

## We are doing great so far in this year's campaign!

The second report yielded \$78,278 where we were this time last year. Texas Tech employees have pledged \$129,805 so far which is \$14,696 ahead of last year. We have more donors so far, 459 compared to 372 last year. **Great Job!** Here is a link to the progress chart I posted on the SECC web site:  
[http://www.depts.ttu.edu/secc/new\\_2009\\_documents/Progress\\_Chart\\_10-01-09.pdf](http://www.depts.ttu.edu/secc/new_2009_documents/Progress_Chart_10-01-09.pdf)

### I need your help! We are doing well and we can still improve our process.

I depend upon you as your department's SECC coordinator not only to run an awesome campaign, but also to ensure that all the required information is completed on each pledge form and that the Summary Report sheet matches the deposit information that you are submitting.

I have structured the deposit process to ensure that we provide checks and balances and reduce errors in the transactions among the donors, you and the person recording the results. I expect the next deposit to be a really big one; so, everything you can do to help with submitting the information and money will speed our process for reporting the results.

Please follow the guidelines below when you are preparing your department's SECC deposit for the next three drop off dates: October 13, October 27, and November 2. If you are new to the process, these tips will help you prepare your deposit. If you have completed your department's campaign, thank you.

#### Process Tips:

- Employee information must be completed including R# or SSN for a payroll deduction transaction. *Human Resources staff will not process the pledge form if the employee name, R# and signature are not on the pledge form. R# can be obtained at: <http://www.educ.ttu.edu/forms/eraider>*
- Enter the institution information on the upper right side: Texas Tech University/733, your department and division or college names, and your name and phone number.
- **Minimum deposit per charity is \$2.00**
- **Verify the math** in the column totals and be sure there is a total recorded under each column that has entries. The sum of the three columns is the number that is entered into the monthly contribution box.
- **Submit two copies of the pledge form** (white and yellow for the three part form) or make photo copies (2) for the online form. The employee keeps the pink copy or an extra copy that you provide.
- **Cash or checks are to be stapled (not taped)** to the top pledge form. If you have change, insert it into a sealable baggie or envelope and *staple* it to the form.
- **Complete the Summary Report Form**—this is what we use to verify that we received everything. Online report forms are available at [http://www.depts.ttu.edu/secc/new\\_2009\\_documents/TTU\\_SECC2009\\_Summary\\_Report\\_3.doc](http://www.depts.ttu.edu/secc/new_2009_documents/TTU_SECC2009_Summary_Report_3.doc)
- **Complete a Lone Star Giver** form for each qualified donor and submit the forms with your deposit. We order incentives based upon your reporting for your department. Ask the donor if they would like to be recognized as a Lone Star Giver/Leadership Giver. They must submit the Lone Star form and complete the second option on the Acknowledgement Section of the Pledge form. Lone Star Forms are available at [http://www.depts.ttu.edu/secc/new\\_2009\\_documents/TTU\\_SECC2009\\_LoneStar\\_Form\\_fillable.pdf](http://www.depts.ttu.edu/secc/new_2009_documents/TTU_SECC2009_LoneStar_Form_fillable.pdf)
- Mark the outside of the deposit bag with your name, phone number and department—and **seal the bag**. If the bag is not sealed, the contents could fall out and be lost!
- Pick up another deposit bag when you drop off your deposit at Drane Hall, Room 163.
- Visit [www.secc.ttu.edu](http://www.secc.ttu.edu) and click on FAQs for answers to the most commonly asked questions.