Thanks to legislation that created the State Employee Charitable Campaign (SECC) in 1993, state agency and university employees in Texas enjoy the benefits of giving to many of their favorite charities through an annual workplace giving campaign which features the convenience of payroll deduction.
Greater West Texas SECC Results

$1,091,369 in 2015
## 2015 Campaign Results

<table>
<thead>
<tr>
<th>Institution</th>
<th>Gifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTU</td>
<td>$450,008</td>
</tr>
<tr>
<td>TTUS</td>
<td>$53,206</td>
</tr>
<tr>
<td>TTUHSC</td>
<td>$290,644</td>
</tr>
</tbody>
</table>

**Total TTU Gifts**  
$796,858
<table>
<thead>
<tr>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Agencies</td>
<td>$68,613</td>
</tr>
<tr>
<td>Permian Basin</td>
<td>$30,335</td>
</tr>
<tr>
<td>Abilene</td>
<td>$133,165</td>
</tr>
<tr>
<td>San Angelo</td>
<td>$65,398</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,091,369</strong></td>
</tr>
<tr>
<td>Location</td>
<td>Goal Amount</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>TTU</td>
<td>$460,008</td>
</tr>
<tr>
<td>TTUS</td>
<td>$56,206</td>
</tr>
<tr>
<td>TTUHSC</td>
<td>$292,644</td>
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<td>$71,613</td>
</tr>
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<td>Permian Basin</td>
<td>$32,335</td>
</tr>
<tr>
<td>Abilene</td>
<td>$135,165</td>
</tr>
<tr>
<td>San Angelo</td>
<td>$70,398</td>
</tr>
</tbody>
</table>
2016 Campaign Goal: TTU/TTUS/TTUHSC

$808,858
2016 Greater West Texas Campaign Goal

$1,118,369
Major Accomplishments

- Highest Per Capita Gift – Second Year in a Row
- Highest Participation Rate – Second Year in a Row
- Highest Dollar Amount Raised in the Big 12
Coordinator Duties

- Distribute campaign materials
- Educate
- Promote payroll deduction
- Coordinate, plan, and host employee meetings.
- Utilize agency speakers.
- Collect pledge forms and complete summary reports.
- Deliver reports and pledge forms to your university campaign coordinator.
Campaign Best Practices

- Educate yourself as much as possible.
- Know your resources.
- Make your pledge first.
- Make it fun!
- Contact each individual personally.
- Encourage payroll deduction.
- Make the ask.
- Say “THANK YOU”!
Resources

- Speakers Bureau
  - Over 45 speakers available from over 25 different local agencies.

- Online
  - www.secctexas.org
  - www.secc.ttu.edu

- SECC Print Materials
  - Campaign Directory
  - Coordinator Guide
  - Annual Report

- Incentives

- TTU, TTUS and TTUHSC Campaign Coordinators
  - Wes Condray | 742-2984 | wes.condray@ttu.edu
  - Darcy Pollock | 743-3538 | darcy.pollock@ttuhsc.edu
• All charities in the campaign must meet strict eligibility criteria.

• They range from small local organizations to large and well-known national and international groups.

• They are nonprofit health and human services organizations.

• They spend no more than 25 percent of funds on administration and fund raising.

• Keep the directory as a reference for help later.
Greater West Texas 35
SECC Authorization Form

Personal Information
- Title: Mr.
- Last Name: Abercia
- First Name: David
- Middle Initial: W
- State Agency: Texas Tech University T33
- Department: Institutional Diversity - TGG0001
- County: Lubbock
- Coordinator: David Abercia
- Coordinator Phone: 742-7025

Employment Information

Recognition & Acknowledgement
- Recognition of your gift both from TTU and the charities you donate to.
- Do not acknowledge my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift via email...
- I request acknowledgement of my gift via mail...

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

Payment Options
- Payroll Deduction
- Credit Card
- One-Time Gift (Cash)
- One-Time Gift (Check)

If you have any questions, please contact your departmental coordinator, call 742-7025, or send an email to secc@ttu.edu.

Designated Gifts: Please enter annual amounts.

Charity Search:
- American Library Association
  - Libraries enrich the lives of millions of children and extensively serve people of all ages. Help ALA fight for open access to information for all.
  - 10.02%
  - 800-545-2433
  - @la.org
  - Donate: Annual Amount $ __________

- Animal Slaughter & Child Starvation Stop Here!
  - We fight atrocities against people and animals by helping poor, hungry families feed themselves while saving innocent animals from mutilation, severe confinement, and horrific slaughter.
  - 3.19%
  - 202-495-1348
  - afaw.org
  - Donate: Annual Amount $ __________

Vegan Outreach

Submit Donation
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.
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)
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.
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.
Payment Options: Payroll Deduction

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.

Payment Options

- **Payroll Deduction**

  **TOTAL ANNUAL GIFT:** 1000.00
  
  **TOTAL MONTHLY GIFT:** $83.33

  **AUTHORIZATION FOR PAYROLL DEDUCTION** — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule. I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller’s rules. I agree to comply with the Comptroller’s rules concerning this deduction. I have read and understand the “Distribution of Your Contribution” information.

  **Full Name (electronic signature):**

  **Today’s Date:** 8/6/2014
  
  **Effective Date:** 12/1/2014

  **Options:**

  - 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

**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.
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.
Payment Options: One-time Gift (Cash)

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.

Payment Options

- 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 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.

**Payment Options**

- 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.

Check Number:  

Submit Donation
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.
Coordinators will be able to track pledges that have been submitted as well as their progress toward their goal and participation via the “Departmental Report” link on their navigation menu upon logging in to the SECC Pledge Form.

Note: Coordinators will be able to view the type of payment, amount of and whether or not a one-time gift(s) or fundraiser(s) has been received, along with the level of giving (if applicable).

**Department Goal Report**

<table>
<thead>
<tr>
<th>DeptName</th>
<th>DeptGoal</th>
<th>Amount Received</th>
<th>Percent Goal</th>
<th>Percent participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Diversity</td>
<td>4164.00</td>
<td>1000.00</td>
<td>24.01</td>
<td>2.50</td>
</tr>
</tbody>
</table>

**Donor List**

<table>
<thead>
<tr>
<th>Donor Name</th>
<th>PaymentType</th>
<th>Received</th>
<th>SubTotal</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Abercia</td>
<td>PAYROLL</td>
<td>Y</td>
<td>1000.00</td>
<td>Leadership</td>
</tr>
</tbody>
</table>
Important Dates

September

- 6 – TTU/TTUS Kickoff | Matador Room, Student Union Building, 12 – 4:30 p.m.
- 9 - TTUHSC Kickoff | 2B152 | 3:00–4:30 p.m.
- 9 – Report 1 Deadline
- 23 – Report 2 Deadline

October

- 7 – Report 3 Deadline
- 21 – Report 4 Deadline
- 28 – Report 5 Deadline

November

- 14 – FINAL Report Deadline