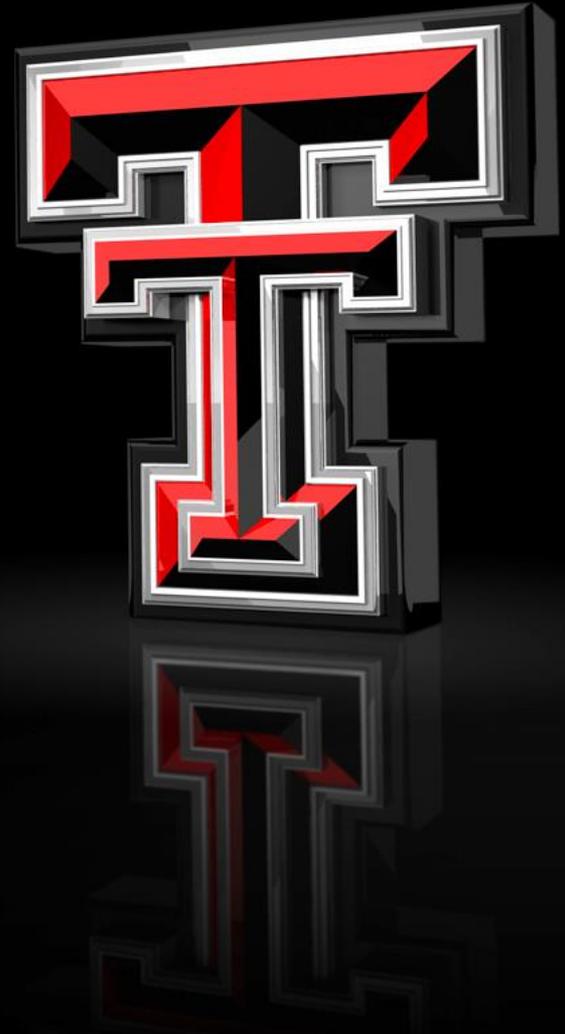


SECC Coordinator Training





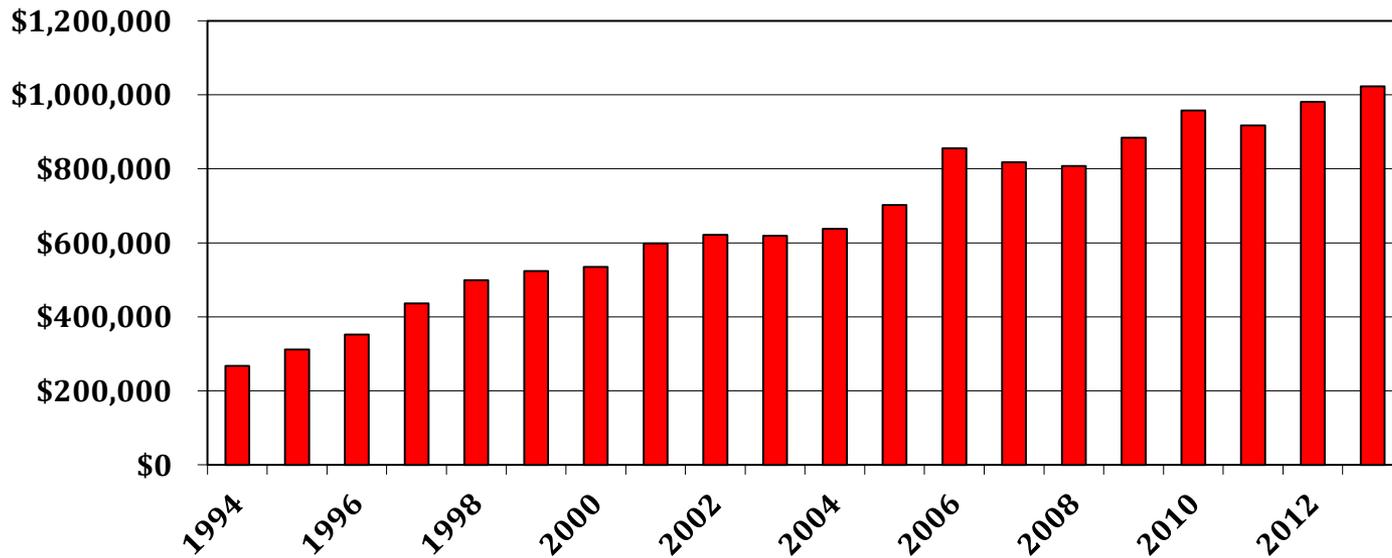
What is the SECC?

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

\$1,022,928 in 2013





2013 Campaign Results: TTU

Participation	34.81%
Percent of Goal	106.46%
Total TTU Gifts	\$469,511



2013 Campaign Results: TTUS

Participation	36.61%
Percent of Goal	91.52%
Total TTU Gifts	\$50,337



2013 Campaign Results: TTUHSC

Participation	35%
Percent of Goal	98.4%
Total TTU Gifts	\$267,559



2014 Campaign Goal: TTU

\$479,000

(Individual department goals are available on the SECC website)



2014 Campaign Goal: TTUS

\$51,000

(Individual department goals are available on the SECC website)



2014 Campaign Goal: TTUHSC

\$270,000

(Individual department goals are available on the SECC website)



2014 Greater West Texas Campaign Goal

\$1,038,035



Coordinator Duties

- Distribute campaign materials to co-workers.
- Educate your co-workers about the SECC.
- Promote payroll deduction as an easy and efficient method of giving.
- Coordinate, plan, and host employee meetings.
- Coordinate with the university campaign coordinator to utilize agency speakers.
- Collect pledge forms and complete summary reports.
- Deliver summary reports and completed pledge forms to the 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 Video
- SECC Print Materials
 - *Campaign Directory*
 - *Coordinator Guide*
 - *Annual Report*
- Incentives
- TTU, TTUS and TTUHSC Campaign Coordinators
 - *David Abercia | 742-7025 | david.abercia@ttu.edu*
 - *Darcy Pollock | 743-3358 | darcy.pollock@ttuhsc.edu*



SECC Agency Brochure

- 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.



Individual Pledge Form

Greater West Texas 35 SECC Authorization Form

Personal Information

Title:

Last Name:

First Name:

Middle Initial:

R-Number:

Phone:

Email:

Employment Information

State Agency:

Department:

County:

Coordinator:

Coordinator Phone:

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

Choose the charities you wish to donate to. You may refer to the following links for information on charities or use the charity search below:

[Information on charities and the SECC](#)
[Mini-Directory with codes](#)

Lone Star Club Recognition

An essential ingredient for any charitable campaign is the recognition of donor generosity. The Texas Tech Lone Star Club recognizes individuals based on following annual amounts:

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)

Designated Gifts: Please enter annual amounts.

Charity Search:

Charity	My Donations
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 085006 ala.org Donate: Annual Amount \$ <input type="text"/>	Total: \$0.00
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. 3.16% 202-495-1348 085007 awfw.org Donate: Annual Amount \$ <input type="text"/>	
Vegan Outreach	

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.

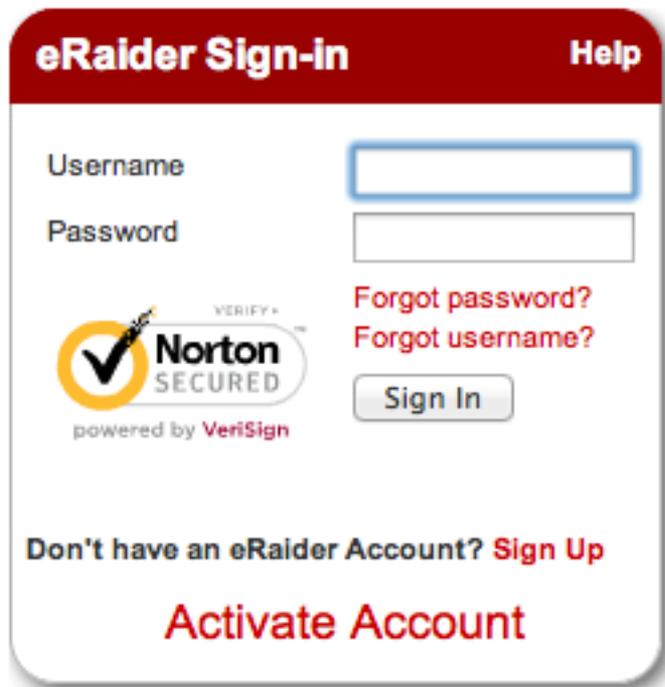
- Payroll Deduction
- Credit Card
- One-Time Gift (Cash)... attach to confirmation page and submit to your departmental coordinator
- One-Time Gift (Check)... attach to confirmation page and submit to your departmental coordinator; make check payable to State Employee Charitable Campaign.

[Submit Donation](#)

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



eRaider Authentication



The image shows a screenshot of the eRaider Sign-in page. At the top, there is a red header with the text "eRaider Sign-in" on the left and "Help" on the right. Below the header, there are two input fields: "Username" and "Password". To the left of the "Password" field is the Norton Secured logo, which includes a checkmark in a yellow circle and the text "Norton SECURED powered by VeriSign". To the right of the input fields are two links: "Forgot password?" and "Forgot username?". Below these links is a "Sign In" button. At the bottom of the form, there is a link "Don't have an eRaider Account? Sign Up" and a large red link "Activate Account".

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

Greater West Texas 35 Sign Out
SECC Authorization Form

Personal Information
information about you

Employment Information
information about your employment at TTU

Title Mr
choose your title

Last Name Abercia

State Agency Name and Number
Texas Tech University 733

City Lubbock

Address David Abercia

Phone 742-7025

Zip

Donation from David Abercia

New Pledge

Copy previous pledge from Choose...

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.



Personal Information

Greater West Texas 35 SECC Authorization Form

Personal Information

Title	Mr ▼
Last Name	Abercia
First Name	David
Middle Initial	W
R-Number	R00286428
Phone	8068348104
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

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.



Recognition & Acknowledgement

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

How I wish to distribute my gift

Choose the charities you wish to donate to. You may refer to the following links for information on charities or use the charity search below:
[Information on charities and the SECC Mini-Directory with codes](#)

Lone Star Club Recognition

An essential ingredient for any charitable campaign is the recognition of donor generosity. The Texas Tech Lone Star Club recognizes individuals based on following annual amounts:

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)

Designated Gifts: Please enter annual amounts.

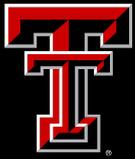
Charity Search:

Charity Search:	My Donations
<p>American Library Association</p> <p>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 085006 ala.org</p> <p>Donate: Annual Amount \$ <input type="text"/></p>	<p>Total: \$0.00</p>
<p>Animal Slaughter & Child Starvation Stop Here!</p> <p>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. 3.16% 202-495-1348 085007 awfw.org</p> <p>Donate: Annual Amount \$ <input type="text"/></p>	
<p>Vegan Outreach</p>	

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

Designated Gifts: Please enter annual amounts.

Charity Search:

Lubbock Area United Way

Lubbock Area United Way
We create lasting change in our community by identifying and collaborating with community partners to address needs and improve lives. Our mission: Giving ... People ... Hope
12.27%
806-747-2711
353000
liveunitedlubbock.org

Donate: Annual Amount \$

Brown County United Way

Brown County United Way
A community-based, problem-solving, and fundraising organization that supports its 13 member agencies to meet Brown County's most pressing needs in humanitarian services.
16.33%
325-643-5084
355000
browncountyunitedway.org

My Donations

353002 Big Brothers Big Sisters of Lubbock

353000 Lubbock Area United Way

Total: \$1000.00

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 / 12 = TOTAL MONTHLY GIFT
1000.00 / 12 = \$83.33

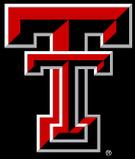
AUTHORIZATION FOR PAYROLL DEDUCTION -- I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule. I also understand that I may revoke this authorization at any 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.

David Abercia 8/6/2014 12/1/2014
Full Name (electronic signature) Today's Date Effective Date

- 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.

Submit Donation

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.

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.

Submit Donation



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.

Submit Donation



Payment Options: One-time Gift (Check)

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



Confirmation

Texas Tech University :: SECC Confirmation

8/28/12 4:48 PM

Confirmation

Confirmation Number: 10054

Please submit one time gift cash to your departmental coordinator along with this confirmation copy.

DISTRIBUTION OF YOUR CONTRIBUTIONS

Undesignated Contributions

Undesignated contributions will be divided by all participating organizations in your campaign area according to the formula in the SECC directory.

Designated Contributions

You may require a statewide federation or fund or local campaign manager to distribute your contribution to particular charitable organizations by entering their six digit charity codes. These distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deductions authorizations or other causes, proportionally. A separate percentage is derived for each charity's proportion of all campaign contributions, and this percentage is used to distribute contributions thereafter. As a result, the total amount pledged to an organization through payroll deduction probably won't match the dollar-for-dollar that organization was designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

To designate your contribution to organizations in other regions of Texas, consult your SECC directory for the area's local campaign manager.

IRS STATEMENT

In compliance with the tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount. **Please print and keep a copy of this confirmation page for your tax records.**

Pledge Summary

Personal Info

Full Name: David W Abercia
R Number:
State Agency Name: Texas Tech University
State Agency Number: 733
Department: President's Office
Coordinator Name: David Abercia

Acknowledgement

I request acknowledgement of my gift via EMAIL
Email: david.abercia@ttu.edu

Charity Info

352035 Children's Home of Lubbock → \$100.00

Payment Options

Payment Type: CASH
Amount: 100.00 dollars

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.



Fundraiser Pledge Form

Greater West Texas 35

esBaldler
Sign Out

SECC Authorization Form

State Agency Name AND Number

Coordinator Name

Fundraiser Name

Dept./Unit #/Facility/Location

HOW I WISH TO DISTRIBUTE MY GIFT ...

Reset Options

Please refer to the following links for information on charities:

- [Directory](#) - Description of charities along with codes.
- [Mini-Directory](#) - List of charitable codes.

DESIGNATED GIFTS: PLEASE ENTER ANNUAL AMOUNTS. EACH CHARITY HAS A SIX-DIGIT CODE; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

→ \$
Charity Code Gift Amount

Add Charity

CHARITABLE GROUP SUBTOTAL

PAYMENT OPTIONS..

Reset Options

Check Amount

Cash Amount

Submit

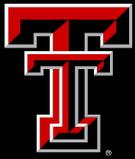


Departmental Information

SECC Authorization Form

State Agency Name AND Number	Texas Tech University 733
Coordinator Name	<input type="text" value="David Abercia"/>
Fundraiser Name	<input type="text"/>
Dept./Unit #/Facility/Location	<input type="text" value="President's Office"/>

The first section of the fundraiser pledge form is the departmental information. The coordinator information will be pre-populated, but please ensure that a fundraiser name is entered.



Designations

HOW I WISH TO DISTRIBUTE MY GIFT ...

Please refer to the following links for information on charities:

- [Directory](#) - Description of charities along with codes.
- [Mini-Directory](#) - List of charitable codes.

DESIGNATED GIFTS: PLEASE ENTER ANNUAL AMOUNTS. EACH CHARITY HAS A SIX-DIGIT CODE; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount
<input type="text"/>	→	\$ <input type="text"/>
Charity Code		Gift Amount

CHARITABLE GROUP SUBTOTAL

In the second section of the fundraiser pledge form, coordinators can search for a charity by entering the code or the name of the charity in the “Charity Code” box. The amounts listed next to each charity should be the portion of the total amount of the fundraiser designated to the charity. If a fundraiser is to be allocated to more than nine charities, more fields can be added by clicking the “Add Charity” button. The “Charitable Group Subtotal” will be the subtotal of the fundraiser.

Links to the Campaign Directory and the Mini-Directory are provided at the top of this section.



Payment Options

PAYMENT OPTIONS..

Check Amount
Cash Amount

In the third section of the fundraiser pledge form, the coordinator will enter the total amount of cash and checks separately, to equal the total amount of the fundraiser before clicking the submit button.



Confirmation

Texas Tech University :: SECC Confirmation

8/28/12 7:35 PM

Confirmation

Confirmation Number: 10055

Please submit fund raiser amount to your departmental coordinator along with this confirmation copy.

DISTRIBUTION OF YOUR CONTRIBUTIONS

Undesignated Contributions

Undesignated contributions will be divided by all participating organizations in your campaign area according to the formula in the SECC directory.

Designated Contributions

You may require a statewide federation or fund or local campaign manager to distribute your contribution to particular charitable organizations by entering their six digit charity codes. These distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deductions authorizations or other causes, proportionally. A separate percentage is derived for each charity's proportion of all campaign contributions, and this percentage is used to distribute contributions thereafter. As a result, the total amount pledged to an organization through payroll deduction probably won't match the dollar-for-dollar that organization was designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

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IRS STATEMENT

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Pledge Summary

Fundraiser Info

Fundraiser Name: Friday Jean Day
State Agency Name: Texas Tech University
State Agency Number: 733
Department: President's Office
Coordinator Name: David Abercia

Charity Info

353000 Lubbock Area United Way → \$100.00

Payment Options

Cash Amount: 50.00 dollars
Check Amount: 50.00 dollars

Upon clicking submit, the coordinator will be taken to a confirmation page. The confirmation page will include the coordinator and departmental information, charity designation(s), payment method(s) and amount(s).



Departmental Tracking

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



DeptName	DeptGoal	Amount Received	Percent Goal	Percent participation
Institutional Diversity	4164.00	1000.00	24.01	2.50

Donor List

Donor Name	PaymentType	Received	SubTotal	Level
David Abercia	PAYROLL	Y	1000.00	Leadership



Important Dates

September

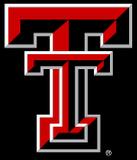
- 2nd – System-wide Kickoff | West Club Level, Jones Stadium, 3:30-5 p.m.
- 12th – Report 1 Deadline
- 26th – Report 2 Deadline

October

- 10th – Report 3 Deadline
- 24th – Report 4 Deadline
- 31st – Report 5 Deadline

November

- 14th – FINAL Report Deadline



Questions





TEXAS TECH UNIVERSITY SYSTEM™

From here, it's possible.



TEXAS TECH UNIVERSITY®



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™