

# COORDINATOR TRAINING AUGUST 28, 2024



# 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 – Jason Buschjost

Secretary of State - Vonne Kilbourn

Transportation – Kena Lederle

Attorney General – Kerry Kroll

Commerce & Insurance – Kim Landers

Corrections – Anita Witthaus

DESE - Kara Cracraft

Health & Sen. Services – Regan Neuner

Judiciary – Kayla Wilson

Lt. Governor – Gabby Picard

Mental Health – Beth Hoerschgen

MO Senate – Cindy Winthorst

MPERS – Alexandra Sawyer

Natural Resources – Crystal Cole

Public Defender's Office - Taylor Derritt

Revenue – Crystal Baraboo

Social Services – Daphne Maupin

Treasurer – Angela Peterson





## What is the 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: <a href="https://msecc.mo.gov/coordinators/">https://msecc.mo.gov/coordinators/</a>
- 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 interagency mail

Charitable Campaign

I hope you are proud of yourself for all the times you've said "yes" – when all it meant was more work for you, and was seemingly helpful only to someone else.

- Mister Rogers



If every state team member donated \$1 per pay period, more than \$1.2 million dollars would be raised for charity.

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

Employee participation...

- 10.63% participated last year
  - 5,250 donors with pledges of \$769,109.02



## Quick Charity Reference Guide

- The Quick Charity Reference Guide as a PDF on the website
- New charities listed in "New Charities for 2025 Campaign"
- Charity 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
  - 579 charities are participating in the 2025 campaign



#### New Independent Charities For 2025

- Lexie's Love (9023)
- ➤ Blessings International (9024)
- ➤ Between the White Lines (8006)
- ➤ Wonderland Camp Foundation (8048)
- ➤ Lilys House (8003)
- Safety Net of MO (4096)
- Arthritis Foundation of Missouri,
- Heartland Region (8212)
- ➤ Colorectal Cancer Alliance
- (8290)

(8232)

➤ Cystic Fibrosis Foundation

- ➤ Down Syndrome Innovations (8323)
- ➤ Mental Health America (8292)
- ➤ National Kidney Foundation
- Serving Kansas, Oklahoma, and
- Western Missouri (8324)
- ➤ Prison Fellowship Ministries
- (9529)
- ➤ The Society of Saint Andrew
- (9547)
- ➤ March of Dimes, Kansas City
- (8230)
- ➤ Rise Against Hunger (9246)
- ► Plan International USA (9209)



## Website

#### www.msecc.mo.gov

- 2024 campaign Fact Sheet
- View Application information
- View Charity information
- View Donations pledged to each charity
- Coordinator checklist, FUNdraising ideas, pledge card instructions
- Retirees can donate
- Frequently Asked Questions
- Campaign Tracker
- •Make a donation via credit card!



## Online Pledge Cards

- 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 or PDF pledge card
- Instructions are available on the online pledge card page (ESS) and on the Coordinator tab (MSECC website)



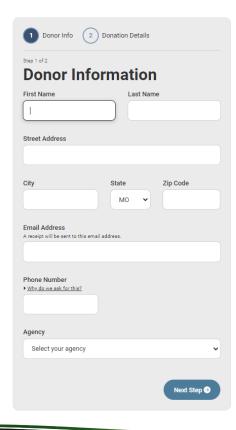
## **Credit Card Donation**

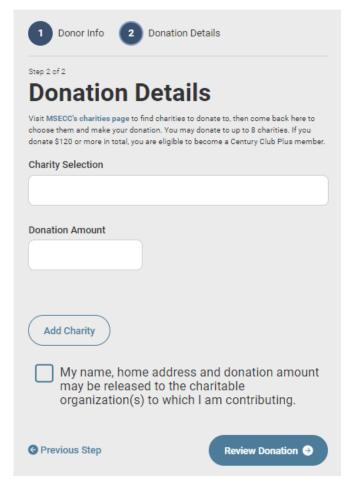


## Thank You for Visiting the MSECC Donation Portal

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.







# **Pledge Cards**

MISSOURI STATE	EMPLOYEES CHARITABLE CAMPAIGN	Search ch	arities onlir	ne at www	v.msecc.mo.gov	
REGION	EMPLOYEE ID	CHARITY CODES	PAY PERIOD AMOUNT		ANNUAL AMOUNT	
NAME			\$	x 24	\$	
PREFERRED E-MAIL ADDRES	SS (FOR MSECC PURPOSES ONLY)		\$	x 24	\$	
	· ·		\$	x 24	\$	
AGENCY CODE	ORGANIZATION DESCRIPTION	-	\$	x 24	\$	
REPORTING ORGANIZATION			\$	x 24	\$	
DONATI	ON OPTIONS (SELECT ONE OPTION)		\$	x 24	\$	
wish to donate by paper pledge card (please complete the rest of the card).			\$	x 24	\$	
I wish to donate online (please log in at ess.mo.gov to submit an online pledge card).  I do not wish to give.			\$	x 24	\$	
METHOD OF CONTRIBUTION (SELECT ONE OPTION)		TOTALS	\$	x 24	\$	
Payroll Deduction (Minimum .50 per pay period to each charity designated) Check/Money Order Attached (CHECKS PAYABLE TO MSECC) PAYROLL DEDUCTION TIME PERIOD (SELECT ONE OPTION)		to receive a mini in recognition of m	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.			
Continuous Pledge: I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2025 and continuing until revoked by me in writing.		e in may be released t	My name, home address and donation amount may be released to the charitable organization(s) to which I am contributing.			
Calendar Year Pledge: I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2025 and ending 12-31-2025 or until revoked by me in writing.  SIGN X		allowed by law. For this pledge form end payroll check	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 yearend payroll check stub as proof of your contribution. Nothing of substantial value was given in return for this contribution.			



## 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



## 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
  - Ensure checks are payable to MSECC
  - No cash

#### **BATCH REPORT** MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN DEPARTMENT DIVISION NAME OF PERSON COMPLETING REPORT PHONE E-MAIL All checks must be made payable to: MSECC **BATCH INFORMATION** NUMBER OF AMOUNT OF BATCH NUMBER CONTRIBUTORS CONTRIBUTIONS PAYROLL DEDUCTION PLEDGES \$ CHECKS / MONEY ORDERS Payable to: MSECC \$ **BATCH TOTAL AGENCY** CODE PLEASE DO NOT SEND CASH!!



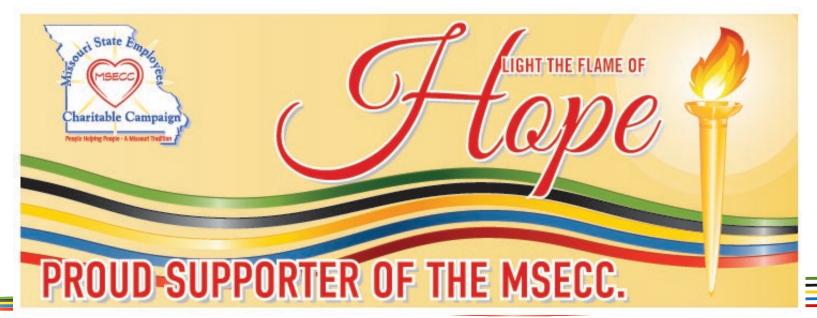
## Batch Reports/Envelopes

- 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)



## Email Signature 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, 2024

 Please have all pledge cards to the MSECC office by October 31, 2024



"The smallest act of kindness is worth more than the grandest intention."

Oscar Wilde