



Coordinator Training

August 30, 2023



Department Coordinators



Agriculture – Amanda Kelley

Auditor – Heather Kaiser

Conservation – Donna Linnenbrink

DED – Julie Keilholz

Governor's Office – Tammy Allee

Higher Ed. & Workforce Dev. – Laura Hoskins

Labor – Beth Sweeten

MCHCP – Darla Bates

MO House of Reps – Beth Oetting

MOSERS – Jamie McGlade

National Guard – Rachel Wiles

Office of Administration – Teresa Byrd

Public Safety – Judy Murray

Secretary of State – Vonne Kilbourn

Transportation – Justin Wright

Attorney General – Kerry Kroll

Commerce & Insurance – Kim Landers

Corrections – Anita Witthaus

DESE – Josh Runyan

Health & Sen. Services – Regan Krummen

Judiciary – Susan Herman

Lt. Governor – Gabby Picard

Mental Health – Beth Hoerschgen

MO Senate – Cindy Winthorst

MPERS – Katy Lacy

Natural Resources – Crystal Hollandsworth

Public Defender's Office – Gina Hall

Revenue – Zee Dryer-Scott

Social Services – Daphne Maupin

Treasurer – Angela Peterson



Helping Others **RISE ABOVE**



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
- Offers multiple convenient (tax deductible) ways to contribute
- 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 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



What is Your Role?

- Plan events: <https://msecc.mo.gov/coordinators/>
- 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

*“If you want to lift yourself up,
lift up someone else.”*



Booker T. Washington



“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

Employee participation...

- 9.3% participated last year
- 4,410 donors with pledges of \$780,823



Quick Charity Reference Guide

- The Quick Charity Reference Guide was **not printed** this year – a PDF is available to print on the website
- All charities reapplied this year – **NEW GUIDES**
- Listed alphabetically by region with MSECC code
- Charity codes AND descriptions are listed on the website www.msecc.mo.gov under the “Charities” link
 - Additional Charity Reference Guides can be printed from the MSECC website
 - 561 charities are participating in the 2024 campaign



Charity Information



- 15 NEW independent charities accepted this year
- Most accurate charity information is always found online in our searchable charity database

Service Provider Keyword

MSECC Charity Code

Region

All Regions ▼

Service Category

All Categories ▼

Search Reset



Website

www.msecc.mo.gov

- 2023 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



Missouri State Employees
Charitable Campaign

Thank You for Visiting the MSECC Donation Portal

Please fill out the required fields to begin processing your donation. If you still need to search for a charity, visit [MSECC's charities page](#) for a list of charities and their associated codes.

A convenience fee of 2.15% with a minimum of \$1.75 will be charged by the processor on all card transactions. For eCheck payments, a convenience fee of \$1.50 will be charged by the processor on all eCheck transactions.

1 Donor Info

2 Donation Details

Step 1 of 2

Donor Information

First Name

Last Name

Street Address

City

State

Zip Code

MO

Email Address

A receipt will be sent to this email address.

Phone Number

[Why do we ask for this?](#)

Agency

Select your agency

Next Step

1 Donor Info

2 Donation Details

Step 2 of 2

Donation Details

Visit [MSECC's charities page](#) to find charities to donate to, then come back here to choose them and make your donation. You may donate to up to 8 charities. If you donate \$120 or more in total, you are eligible to become a Century Club Plus member.

Charity Selection

Donation Amount

Add Charity

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


Previous Step

Review Donation



Paper 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	
			\$	x 24	\$
NAME			\$	x 24	\$
PREFERRED E-MAIL ADDRESS (FOR MSECC PURPOSES ONLY)			\$	x 24	\$
AGENCY CODE	ORGANIZATION DESCRIPTION		\$	x 24	\$
REPORTING ORGANIZATION			\$	x 24	\$
DONATION OPTIONS (SELECT ONE OPTION)					
<input type="checkbox"/> I wish to donate by paper pledge card (please complete the rest of the card).					
<input type="checkbox"/> I wish to donate online (please log in at ess.mo.gov to submit an online pledge card).					
<input type="checkbox"/> I do not wish to give.					
METHOD OF CONTRIBUTION (SELECT ONE OPTION)					
<input type="checkbox"/> Payroll Deduction (Minimum .50 per pay period to each charity designated)					
<input type="checkbox"/> Check/Money Order Attached (CHECKS PAYABLE TO MSECC)					
PAYROLL DEDUCTION TIME PERIOD (SELECT ONE OPTION)					
<input type="checkbox"/> Continuous Pledge: I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2024 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 1-1-2024 and ending 12-31-2024 or until revoked by me in writing.					
SIGN		DATE			
X					
		TOTALS			
			\$	x 24	\$
		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"/> My name, home address and donation amount may be released to the charitable organization(s) to which I am contributing.			
					
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.					



Paper Pledge Cards



- **White** copy – MSECC
- **Yellow** copy – EMPLOYEE COPY
- 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** employee checks box, they will be sent 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 indicate they will donate online; please recycle



Paper 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
 - 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	
	All checks must be made payable to: MSECC					
BATCH INFORMATION						
BATCH NUMBER			NUMBER OF CONTRIBUTORS		AMOUNT OF CONTRIBUTIONS	
<div><div><div></div><div></div><div></div></div><div>AGENCY CODE</div></div> <div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>		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)



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, 2023

- Please have all pledge cards to the MSECC office by October 31, 2023



*There is no exercise better
for the **heart** than reaching
down and lifting people up*

John Holmes

