COORDINATOR TRAINING
AUGUST 26, 2020
Department Coordinators

Agriculture – Terri Haake
Attorney General – Kerry Kroll
Auditor – Sydney French
Conservation – Sandy Dorge
DED – Julie Keilholz
Governor’s Office – Michelle Hallford
Higher Ed & Workforce Dev. – Jessica Duren
Labor – Afton Bond
Mental Health – Michelle Clark
MO Senate – Cindy Winthorst
MCHCP – Julie Engelbrecht
Natural Resources – Darlene Fritz
Public Safety – Judy Murray
Social Services – Kelli Smith/Daphne Maupin
Treasurer – Tammy Polacek

Commerce & Insurance – Grady Martin/Kim Landers
Corrections – Anita Witthaus
DESE – Bryan Howard
Health & Senior Services – Julie Herigon
Judiciary – Susan Herman
Lt. Governor – Halie Dampf
MO House of Reps – Pattie Wehmeir
MOSERS – Katy Lacy
MoDOT – Anne-marie Scott
Public Defender’s Office – Gina Hall
Revenue – Laura Sivert
Secretary of State’s Off – Tammy Paris
OA – Jessica Caddell
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

- Payroll deduction offers employees a convenient way to contribute (tax deductible)

- Participating charities provide 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/direct them to online system
- Encourage participation – without pressure
- Be positive and enthusiastic about the campaign
- Get managers and directors involved
What is Your Role?

- Plan fun events: https://msecc.mo.gov/coordinators.html

- Distribute pledge cards (if applicable) no later than October 15

- Campaign period should be no more than two weeks

- Collect completed pledge cards

- Send completed pledge cards to your department coordinator OR directly to the MSECC office via inter-agency mail
“Nothing liberates our greatness like the desire to help, the desire to serve.”

– Marianne Williamson
“Great opportunities to help others seldom come, but small ones surround us every day.”
— Sally Koch

Minimum payroll deduction is $0.50 per pay period to each charity designated.

Employee participation...

- 11% participated last year
  - 5,867 donors with pledges of $955,285.04
Quick Charity Reference Guide

- 9 new charities this year are not listed in the guides that were shipped to you last year
- Are listed in the 2020 Interim Charities PDF on the website
- Charities are listed alphabetically under the regions they serve
- Charity descriptions are listed on the website
- Additional guides can be printed from the MSECC website or MSECC has small supply available
- 817 charities are participating in the 2021 campaign
New Independent Charities For 2021

- 3017 Pets for Life, Inc.
- 3084 Missouri Hunting Heritage Federation, Inc.
- 3085 Gilda’s Club Kansas City
- 4088 Friends of Mid-Missouri Fisher House, Inc.
- 4089 Gateway Industries of Eldon, Inc.
- 4090 Red Slipper Warrior Project
- 5070 Association on Aging with Developmental Disabilities
- 6031 Eden Animal Haven
- 9019 American Heart Association
Website

www.msecc.mo.gov

- **Coordinator** link – contains coordinator checklist, FUNdraising ideas, and *detailed instructions for both paper pledge cards and the online platform*

- View charity information under the **Charities** link
## Paper Pledge Cards

### Missouri State Employees Charitable Campaign

<table>
<thead>
<tr>
<th>Region</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Address on File

**Work Email Address**

**Work Telephone Number**

**Preferred Email Address (for MSECC purposes only)**

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Organization Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Reporting Organization

<table>
<thead>
<tr>
<th>Method of Contribution</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Deduction (minimum 0.50 per pay period to each charity designated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check/Money Order Attached (Checks Payable to MSECC)</td>
<td></td>
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</tbody>
</table>

I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2021 and ending 12-31-2021 or until revoked by me in writing.

**Sign**

X

**Date**

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Search charities online at [www.msecc.mo.gov](http://www.msecc.mo.gov)

<table>
<thead>
<tr>
<th>Charity Codes</th>
<th>Pay Period Amount</th>
<th>Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$</td>
<td>x 24</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>x 24</td>
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<td>x 24</td>
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</tbody>
</table>

**Totals**

As a Century Club Plus Member, I would like to receive a mini Century Club wall calendar in recognition of my contribution of $120 or more per year.

Your MSECC contribution is tax deductible to the extent allowed by law. For tax purposes, retain the yellow copy of this pledge form and either your canceled check or year-end payroll check stub as proof of your contribution. Nothing of substantial value was given in return for this contribution.

**My name, home address and donation amount may be released to the charitable organization(s) to which I am contributing.**
Paper Pledge Cards

- **White** copy – MSECC
- **Yellow** copy – Employee copy
- **Payroll deduction** - MUST be signed and dated
- Blank pledge cards **must** have name, last four digits of SSN
- Century Club
- Release name, home address & donation amount
Paper Pledge Cards

- Verify the accuracy
  - Ensure pay period amount x 24 = 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! Request that employee 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
  - Ensure checks are payable to MSECC
- No cash

MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTMENT</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME OF PERSON COMPLETING REPORT | PHONE | E-MAIL

All checks must be made payable to: MSECC

BATCH INFORMATION

<table>
<thead>
<tr>
<th>BATCH NUMBER</th>
<th>NUMBER OF CONTRIBUTORS</th>
<th>AMOUNT OF CONTRIBUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAYROLL DEDUCTION PLEDGES $ CHECKS / MONEY ORDERS Payable to: MSECC $ BATCH TOTAL $

PLEASE DO NOT SEND CASH!!
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)
New Online Pledge Card

- Available in the Employee Self-Service Portal (ESS)
- Only for **payroll deductions**
- If an employee wishes to pledge via check or money order, they must complete a paper pledge card
- Instructions are available on the online pledge card page and the Coordinator tab of the MSECC website
- If an employee wishes to change pledge after it’s been submitted, they must contact the MSECC office
Welcome to the Missouri State Employees Charitable Campaign online pledge card!

At this time only pledges via payroll deductions can be entered online. If you would like to make a pledge via check or money order, please contact your charitable campaign coordinator. Online pledges can be entered 8-26-2020 thru 11-30-2020 for campaign year 2021.

Region: Central
Name: JANE R DOE
Work Email Address: Jane.Doe@oa.ma.gov
Work Phone Number: (573) 555-5555
Agency Code: 300 Organization Description: GS-ADMINISTRATION

Reporting Organization:

Select record to view previous contributions or click New Pledge to enter contribution for current campaign. If you would like to make changes to your current pledge, please contact the MSECC Manager at (573) 751-6846 or MSECC@oa.mo.gov.

<table>
<thead>
<tr>
<th>Campaign Year</th>
<th>Method of Contribution</th>
<th>Amount</th>
<th>Total Amount</th>
<th>Century Club</th>
<th>Name Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Payroll Deduction</td>
<td>$15.00</td>
<td>$360.00</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2019</td>
<td>Payroll Deduction</td>
<td>$5.00</td>
<td>$120.00</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
New Online Pledge Card

Thank you for completing a pledge card for the 2021 Missouri State Employees Charitable Campaign! Below is a copy of your pledge for your records.

<table>
<thead>
<tr>
<th>Charity Code</th>
<th>Charity Name</th>
<th>Pay Period Amount</th>
<th>Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>Undesignated Region 4 - Central Missouri</td>
<td>$5.00 X 24</td>
<td>$120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
</tbody>
</table>

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Initials JD 07/10/2020
Optional Email Badge

- Available on the MSECC website (with instructions)
- Can be placed in email signature (if agency standards allow)
- Completely optional
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, 2020

- Please have all pledge cards to the MSECC office by October 31, 2020
“Remember, if you ever need a helping hand, it’s at the end of your arm, as you get older, remember you have another hand: The first is to help yourself, the second is to help others.”

— Audrey Hepburn