



LIGHT THE FLAME OF

Hope



COORDINATOR TRAINING
AUGUST 24, 2016

Department Coordinators

Agriculture – Jennifer Hentges

Auditor – Sherrie Brown

Corrections – **Mary Ann Reeter**

DESE – Bryan Howard

Health & Senior Services – Melissa Laneave

Higher Ed – Jessica Duren

DIFP – Grady Martin

Mental Health – Mary Luebbert

MO Senate – Cindy Winthorst

MCHCP – Peggy deMeurers

Natural Resources – Deanna Treu

Public Safety – Darla Iven

Social Services – **Anna Wainscott**

Treasurer – Debbie Schertzer

OA – Sara Vanderfeltz, Michelle Hallford

Attorney General – Kerry Kroll

Conservation – Dawn Kirchner

DED – **Lynne Kempker**

Governor's Office – Kim Hoelscher

Judiciary – Susan Herman

Labor – **Karla Hogg**

Lt. Governor – Willis Jones

MO House of Reps – Pattie Wehmeir

MOSERS – Katy Lacy

MoDOT – **Reagan Schmidt**


Public Defender's Office – Gina Hall

Revenue – Cathie Hershey


Secretary of State's Off – Diann Stark




What is the MSECC?


- Unified fundraising program for state employees administered by the Office of Administration
 - Comprised of charitable organizations that **apply** to the MSECC for possible inclusion
 - Application will be on the MSECC web-site in December
 - Applications due by February 28, 2017
 - Payroll deduction offers employees a convenient way to contribute (Tax deductible)
 - Provides vital services and meets many needs in our local communities and state
- 

What is Your Role?

- Provide leadership
 - Serve as the main campaign resource for your coworkers
 - Distribute pledge cards to employees
 - Encourage participation – without pressure
 - Minimum payroll deduction is \$0.50 per pay period to each charity designated
 - *Get employees and management involved...*
- 

- **Plan events:** <http://msecc.mo.gov/coordinators.html>
 - Breakfast of Champions
 - Tricycle Races
 - Hula Hoop contest
 - Fun Run
 - Campaign period should be no more than two weeks
 - Distribute cards **no later than October 14**
 - Collect completed pledge cards
 - Send completed pledge cards to your department coordinator OR directly to the MSECC office via inter-agency mail
- 

Quick Charity Reference Guide


- 9 **new** charities this year are **not listed** in the guides that were shipped to you
 - **Are listed** in the **PDF version (2016)** on the **web-site**
 - Charities are listed alphabetically under the regions they serve
 - **Charity descriptions** are listed on the web-site
 - **Additional guides** can be printed from the MSECC web-site or MSECC has small supply available (2015)
 - 1000 charities are participating in the 2017 campaign
- 

New Charities For 2017


- **1004** Green Hills Women's Shelter
- **1005** Noyes Home For Children
- **4073** Camp Quality USA
- **4074** Missouri Rock Island Trail, Inc.
- **5062** Affordable Housing For All
- **5063** Pony Bird Incorporated
- **8080** Missouri Disabled Sportsmen
- **9017** Meds & Food For Kids
- **9018** Central Asia Institute

Our web-site has a NEW look

www.msecc.mo.gov


- View **Charity** information
 - View **Donations** pledged to each charity
 - **Coordinator** checklist, **FUN**draising ideas, pledge card instructions
 - **Retirees** can donate
 - **Frequently Asked Questions**
 - Bid on the **Statewide Silent Auction – Aug 25**
 - Bidding closes at 5:00 p.m. on September 9
- 


Pledge Cards

MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN		Search charities online at www.msecc.mo.gov			
REGION	EMPLOYEE ID	CHARITY CODES	PAY PERIOD AMOUNT	ANNUAL AMOUNT	
NAME		_ _ _	\$	x 24	\$
ADDRESS ON FILE		_ _ _	\$	x 24	\$
		_ _ _	\$	x 24	\$
		_ _ _	\$	x 24	\$
WORK E-MAIL ADDRESS	WORK TELEPHONE NUMBER	_ _ _	\$	x 24	\$
PREFERRED E-MAIL ADDRESS (FOR MSECC PURPOSES ONLY)		_ _ _	\$	x 24	\$
AGENCY CODE	ORGANIZATION DESCRIPTION	_ _ _	\$	x 24	\$
REPORTING ORGANIZATION		_ _ _	\$	x 24	\$
METHOD OF CONTRIBUTION		TOTALS		\$	x 24 \$
<input type="checkbox"/> Payroll Deduction (Minimum .50 per pay period to each charity designated) <input type="checkbox"/> Check/Money Order Attached (MAKE PAYABLE TO MSECC) <input type="checkbox"/> I Do Not Wish to Give		<input type="checkbox"/> As a Century Club Plus Member, I would like to be recognized for my contribution of \$120 or more per year. <input type="checkbox"/> My name and home address may be released to the charitable organization(s) to which I am contributing.			
I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2017 and ending 12-31-2017 or until revoked by me in writing.		Your MSECC contribution is tax deductible to the extent allowed by law. For tax purposes, nothing of substantial value was given in return for this contribution. Retain the yellow copy of this pledge form and either your cancelled check or year-end payroll check stub as proof of your contribution.			
SIGN X	DATE				

White copy – MSECC – **NEW THIS YEAR!!!!**

Yellow copy – EMPLOYEE

- Please do not cross out bar codes – use a blank pledge card
 - A box **must** be checked for method of payment
 - **Payroll deduction** - MUST be signed and dated
 - Blank pledge cards **must** have, name, last 4 digits of SSN
 - Century Club Plus
 - Release of name and home address
- 

- Verify the accuracy
 - Ensure pay period amount = the annual amount
 - The annual amount **MUST** be equally divisible by the pay periods
 - **No staples** - please use paper clips to attach checks and money orders
 - Keep checks attached to pledge cards
 - **Please send pledge cards with checks ASAP!!!**
 - **No cash please!** Coordinators - write check or obtain money order in place of cash
 - An individual check is **not needed** for each pledge card
- 

Submitting Pledge Cards and Batch Reports

- Prepare batch reports
 - 3-digit agency code
 - Total the amounts and the number of payroll deductions and checks


MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN BATCH REPORT

AGENCY		
DIVISION		SECTION
ADDRESS	CITY	ZIP
NAME OF PERSON COMPLETING REPORT		E-MAIL
PHONE		
BATCH INFORMATION		
BATCH NUMBER	NUMBER OF CONTRIBUTORS	AMOUNT OF CONTRIBUTIONS
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
AGENCY CODE		
	PAYROLL DEDUCTIONS	\$
	PAYMENTS/CHECKS/M.O.	\$
	TOTAL CONTRIBUTORS	\$


DO NOT SEND CASH IN THIS ENVELOPE!

MO 300-1622 (6-03) DIST: GOLDENROD - MSEC OFFICE GREEN - SITE COORDINATOR BLUE - DEPARTMENT

Batch Reports/Envelopes

- Batch – 50 or fewer pledge cards
 - Verify accuracy on each batch report
 - Include adding machine tape for each batch report
 - Multiple batches may be included in a batch envelope
 - Send all batches through your department coordinator (unless otherwise instructed)
- 

Reminders...

- You may contact any MSECC charity to participate in your agency kick-off events
 - Charities should not directly solicit state employees or coordinators
 - Any \$\$ collected at your events should be sent to MSECC with a completed pledge card
 - Money will be disbursed to charity
 - Central Trust Bank
- 

Incentive Policy

2009 Legal Determination

- Campaign coordinators should include all returned pledge cards, whether the employee contributes or not, in any drawings they hold.



Deadline

October 31, 2016

- Please have all pledge cards to the MSECC office by October 31, 2016





LIGHT THE FLAME OF

Hope

