



PLEDGE CARD INSTRUCTIONS

Department coordinators will be provided pre-printed pledge cards for their agency employees (as of July 1st) along with a number of blank pledge cards for any new employees. A spreadsheet listing agency employees will be provided for tracking.

GENERAL PLEDGE CARD INFORMATION

Pledge cards are pre-printed with: the region where the employee works, barcode employee ID #, employee name, work e-mail address and phone number, 3 digit agency code, organization description and reporting organization number.

NOTE: Please **DO NOT CROSS OUT THE BARCODE** on a pre-printed pledge card and use it for a different employee. The electronic scanner will still pick up the barcode that is tied to the employees' name that is printed on the card. Please use a BLANK pledge card (see **Blank Pledge Cards** below).

Employees will fill in: a preferred e-mail address (if other than work e-mail), method of contribution, charity codes and contribution amounts. Employees making a contribution by payroll deduction must also sign and date their pledge cards.

Employees can be recognized for making a contribution of \$120 or more annually (Century Club Plus) and can authorize the release of their name and home address to their recipient charity by checking the appropriate boxes on the pledge card.

4-digit Charity code

- Charity codes may be obtained from the "Quick Charity Reference Guide" or the MSECC website: www.msecc.mo.gov.
- Employees may designate donations to up to eight charities per pledge card.
- Employees wishing to donate to additional charities may complete a **blank** pledge card and attach it to their preprinted pledge card.

******Payroll deductions and cash CANNOT be on the same pledge card.** Please complete a blank pledge card for their cash and attach it to the payroll deduction pledge card.

Blank Pledge Cards (for new employees or Fundraiser events)

New employees will need to complete a blank pledge card. Please ensure new employee pledge cards have the following information:

- Last 4 digits of Social Security number (printed in the employee ID field)
- Name and address
- Preferred e-mail address
- 3-digit agency code
- Charity code(s) and donation amount(s)

Fundraisers (Silent auctions, bake sales, jean days etc.)

- Using a blank pledge card, enter region your office is located in
- No employee id/SSN is needed
- Name – please state the event title (silent auction, bake sale)
- 3-digit agency code
- Charity code (s) and donation amount (s)
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SEPARATE PLEDGE CARDS

- **WHITE** (original) goes to the **MSECC office** (or to department coordinator)
- **YELLOW** copy is retained by **employee**
- As of 2012 **payroll departments will no longer receive a copy**

VERIFY THE ACCURACY OF PLEDGE CARDS

- Verify accuracy of donations by checking multiplication, addition, and totals
- **BE CAREFUL when correcting/changing totals on pledge cards:** EXAMPLE: an employee specifies \$1.00 in the pay period amount X 24 but they carry the annual amount over as \$12.00. Do not assume they want to pledge \$24.00. Please return the pledge card to the employee for correction and have them initial the change.
- Minimum .50 per pay period to each charity designated
- Payroll Deduction **OR** Check/Money Order Attached box **must** be checked.
- **NOTE: Do not include** payroll deductions **AND** cash/check on the same pledge card.
- Payroll deductions **must** be signed and dated by employee

CASH

- **Please do not send cash** to your Department Coordinator or MSECC.
- Convert cash to a check or money order
- **An individual check is NOT needed for each pledge card.**
- **NOTE:** If there are 10 employees with a cash donation, you may write **ONE check** – simply paper clip the 10 yellow pledge card copies and ONE check together. Verify that the total of the 10 pledge cards equal the check that is being sent.

CHECKS

- Please do not separate checks from pledge cards.
- **Paper clip** checks or money orders to the original white copy of the pledge card.
- An individual check is NOT needed for each pledge card.
- **Send pledge cards with checks to the MSECC on a weekly basis.**

BATCH PLEDGE CARDS

- Fill out a **batch report** for each group of 50 or less pledge cards.
- Specify the number of contributors for payroll deductions/total \$ amount and number of contributors for checks/total \$ amount for each batch report.
- Total the payroll deductions and the check/money order amounts and include an adding machine tape with each batch.

- Write your 3 digit agency number and batch report number on the batch envelope.
- **Multiple batches can be sent in the same envelope.**
- Submit batches to your Department Coordinator or the MSECC on a weekly basis.

It is not necessary to send pledge cards marked “*I Do Not Wish to Give*” to the MSECC office – please shred them.

If you need further information or assistance, please contact the statewide MSECC Manager at 573-751-6846 or MSECC@oa.mo.gov

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