in the SECC are void and will not be processed.


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

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 name, 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



The image shows a 'State Employees' Charitable Campaign Pledge Form'. It includes fields for personal information (Last Name, First Name, Middle Initial, Employee ID Number), contact information (Department, Division/DDS Code, Work Phone Number), and pledge details (Pledge Type: CASH / CHECK or PAYROLL DEDUCTION; Charitable Organization Designations: Five Digit Charity Code, Annual Amount, and Charity Name). There are checkboxes for 'I DO NOT WISH TO PARTICIPATE AT THIS TIME' and 'DONOR ACKNOWLEDGMENT AUTHORIZATION'. A signature line and date field are at the bottom. A note at the bottom states: '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

1. The donor
2. Your own records
3. Your agency's payroll section (for payroll deductions)
4. United Way of Delaware

## Paper Pledges

Do Not Wish to  
Participate

Campaign Year  
2025

**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 (one time donation)	PAYROLL DEDUCTION	FIVE DIGIT CHARITY CODE
Amount (Per Pay) \$ <input style="width: 50px;" type="text"/>	Amount (Per Pay) \$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Pay Periods: X 26	Annual Amount \$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Make checks payable to SECC	Annual Amount \$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

☒ **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:

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 partial consideration for any contribution made to the organization via this pledge form.

AUTHORIZATION: I hereby authorize any agency of the State of Delaware, by which I may be employed during 2025, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2025 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:

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

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

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 Group Code: \_\_\_\_\_/2025

UWOD Representative: \_\_\_\_\_

UWOD Auditor Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: \_\_\_\_\_

DDS (Department/Division/Section) Code: \_\_\_\_\_

Address: \_\_\_\_\_ City/Co: \_\_\_\_\_

Name of Captain: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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
<b>Payroll Deduction</b>		\$	N/A
<b>Cash/Check Pledges</b> <small>Submit all checks &amp; cash with report envelope</small>		\$	\$
<b>Total in Envelope</b> <small>Enter Column Totals</small>		\$	\$

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: \_\_\_\_/\_\_\_\_/2025

Captain or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

SECC representatives will collect ALL SECC donations. To schedule a pick-up, contact:  
**Deborah Armstrong at [darmstrong@uwde.org](mailto:darmstrong@uwde.org)**


Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

**KEEP A COPY FOR YOUR RECORDS**

## 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:        /        / 2025

UWD Representative:                     

UWD Andlar Number:

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department/Division/Section) Code: Enter 5 digit DDS code

Address: Agency/Department address City/Zip, Agency/Department City/Zip

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

Email of Captain: captain@example.com

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 &amp; cash with report envelope</small>	2	\$ 50.00	\$ 50.00
<b>Total in Envelope</b> <small>Enter Column Totals</small>	3	\$ 150.00	\$ 150.00

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:     /     / 2025


Captain or designee: Signature of Captain                                      Date:     /     / 2025

**IMPORTANT REMINDER:**  
 A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact  
 Deborah Armstrong at [darmstrong@unwde.org](mailto:darmstrong@unwde.org)  
 Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto: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:        /        / 2025

UWD Representative:                     

UWD Awarid Number:

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department/Division-Section) Code: Enter 8 digit DDS code: \_\_\_\_\_

Address: Agency/Department address \_\_\_\_\_ City/Zip: Agency/Department City/Zip \_\_\_\_\_

Name of Captain: Name of Captain \_\_\_\_\_ Phone Number: Captain phone number: \_\_\_\_\_

Email of Captain: captain@example.com

Please complete for ENCLOSED paper pledges ONLY. Do not include all 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 &amp; cash with report envelope</small>	2	\$ 50.00	\$ 50.00
<b>Total in Envelope</b> <small>Enter Column Totals</small>	<b>3</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>

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:     /     / 2025

Captain or designee: Signature of Captain \_\_\_\_\_ Date:     /     / 2025

**IMPORTANT TO REMEMBER:**

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:  
**Deborah Armstrong at [darmonstr@uwde.org](mailto:darmonstr@uwde.org)**

Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto: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 (or designee) 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: \_\_\_\_/\_\_\_\_/2025

UWD Representative: \_\_\_\_\_

UWD Andar Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources \_\_\_\_\_

DDS (Department-Division-Section) Code: Enter 5 digit DDS code \_\_\_\_\_

Address: Agency/Department address \_\_\_\_\_ City/Zip, Agency/Department City/Zip \_\_\_\_\_

Name of Captain: Name of Captain \_\_\_\_\_ Phone Number: Captain phone number \_\_\_\_\_

Email of Captain: captain@example.com \_\_\_\_\_

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 &amp; cash with report envelope</small>	2	\$ 50.00	\$ 50.00
Total in Envelope <small>Enter Column Totals</small>	3	\$ 150.00	\$ 150.00

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: \_\_\_\_/\_\_\_\_/2025

Captain or designee: Signature of Captain \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

**IMPORTANT REMINDER:**


A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact Deborah Armstrong at [darmstrong@unwde.org](mailto:darmstrong@unwde.org)

Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

KEEP A COPY FOR YOUR RECORDS

## 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)

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department/Division/Section) Code: Enter 8 digit DDS code

Address: Agency/Department address, City/Co./Agency/Department City/Zip

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

Email of Captain: captain@example.com

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 &amp; cash with report envelope</small>	2	\$ 50.00	\$ 50.00
<b>Total in Envelope</b> <small>Enter Column Totals</small>	3	\$ 150.00	\$ 150.00

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:     /     / 2025

Captain or designee: Signature of Captain Date:     /     / 2025

**IMPORTANT REMINDER**  
A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:  
**Deborah Armstrong** at [darms@uwde.org](mailto:darms@uwde.org)  
Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto: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:  
**Deborah Armstrong** at [darms@uwde.org](mailto:darms@uwde.org)  
Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto: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 Deborah Armstrong from United Way to collect donations. Her contact information is listed in the Important Reminder at the bottom of the form.

## Safeguarding Donations



[secc.delaware.gov](http://secc.delaware.gov)

SECC

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.**



## Special Events & Fundraising Activities


Online Cashless Payment Options Available for Events!

Contact the SECC Coordinator to create an event in ePledge for credit card payments for your event.

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: \_\_\_\_\_/2025

UWOD Representative: \_\_\_\_\_

UWOD Auditor Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department-Division-Section) Code: Enter Captain's 8 digit DDS code \_\_\_\_\_

Address: Agency/Department Address City/Zip: Agency/Department City/Zip

Name of Captain: Name of Captain Phone Number: Captain's phone number

Email of Captain: Captain@example.com

Name of Event: Name Event (i.e. Cornhole tournament)

**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	\$ 100.00	\$ 0.00	\$ 100.00
Charity Name	22222	\$ 100.00	\$ 0.00	\$ 100.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
<b>Total in Envelope</b>		<b>\$ 450.00</b>	<b>\$ 10.00</b>	<b>\$ 460.00</b>

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: \_\_\_\_/\_\_\_\_/2025


Captain or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

**IMPORTANT REMINDER:**  
 A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:  
**Deborah Armstrong at [darstrong@uwde.org](mailto:darstrong@uwde.org)**  
 Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

**KEEP A COPY FOR YOUR RECORDS**

## 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: \_\_\_\_\_ /2025

UWOD Representative: \_\_\_\_\_

UWOD Auditor Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department-Division-Section) Code: Enter Captain's 8 digit DDS code \_\_\_\_\_

Address: Agency/Department Address City/Zip: Agency/Department City/Zip

Name of Captain: Name of Captain Phone Number: Captain's phone number

Email of Captain: Captain@example.com

Name of Event: Name Event (i.e. Cornhole tournament)

**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	\$ 180.00	\$ 0.00	\$ 180.00
Charity Name _____	22222	\$ 180.00	\$ 0.00	\$ 180.00
Charity Name _____	33333	\$ 150.00	\$ 10.00	\$ 160.00
<b>Total in Envelope</b>		<b>\$ 460.00</b>	<b>\$ 10.00</b>	<b>\$ 470.00</b>

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Chair or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

Captain or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025


**IMPORTANT REMINDER**

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**Deborah Armstrong at [darmstrong@uwde.org](mailto:darmstrong@uwde.org)**  
 Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

**KEEP A COPY FOR YOUR RECORDS**

## Reporting Special Events & Fundraising Activities

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 CAMPAIGN ADMINISTRATORS USE ONLY**

Pick Up/Drop Off: \_\_\_\_\_/2025

UWD Representative: \_\_\_\_\_

UWD Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department/Division/Section) Code: Enter Captain's 6 digit DDS code

Address: Agency/Department Address City/Zip: Agency/Department City/Zip

Name of Captain: Name of Captain Phone Number: Captain's phone number

Email of Captain: Captain@example.com

Name of Group: Name of Group (e.g., Committee, Team, etc.)

**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	\$ 8.00	\$ 160.00
Charity Name	22222	\$ 160.00	\$ 0.00	\$ 160.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
<b>Total in Envelope</b>		<b>\$ 465.00</b>	<b>\$ 18.00</b>	<b>\$ 480.00</b>

By signing below, I am affirming the validity of this envelope face and content.

~~Signature of the group captain or chair~~

Chair or Designee: \_\_\_\_\_ Date: \_\_\_\_\_/2025

Captain or Designee: \_\_\_\_\_ Date: \_\_\_\_\_/2025

**IMPORTANT REMINDER**


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## 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)

**PLEASE COMPLETE:**

Department: Example: Department of Human Resources

DDS (Department/Division/Section) Code: Enter Captain's 6 digit DDS code

Address: Agency/Department Address City/Zip: Agency/Department City/Zip

Name of Captain: Name of Captain Phone Number: Captain's phone number

Email of Captain: Captain@example.com

Name of Event: Name Event (i.e. Carpool tournament)

**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	\$ 160.00	\$ 0.00	\$ 160.00
Charity Name	33333	\$ 150.00	\$ 10.00	\$ 160.00
<b>Total in Envelope</b>		<b>\$ 465.00</b>	<b>\$ 15.00</b>	<b>\$ 480.00</b>

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Chair or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

Captain or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2025

**IMPORTANT REMINDER:**  
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**Deborah Armstrong at [darmstrong@uwde.org](mailto:darmstrong@uwde.org)**  
Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

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## Reporting Special Events & Fundraising Activities

**IMPORTANT REMINDER:**  
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Before donations can be collected, Chairs must email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).

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Chairs (or designees) can contact Deborah Armstrong from United Way to collect donations. Her contact information is listed in the Important Reminder at the bottom of the form.



## 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.

## Promoting the Campaign



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](http://secc.delaware.gov)

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

**Anna Davis**

[SECC@Delaware.gov](mailto:SECC@Delaware.gov)

841 Silver Lake Boulevard, Suite 201  
Dover DE, 19904



[secc.delaware.gov](http://secc.delaware.gov)

SECC

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.