



**Coordinator Training**  
**August 31, 2022**



*Caring is Magical*





# Department Coordinators

Agriculture – Alyssa Wiles

Auditor – Sydney French

Conservation – Donna Linnenbrink

DED – Julie Keilholz

Governor’s Office – Michelle Hallford

Higher Ed & Workforce Dev. – Misty Nunn

Labor – Lisa Pardoe

Mental Health – Vanessa Nozinor

MO Senate – Cindy Winthorst

MCHCP – Darla Bates

MPERS – Lois Wankum

Public Defender’s Office – Gina Hall

Revenue – Kay Stuecken

Secretary of State’s Office – Vonne Kilbourn

OA – Destanie Thomas

Attorney General – Kerry Kroll

Commerce & Insurance – Kim Landers

Corrections – Anita Witthaus

DESE – Bryan Howard

Health & Senior Services – Julie Herigon

Judiciary – Susan Herman

Lt. Governor – Gabby Picard

MO House of Reps – Pattie Wehmeir

MOSERS – Katy Lacy

MoDOT – Justin Wright

Natural Resources – Forrest Luck

Public Safety – Judy Murray

Social Services – Daphne Maupin/Carrie Morrow

Treasurer – Angela Peterson



# What is MSECC?

- MSECC is a 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 or direct them to the online/credit card platforms
- Encourage participation – without pressure
- Be positive and enthusiastic about the campaign
- Get managers and directors involved



Missouri State Employees

Charitable Campaign

People Helping People - A Missouri Tradition

**GIVING IS  
CONTAGIOUS...  
PASS IT ON!**





# What is Your Role?

- Plan events: <http://msecc.mo.gov/coordinators.html>
- Campaign period should be no more than two weeks
- Distribute pledge cards (if applicable) no later than October 15
- Collect completed pledge cards
- Send completed pledge cards to your department coordinator OR directly to the MSECC office via inter-agency mail



***“Nobody made a greater mistake than he who did nothing because he could only do a little .”***

***~Edmund Burke***

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

Increase employee awareness / participation

- **5.43% participated last year**
  - **2,606 donors with pledges of \$597,706.00**





# Quick Charity Reference Guide

- The Quick Charity Reference Guide was **not printed** last year – a PDF is available to print on the website
- New charities listed in “**2022 Interim Charities**”
- Charity descriptions are listed on the website [www.msecc.mo.gov](http://www.msecc.mo.gov) under the “Charities” link
  - Additional Charity Reference Guides can be printed from the MSECC website
  - 649 charities are participating in the 2023 campaign



# Website

[www.msecc.mo.gov](http://www.msecc.mo.gov)

- 2022 campaign **Fact Sheet**
- View **Application** information
- View **Charity** information
- View **Donations** pledged to each charity
- **Coordinator** checklist, **FUN**draising ideas, pledge card instructions
- **Retirees** can donate
- **Frequently Asked Questions**



# Online Pledge Card

- Available in the Employee Self-Service Portal (ESS)
- Only for **payroll deductions**
- If 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 (ESS) and on the Coordinator tab (MSECC website)




# Credit Card Donation - NEW

- Test text



# Paper Pledge Cards

MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN		Search charities online at <a href="http://www.msecc.mo.gov">www.msecc.mo.gov</a>			
REGION	EMPLOYEE ID	CHARITY CODES	PAY PERIOD AMOUNT	ANNUAL AMOUNT	
NAME			\$	X 24	\$
PREFERRED E-MAIL ADDRESS (FOR MSECC PURPOSES ONLY)			\$	X 24	\$
AGENCY CODE	ORGANIZATION DESCRIPTION		\$	X 24	\$
REPORTING ORGANIZATION			\$	X 24	\$
<b>DONATION OPTIONS (SELECT ONE OPTION)</b>			\$	X 24	\$
<input type="checkbox"/> I wish to donate by paper pledge card (please complete the rest of the card).			\$	X 24	\$
<input type="checkbox"/> I wish to donate online (please log in at <a href="http://ess.mo.gov">ess.mo.gov</a> to submit an online pledge card).			\$	X 24	\$
<input type="checkbox"/> I do not wish to give.			\$	X 24	\$
<b>METHOD OF CONTRIBUTION (SELECT ONE OPTION)</b>		<b>TOTALS</b>	\$	X 24	\$
<input type="checkbox"/> Payroll Deduction (Minimum .50 per pay period to each charity designated)		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.			
<input type="checkbox"/> Check/Money Order Attached (CHECKS PAYABLE TO MSECC)		<input type="checkbox"/> My name, home address and donation amount may be released to the charitable organization(s) to which I am contributing.			
<b>PAYROLL DEDUCTION TIME PERIOD (SELECT ONE OPTION)</b>		Your MSECC contribution is tax deductible to the extent allowed by law. <b>For tax purposes</b> retain the <b>yellow copy of this pledge form</b> and either your <b>canceled check</b> or <b>year-end payroll check stub</b> as proof of your contribution. Nothing of substantial value was given in return for this contribution.			
<input type="checkbox"/> Continuous Pledge: I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2023 and continuing until revoked by me in writing.					
<input type="checkbox"/> Calendar Year Pledge: I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2023 and ending 12-31-2023 or until revoked by me in writing.					
SIGN X	DATE				



# Pledge Cards

- **White** copy – MSECC
- **Yellow** copy - EMPLOYEE
- A box **must** be checked for method of payment, and payroll deduction time period (calendar year or continuous)
- **Payroll deduction** - MUST be signed and dated
- **Century Club** – if pledge \$120 or greater **and** employees checks box, they will be sent a MSECC wall calendar
- **Name/home address/donation amount** - information released to charity(s) they pledged to
- Blank pledge cards **must** have name, last 4 digits of SSN
- Do not need to submit “I Do Not Wish to Give” or pledge cards where they indicated they will donate online to the MSECC; please recycle



# Pledge Cards

- 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
  - Ensure checks are payable to MSECC
  - **NO CASH**

MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN		BATCH REPORT	
	DATE	DEPARTMENT	DIVISION
	NAME OF PERSON COMPLETING REPORT	PHONE	E-MAIL
	<b>All checks must be made payable to: MSECC</b>		
<b>BATCH INFORMATION</b>			
<b>BATCH NUMBER</b>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> </div> AGENCY CODE	<b>NUMBER OF CONTRIBUTORS</b>	<b>AMOUNT OF CONTRIBUTIONS</b>	
	PAYROLL DEDUCTION PLEDGES		\$
	CHECKS / MONEY ORDERS <b>Payable to: MSECC</b>		\$
	BATCH TOTAL		\$
<b>PLEASE DO NOT SEND CASH!!</b>			





# 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)



# 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 funds collected at your events should be sent to MSECC with a completed pledge card
- Money will be disbursed to charity quarterly from our banking vendor Central 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, 2022**

- Please have all pledge cards to the MSECC office by October 31, 2022



*“I may be only one person,  
but I can be one person  
who makes a difference”*



*Thank you !*

*Let the MAGIC*

*Begin...*

