Completing the SECC Online Pledge Form
Individual Pledge Form

Greater West Texas 35
SECC Authorization Form

Personal Information
- Title: Mr
- Last Name: Abercia
- First Name: David
- Middle Initial: W
- R-Number: R0236428
- Phone: 806.348.104
- Email: david.abercia@ttu.edu

Employment Information
- State Agency: Texas Tech University 733
- Department: Institutional Diversity - TG00001
- County: Lubbock
- Coordinator: David Abercia
- Coordinator Phone: 742-7025

Recognition & Acknowledgement
- Recognition of your gift both from TTU and the charities you donate to

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the ‘DO NOT ACKNOWLEDGE’ option is selected below.

- DO NOT ACKNOWLEDGE my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift via EMAIL... (to honor this request, your email must be furnished - above
- I request acknowledgement of my gift via MAIL... (to honor this request, your home mailing address must be furnished - below)

How I wish to distribute my gift
- Lone Star Club Recognition
  - Lone Star Red and Black
  - Lone Star Gold
  - Leadership

Employees who qualify for the Lone Star Club will receive a 2013 Lone Star mug and two(2) tickets to an athletics event. (Sports/Games to be determined)

Payment Options
- For payroll purposes, only one payroll pledge is allowed per donor. If you’d like to change your payroll pledge, please contact David Abercia at 742-7025.
  - Payroll Deduction
  - Credit Card
  - One-Time Gift (Cash)... attach to confirmation page and submit to your departmental coordinator
  - One-Time Gift (Check)... attach to confirmation page and submit to your departmental coordinator, make check payable to State Employee Charitable Campaign.

If you have any questions, please contact your departmental coordinator, call 742-7025, or send an email to secc@ttu.edu.
Access to any portion of the SECC pledge form is restricted to those with valid eRaider credentials to protect the sensitivity of the information that is being collected.
Individual Pledge Form

Upon eRaider authentication, this is the first section of the pledge form that a donor will see. Donors will have the option to duplicate last year’s pledge form, if they so choose, complete a new pledge, or view last year’s pledge.
The second section of the pledge form that a donor will see includes personal and employment information. All information that is populated is from the HR Banner system.
In the third section of the pledge form, the donor will have the option to select whether or not they would like to be acknowledged for their gift. If a donor elects to not be acknowledged, they will be required to answer whether they would like to opt out of the Lone Star and Leadership giving level incentives. If a donor wishes to be acknowledged via e-mail, the e-mail address provided in the first section will be used. For those wishing to be acknowledged via mail, they will need to fill in their home address.

Recognition & Acknowledgement
recognition of your gift both from TTU and the charities you donate to

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

- DO NOT ACKNOWLEDGE my gift, either in writing or with any form of personalized recognition/thanks.
- Also DO NOT ACKNOWLEDGE my gift through the Texas Tech Lone Star Program.
- I request acknowledgement of my gift via EMAIL... (to honor this request, your email must be furnished – above)
- I request acknowledgement of my gift via MAIL... (to honor this request, your home mailing address must be furnished – below)
Designations and Lone Star Club

In this third section of the pledge form, the donor will designate the charities that should receive their donation. The donor can search for a charity by entering the code or the name of the charity in the “Search” box. The amount that is entered for each charity should be the annual amount that the donor wishes to give.

In this section, donors will notice suggested levels of giving. Individualized amounts will be provided to each donor. These are suggested levels of giving and each contribution is appreciated, regardless of amount.

Note: If the donor’s intent is to ensure funds remain local, please refer to the directory or mini-directory. Local charities will populate first in the online form.
Designations

After selecting the charities the donor wishes to give to, they will be able to view a summary. The “Subtotal” will be the subtotal of the annual amount that the donor wishes to give.
In the fourth section of the pledge form, donors will select how they would like to donate. The donor’s name and the current date will autopopulate.

Note: Faculty members on a nine-month appointment can elect to have their deductions taken over nine months instead of 12 by changing the option in the drop down box.
Payment Options: Credit Card

In the fourth section of the pledge form, donors will select how they would like to donate. For those that choose to donate by credit card, upon selecting this option and clicking submit, donors will be taken to the TouchNet site to process their payment.

- Payroll Deduction
- Credit Card
  - One-Time Gift (Cash)... attach to confirmation page and submit to your departmental coordinator
  - One-Time Gift (Check)... attach to confirmation page and submit to your departmental coordinator; make check payable to State Employee Charitable Campaign.
In the fourth section of the pledge form, donors will select how they would like to donate. For those that choose to donate by cash, upon selecting this option and clicking submit, donors will be taken to a confirmation page that will need to be printed and submitted to their coordinator along with their donation.
In the fourth section of the pledge form, donors will select how they would like to donate. For those that choose to donate by check, upon selecting this option, entering a check number and clicking submit, donors will be taken to a confirmation page that will need to be printed and submitted to their coordinator along with their donation.
Confirmation

Upon clicking submit, the donor will be taken to a confirmation page (credit card donors will be taken to a confirmation page upon the processing of their payment). The confirmation page will include the donor’s personal information, acknowledgment selection, charity designation(s), payment method and amount.

Note: Those donors who give a one-time gift of cash or check will see a message at the top of their confirmation indicating that a copy of the confirmation must be supplied along with their donation to their departmental coordinator.
Levels of Giving

Leadership ➔ $1,000 or more

Lone Star Gold ➔ 1% annual income

Lone Star Red & Black ➔ 1 hour per month

Lone Star Club members will receive a mug and two (2) tickets to an athletics game.

The Lone Star Club is a suggested guide to giving. What an individual chooses to contribute is voluntary and all contributions are appreciated.
Questions, Comments or Concerns

Should a coordinator or a donor have any questions during any portion of the campaign, they should contact the TTU, TTUS or TTUHSC Campaign Coordinator, David Abercia (742-7025/david.abercia@ttu.edu) or Darcy Pollock (743-3358/darcy.pollock@ttuhsc.edu)
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