COLLEGE OF HUMAN SCIENCES
STATE EMPLOYEE CHARITABLE CAMPAIGN COMMITTEE

CHARGE

The State Employee Charitable Campaign Committee will serve as a liaison to the Campus Campaign Committee and implement the campaign in the college.

RESPONSIBILITIES

1. Attend meetings called by the college coordinator.
2. Distribute pledge information to faculty members in individual departments.

MEMBERSHIP

1. The committee is comprised of a representative from each academic department who selected by the department chair.
2. The designated college coordinator is appointed by the dean or designee and serves as chair of the committee and facilitates its work.

OPERATING PROCEDURE

1. Attend meetings called by college coordinator.
2. Distribute pledge material along with a letter explaining the process and soliciting participation.
3. Distribute additional letters to faculty and staff members encouraging donation (if needed).

Reviewed June 2018