SECC Coordinator Training
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
<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>34.81%</td>
</tr>
<tr>
<td>Percent of Goal</td>
<td>106.46%</td>
</tr>
<tr>
<td>Total TTU Gifts</td>
<td>$469,511</td>
</tr>
</tbody>
</table>
2013 Campaign Results: TTUS

Participation 36.61%

Percent of Goal 91.52%

Total TTU Gifts $50,337
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>35%</td>
</tr>
<tr>
<td>Percent of Goal</td>
<td>98.4%</td>
</tr>
<tr>
<td>Total TTU Gifts</td>
<td>$267,559</td>
</tr>
</tbody>
</table>
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.
• 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*
• 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.
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.
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.

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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 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.
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

SECC Authorization Form

State Agency Name AND Number  Texas Tech University | 733
Coordinator Name               David Aborige
Fundraiser Name                
Dept./Unit #:Facility/Location President's Office

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).

PAYMENT OPTIONS..
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

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.
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

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 SECIC directory.

Designated Contributions
You may require a state 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 campaigns receive a share from any unreserved contributions. Revisions, rescissions of dedications, redistribution authorizations or other reasons, 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 1.483(b).

To designate your contribution to organizations in your area, contact your SECIC director for the area's local campaign manager.

IRS STATEMENT

In compliance with the Internal Revenue Code, 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

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
350000 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).
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).
Important Dates

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

October
- 10\textsuperscript{th} – Report 3 Deadline
- 24\textsuperscript{th} – Report 4 Deadline
- 31\textsuperscript{st} – Report 5 Deadline

November
- 14\textsuperscript{th} – FINAL Report Deadline