✓ 2027 MSECC Paper Pledge Card Instructions

1. General Pledge Card Information
   a. If an employee selects that they will pledge online through ESS or that they do not wish to give, you do not need to submit that pledge card to the MSECC office. Those pledge cards may be recycled.
   b. Pledge cards are pre-printed with: the region where the employee works, barcode employee ID #, employee name, 3-digit agency code, organization description, and reporting organization number.
   c. 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 associated with the employee's name on the card. Please use a BLANK pledge card (see Blank Pledge Cards below).
   d. Employees will complete: a preferred e-mail address, method of contribution, charity codes and contribution amounts. Employees electing to contribute by payroll deduction must also sign and date their pledge cards. A continuous pledge option is available, so employees donating via payroll deduction must choose whether they wish their payroll deduction to follow the calendar year (Jan. 1 – Dec. 31), or roll over from year to year.
   e. Century Club: Employees may choose to be recognized for contributing $120 or more annually (Century Club Plus) and can authorize the release of their name, home address and donation amount to their recipient charity by checking the appropriate boxes on the pledge card.
   f. 4-Digit Charity Codes may be obtained from the MSECC website: www.msecc.mo.gov.
   g. Employees may designate donations to up to eight charities per pledge card. Employees wishing to donate to additional charities may add a blank pledge card and attach it to their preprinted pledge car
   h. Occasionally an employee may choose to give a one-time gift through a check and also set-up payroll deduction. Payroll deductions and checks cannot be used on the same pledge card. Please complete 2 separate pledge cards.
2. Blank Pledge Card Information
   a. Blank Pledge Cards are used for new employees and/or department fundraiser events.
      i. Blank pledge cards used for employees require the following information
         1. Social Security Number
         2. Name
         3. State Employee Email Address
         4. 3-Digit Agency Code
         5. Charity Code(s) and Donation Amount(s)
      ii. Fundraisers *(silent auction/parking spot auction/bake sales)* require the following information
         1. Fundraiser title: *parking spot auction*
         2. 3-Digit Agency Code
         3. Charity Code(s) and Donation Amount(s)
3. Separate the Pledge Cards
      i. White (original) send to MSECC Office or Coordinator

        ii. Yellow is given to the employee/donor

4. Verify the accuracy of each pledge card
    i. Verify accuracy of donations by checking multiplication, addition, and totals
    ii. Use caution when correcting/changing totals on pledge cards: `
        1. 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.
    a. Minimum .50 per pay period to each charity designated
    b. Payroll Deduction OR Check/Money Order Attached
    c. NOTE: Do not include payroll deductions AND check/MO on the same pledge card.
    d. Payroll deductions must be signed and dated by employee
5. Cash
    a. Please do not send cash to MSECC.
        i. Convert cash to a check or money order
    b. Send pledge cards to the MSECC on a weekly basis.
    c. An individual check is NOT needed for each pledge card.
        i. EXAMPLE: If you hold an event and there are 10 employees with a cash donation, you may write ONE check – simply paper clip the white copy of the 10 pledge cards and ONE check together. Verify that the total of the 10 pledge cards equal the check that is being sent.
6. Checks
    a. Please do not separate checks from pledge cards.
    b. Paper clip checks or money orders to the original white copy of the pledge card.
    c. Send pledge cards with checks to the MSECC on a weekly basis.
7. Batches
    a. Fill out a batch report for each group of 50 or less pledge cards.
    b. Specify the number of contributors for payroll deductions/total $ amount and number of contributors for checks/total $ amount for each batch report.
    c. Total the payroll deductions and the check/money order amounts and include an adding machine tape with each batch.
    d. Multiple batches can be sent in the same envelope.
    e. Submit batches to your Department Coordinator or the MSECC on a weekly basis.

Reach out to MSECC Home Office whenever you have questions or need additional support.

MSECC

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MSECC
MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN