2015 STATE EMPLOYEES CHARITABLE CAMPAIGN

BUILDING ON A TRADITION OF SERVICE

CAMPAIGN TRAINING

TOGETHER WE CARE

secctexas.org

TEXAS A&M UNIVERSITY

THE TEXAS A&M UNIVERSITY SYSTEM

For more information, please visit **tamus.edu/secc**

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2015 SECC CONTACT INFORMATION

UNITED WAY

ELEESHA BLACKWELL
Director of Resource Development
United Way of the Brazos Valley
909 Southwest Parkway East, Ste. 100
College Station, Texas 77840
Phone: 979.696.4483 x 118
Fax: 979.696.4490
eblackwell@uwbv.org

ALISON PRINCE
President and CEO
United Way of the Brazos Valley
909 Southwest Parkway East, Ste. 100
College Station, Texas 77840
Phone: 979.696.4483 x 101
Fax: 979.696.4490
aprince@uwbv.org

UNIVERSITY CAMPAIGN

CYNTHIA GAY
Texas A&M University Campaign Chair
Marketing & Communications
Jack K. Williams Administration Building
Suite 009
College Station, TX 77843-1372
979.845.6605
cyngay@tamu.edu

KALEE BUMGUARDNER
Texas A&M University Campaign Manager
Marketing & Communications
Jack K. Williams Administration Building
Suite 009
College Station, TX 77843-1372
979.862.3307
kaleeb@tamu.edu

SYSTEM CAMPAIGN

KATHERINE KNIGHT
A&M System Campaign Chair
Office of General Counsel
301 Tarrow Street, 6th Floor, MS 1230
College Station, TX 77840-7896
979.458.7461
kknight@tamus.edu

CYNDI SCHOEN
A&M System Campaign Manager
Office of General Counsel
301 Tarrow Street, 6th Floor, MS 1230
College Station, TX 77840-7896
979.458.6166
cschoen@tamus.edu

ADRIENNE RAMIREZ
A&M System Campaign Manager
Office of General Counsel
301 Tarrow Street, 6th Floor, MS 1230
College Station, TX 77840-7896
979.458.6120
aramirez@tamus.edu

2015 SECC WEBSITES

STATE OF TEXAS SECC WEBSITE

www.secctexas.org

Visit the State of Texas SECC website for information, forms and the SECC logo.

TAMU & TAMUS SECC WEBSITE

www.tamus.edu/secc/

Visit the TAMU & TAMUS SECC website for information, forms, updates and guidance throughout this year's campaign.

TAMU & TAMUS SECC FACEBOOK PAGE

www.facebook.com/2015SECC

Visit the facebook page to see what's happening around TAMU & TAMUS throughout this year's campaign. The page is open now throughout November 2015.

What is the State Employee Charitable Campaign (SECC)?

HISTORY

The SECC was created by legislation in 1993. The first campaign was conducted in 1994, which offered Texas state employees greater giving options with hundreds of charitable choices.

The SECC is a great opportunity for state employees to contribute toward helping improve the quality of life for tens of thousands of individuals who need our support.

The workplace charity campaign provides state employees with a convenient and efficient way to make voluntary, tax-deductible contributions to charities through payroll deduction, cash, or check.

In our diverse society, with needs changing rapidly, the SECC is your opportunity to show that you want to make a difference in the lives of others. Together we can make a difference in the lives of our family, friends, and neighbors across the great state of Texas and across the country.

THE SECC ADVANTAGE

There is no easier way for state employees to give to a charitable cause of their choice than through the SECC. Here's why the SECC is the smart way to give:

Choice!
No other charitable campaign offers so many choices. There are over 400 approved organizations to choose from. You decide which organizations best address your concerns.

Confidence!
All agencies participating in the SECC must meet strict eligibility standards established by state law and are screened by the SECC State Policy Committee. Therefore, you can feel confident your gift is being used efficiently and effectively by your designated charities.

Convenience!
For A&M System employees, the convenience of online payroll deduction allows you to donate the amount you designate on a monthly basis without the hassle of writing checks or mailing donations. For those who prefer, an additional option exists for employees to make a one-time donation online, to be made on the first payroll of the new calendar year.

The SECC encourages you to take advantage of the online payroll deduction as a convenient method for giving.

How is the SECC managed?

UNITED WAY OF THE BRAZOS VALLEY

United Way of the Brazos Valley oversees the campaign at the local level for the several counties in the Brazos Valley area. As the Local Campaign Manager (LCM), they ensure the campaign is conducted fairly and equitably under a strict set of guidelines. The president/chief executive officer of United Way of the Brazos Valley and the board of directors, made up of community members, ensure financial and practical management which reflects Brazos Valley values.

UNIVERSITY & SYSTEM CAMPAIGN CHAIRS AND MANAGERS

All agencies and institutions in The Texas A&M University System participate in the SECC. Because of the size of the work force in the College Station area, the campaign is divided into two parts. For the Texas A&M University campus, the campaign is chaired by an employee of the university. A separate campaign is administered for the A&M System agencies located in the College Station area and is chaired by an employee of the A&M System Offices. There exists a campus and a system campaign manager to assist in the administration of the two campaigns.

The chairs and managers coordinate campaign activities and provide training and materials to the area and unit coordinators. The managers also maintain a close relationship with the area coordinators throughout the campaign to answer questions which may arise.

AREA COORDINATORS

Department heads from the university and the chief executive officers of the system agencies appoint an area coordinator to conduct the campaign for each division/group area. The area coordinator works closely with the university/system managers to ensure the success of the campaign. They also serve as a trainer, motivator, facilitator, and resource for the unit coordinators. They distribute materials to their area employees, collect weekly report forms, and serve as a line of communication between employees and campaign leadership.

UNIT COORDINATORS

Unit coordinators are appointed by each area coordinator to further assist with departmental level campaigning. The unit coordinators are responsible for educating individual employees about the SECC and providing all the materials necessary for participation. They are responsible for collecting the necessary paperwork each week and processing it in accordance with established guidelines.

FINANCIAL MANAGEMENT OPERATIONS

Texas A&M University Financial Management Operations (FMO) has developed guidelines for collecting and depositing donations to ensure proper controls over employee paper and electronic donations. Representatives are available to answer questions as necessary. All cash and check donations made during the course of the campaign should be processed through these established procedures.

How Do I Participate?

ONLINE CONTRIBUTIONS → https://sso.tamus.edu

Employees should be strongly encouraged to participate via the SECC application available through the A&M System Single Sign-On portal → https://sso.tamus.edu. From this SECC application, employees may submit authorization for payroll deductions each month or a one-time donation.

The SECC application will also allow employees to make an immediate one time donation outside of a payroll deduction, for those who wish to use this mechanism.

COMPLETING THE AUTHORIZATION FORM

Employees may also participate in the campaign by designating the amount of funds they wish to donate and the charitable organization(s) they would like to support on the SECC Authorization Form.

Employee Information

Employees complete the top portion of the form with the following information:

- Employee's last name, first name, and middle initial
- Mailing address
- E-mail address
- On the university line, please indicate if you are a Texas A&M University or A&M System employee
- College, division or agency; department and work phone

Acknowledgement

The employee's gift will remain anonymous unless they complete this section. A home mailing address is required for their gift to be acknowledged.

HOW I WISH TO DISTRIBUTE MY GIFT

Employees select the charities they will support from the SECC brochure or the SECC directory. They may designate a single recipient or up to six different agencies from any three charitable groups. The first 2 digits in the agency 6-digit number identify the charitable groups.

PAYMENT OPTIONS

There are several payment options available to all employees.

Payroll Deduction (Paper or Online) → https://sso.tamus.edu

Payroll deduction is the easiest way to participate in the SECC. The "total monthly gift" represents the total monthly deduction. Employees will select 9 or 12 pay periods for the payroll deduction (based on their 9 or 12 month employee status). The "total annual gift" is calculated by adding the total contributions for each designated charity and multiplying this total by 9 or 12.

- Fill out the Authorization Form indicating the desire for payroll deduction (Either paper or online @ SECC website).
- Identify the organization(s) you would like to support and fill out that portion of the Authorization Form. See instructions on filling out the form found on page 16.
- Determine desired monthly deduction for each agency chosen. **The minimum monthly deduction is $2 per charity.**
- Sign, date and provide UIN for payroll deduction.
- Retain the PINK copy for personal records and submit the WHITE and YELLOW copy to the unit coordinator.

Please Note:

- Monthly paid employees will have their deductions start in December and will be reflected in the January paychecks (of the new calendar year).
- Bi-weekly paid employees will have their monthly deduction taken from the second paycheck each month, starting in January.
- Payroll deductions can be stopped at any time by contacting the payroll office.
- Deductions are made after taxes.
- The employee must sign and date the form and provide their UIN number to authorize payroll deduction.

In addition, an option exists for a one time payroll deduction to be made for those who choose to use this option. All of the items noted above apply, with the deduction being made on the checks with a January pay date.

One-Time Gift – Cash, Check, or Online

Check the circle for cash/check and indicate the total amount of the one-time contribution. Designate which charitable organizations should receive the donation by writing in the appropriate codes in the charitable group boxes.

- Use of the Paper Authorization Form or the option available from the SECC application through Single Sign-On
- Fill out the Authorization Form (indicate a One-Time Gift).

- Identify the organization(s) they would like to support and fill out that portion of the Authorization Form. See instructions on filling out the form found on page 13.

- Retain the PINK copy as their receipt and submit the YELLOW and WHITE copy (with their cash or check made out to SECC) to the unit coordinator.

Make checks payable to SECC and attach the check or cash to the pledge authorization form with a paperclip. **Please do not use staples.**

LEADERSHIP GIVERS *(Donors of $1,000 or more)*

Leadership giving is optional for donors of $1,000 or more. If a donor makes a donation of $1,000 or more and chooses to be acknowledged, the donor's name will be put in an area wide thank you advertisement and listed in the Campaign Directory the following year under their level of leadership giving. (Note: If both spouses are employees and would like to make separate donations, the donations can be combined to meet the Leadership Giving required donation of $1,000 or more. This would need to be coordinated between the employees' unit coordinators. The unit coordinators would make a note on both employees' authorization forms and should turn in the forms the same week in the campaign. This makes it easier for the United Way to combine the donations.)

FUNDRAISING EFFORTS

Fundraisers can be fun, and they are a great way to bring in extra donations.

What is an Area Coordinator?

Area Coordinators provide the link between campaign leadership and the Unit Coordinators. They manage the campaign activities for divisions of the System and University.

ADMINISTRATIVE RESPONSIBILITIES

1. Serve as a member of the leadership team for the SECC.
2. Provide leadership, oversight, and direction for the campaign in your area.
3. Appoint unit coordinators to ensure all employees in your area are given the opportunity to participate.
4. Participate in establishing campaign goals with your unit coordinators.
5. Represent your area at the SECC kick-off events, training workshops, and meetings.
6. Plan and implement training sessions for your unit coordinators as necessary.
7. Serve as a motivator, facilitator, and resource for your unit coordinators.
8. Compile list of contributors for special recognition.

FINANCIAL RESPONSIBILITIES

1. Collect money and pledge forms from your unit coordinators and compile information. This should be collected each Wednesday morning by 9:00 a.m. This will allow enough time to complete steps 2 & 3 below.
2. Complete the Weekly Pledge Report Envelope and make appropriate copies for United Way and Financial Management Operations (FMO).

   Mail forms to:
   United Way
   Attn: Financial Officer
   909 Southwest Pkwy East, Ste. 100
   College Station, TX 77840.
3. **Before 3:00 p.m. each Thursday**, deliver the collected money and deposit slips in the appropriate plastic envelopes to Student Business Services at the General Services Complex, 2nd floor, Suite 2801 located on west campus. **(Office closes at 3:00 pm)** **30 minute parking is available on the west side of the building.

Area Coordinator Responsibilities

ONLINE CONTRIBUTIONS

- Each week Budgets/Payroll/Personnel Operations Center (BPP) generates a list of employees who donate one-time, 9 month or 12 month on line via the SECC application.
- Area coordinators may receive weekly updates with a list of names of employees who have donated that week.
- The Local Employee Committee Member (LCM) may receive the weekly update to prepare donation summary for the various areas for the University campaign. The LCM is responsible for the distribution of this information.

ONETIME GIFT *(Cash/Checks, Paper)*

- Balance the cash and checks from all units using FORM 2&4 (the Cash/Check Total Sheet). Make a copy. Fill out deposit slip.
- Stamp the back of the checks “For Deposit Only.”
- Put FORM 2&4 with complete list of all donations and checks paper clipped to it, the cash, and deposit slip into the special bank deposit bag. Deposit it with the GSC cashier before 3:00 p.m. each Thursday.
- Cash over $100 should not be held in office overnight. Put the cash in a locked safe until the Thursday deposit or make an early deposit to the GSC cashier by following the normal deposit guidelines.
- Fill out the Pledge Report Envelope and insert the YELLOW copy of the deposit slip along with the YELLOW copies of the authorization forms and send to United Way each Thursday.
- The pledge report forms and deposit slips should balance with total on Pledge Report Envelope.
- Scan and email or fax a copy of the completed Pledge Report Envelope to Robbie Fairhurst at r-fairhurst@tamu.edu or 979.845.3366 (email preferred).

PAYROLL DEDUCTIONS *(Paper)*

- Check authorization form for accuracy and check for signatures, dates, and UIN number (not SS#).
- Send WHITE copy of authorization form to respective payroll office.
- Send YELLOW copy of the authorization form to United Way in the Pledge Report Envelope each Thursday.
- Complete the Pledge Report Envelope and scan and email or fax a copy to Robbie Fairhurst at r-fairhurst@tamu.edu or 979.845.3366 (email preferred). Keep a copy of the completed Pledge Report Envelope for your records. The pledge forms should balance with the total on the envelope.

FUNDRAISING EFFORTS

- Balance the cash and checks from all units using FORM 2&4, the Cash/Check Total Sheet and make a copy.
- Fill out a deposit slip.
- Stamp the back of the checks “For Deposit Only.”
- Put FORM 2&4 with complete list of all donations and checks paper clipped to it, cash, and deposit slip into the special bank deposit bag, and deposit it with the GSC cashier by 3:00 p.m. each Thursday.
- Cash over $100 should not be held in office overnight. Either place the cash in a locked safe until the Thursday deposit or make an early deposit to the GSC cashier by following the normal deposit guidelines.
- Fill out the Pledge Report Envelope and *insert the YELLOW copy of the deposit slip along with the YELLOW copies of the authorization forms and send to United Way each Thursday.*
- The pledge forms and deposit slips should balance with total on Pledge Report Envelope.
- Scan and email or fax a copy of the completed Pledge Report Envelope to Robbie Fairhurst at r-fairhurst@tamu.edu or 979.845.3366 (email preferred).

AREA COORDINATOR
Thursday Morning "To Do" List

- ✔ Scan and email copy of completed Pledge Report Envelope to Robbie Fairhurst at r-fairhurst@tamu.edu
- ✔ Send white copy of pledge forms for (payroll deductions) ONLY to **YOUR** payroll office.

MAIL THE FOLLOWING TO:

UNITED WAY
Financial Officer
909 Southwest Pkwy East, Ste. 100
College Station, TX 77845

- ✔ Completed Pledge Report Envelope
- ✔ Yellow Pledge Forms
- ✔ Copy of deposit slip and Form 2&4

HAND DELIVER DEPOSIT BAG TO:

GSC (Student Business Services) Suite 2801 BEFORE 3:00 PM

INCLUDE:

- ✔ FORM 2&4
- ✔ Deposit Slip
- ✔ All cash & checks
- ✔ Write amount on deposit bag label & on top tab
- ✔ Tear off and keep the completed deposit bag tab with your records

IMPORTANT:
KEEP A COPY OF EVERYTHING FOR YOUR RECORDS

Helpful Resources
System Payroll Offices:
TAMU - MS 1261
TAMUS - MS 1261
TEEX - MS 3132
TEES - MS 3132
Texas Forest Service - MS 2136
AgriLife - MS 2162
Texas A&M Health Science Center - MS 1361
Vet Med Diagnostics Lab - MS 2161
Texas Transportation Institute - MS 3132

What is a Unit Coordinator?

Unit Coordinators are the front line members of the SECC team.

Unit Coordinators distribute materials to employees and answer questions to assist with understanding and participating in the SECC.

ADMINISTRATIVE RESPONSIBILITIES

1) Disseminate campaign materials and ensure every employee receives:

   a. Campaign Authorization Form (Red Form)
   b. The SECC Mini-Directory for the appropriate campaign year
   c. Access to the Campaign Directory for the appropriate campaign year describing all of the participating charitable organizations
   d. Access to the SECC website → https://sso.tamus.edu
   e. Be familiar with the authorization form and be available to answer questions.
   f. Fill out weekly reports for the area coordinators.
   g. Submit list of contributors to area coordinator for special recognition.

► IMPORTANT ◄

KEEP A LIST OF NAMES FOR EVERY EMPLOYEE WHO MAKES A CONTRIBUTION USING THE CAMPAIGN AUTHORIZATION FORM ONLY; A LIST OF NAMES FOR ONLINE CONTRIBUTIONS ARE GENERATED AUTOMATICALLY THEREFORE NOT NEEDED

2) Distribute complimentary sporting event tickets at the end of the campaign to each employee who makes an online contribution or a One-Time Gift using the Paper Authorization Form to SECC in the amount of $2.00 or more. Auction and/or fundraiser purchases do not apply.

Special thanks to the Athletic Department & 12th Man Foundation for making these tickets possible!

3) Represent your unit at the training workshop and other meetings as scheduled.

Unit Coordinator Responsibilities for Contributions

ONE-TIME GIFT *(Cash/Checks)*

- Review authorization forms submitted by employees for accuracy.
- Ensure the *employee has the PINK copy* of the authorization form and has signed and completed their check accurately. **The *WHITE copy of the form should be saved for your records.***
- If an employee would like to donate a cash/check gift, but does not want to fill out an authorization form, the unit coordinator accepts the money and fills out a form labeling it a donation without designation to a specific charity.
- Balance the cash and checks on FORM 2&4.
- *Send FORM 2&4 with complete list of all donations, YELLOW copies of the authorization form*, cash, and checks to the area coordinator each Wednesday by 9:00 a.m.

PAYROLL DEDUCTIONS *(Paper)*

- Review the authorization form for accuracy and check for signatures, date, and UIN number.
- Ensure *the employee has the PINK copy* of the authorization form.
- *Send the WHITE original and the YELLOW copy of the authorization form to the area coordinator each Wednesday by 9:00 a.m.*

FUNDRAISING EFFORTS

- Select your preferred charity.
- Fill out an authorization form designating the donation, or label the form as donations without designation.
- Keep the *PINK copy for your records*; the *WHITE copy of the form should be saved for your records.* Balance the cash and checks received using FORM 2&4, the Cash/Check Total Sheet.
- Send FORM 2&4 with calculator tape, *YELLOW copy of the authorization form, cash, and checks, to the area coordinator each Wednesday by 9:00 a.m.*

UNIT COORDINATOR
Wednesday Morning To Do List
AUTHORIZATION FORMS
✔ Pink copy to employees
✔ White & yellow copy to area coordinator
FORM 2&4 – Cash/Check Donations
✔ Balance cash & checks
✔ Deliver to area coordinator by 9am
✔ Use for donations & fundraisers
✔ Keep a copy of everything for your records
✔ Keep a list of all employees who make contributions using the Campaign Authorization Form

Summary of Forms

DOCUMENT		USED BY
Employee Authorization Form	Higher-Education Authorization Form 2014 State Employee Charitable Campaign Coordinators must also complete this form for fundraiser collections to determine which charity the funds were collected for. • *This form is also available on the SECC website → https://sso.tamus.edu for payroll deductions and one time donations should you run out*	Employee Area Coordinator Unit Coordinator
FORM 2 & 4	TAMU-SECC Cash/Check Total Sheets (for all PAPER donations & fundraisers, whether one-time, or payroll deductions) • *Great form for tracking paper payroll deductions. Also available on the SECC website → https://sso.tamus.edu*	Area Coordinator Unit Coordinator
Pledge Report Envelope	Reporting form to be completed and forwarded to your local campaign manager	Area Coordinator
Deposit Slip	Bank: BB&T Complete for Brazos County United Way cash and check deposits; place in deposit bag	Area Coordinator
Deposit Bag	Plastic envelopes that will be provided to place cash, checks and deposit slips in for weekly deposit delivery; fill out information on front of bag along with top tab, tear off top tab and keep with your records	Area Coordinator

BRAZOS VALLEY 25

Higher-Education Authorization Form

Account# ____________ (office use only)

State Employee Charitable Campaign

Name — Prefix Last First MI

University

Mailing Address

College or Division

City / State / ZIP

Department

E-mail Address

Work Phone

ACKNOWLEDGEMENT:

Select ONLY ONE of the following options if you wish to receive acknowledgement for your gift. If you select both options, only option #2 will be given effect.

O I wish my gift (but not the amount) to be acknowledged by the charity(ties) I have designated. (HOME ADDRESS REQUIRED)

O I wish the amount of my gift to be acknowledged by the charity(ties) I have designated. By choosing this option, I understand the amount of my gift becomes public information. I expressly waive confidentiality and authorize the release of information indicating the amount of my gift. (HOME ADDRESS REQUIRED)

Home Address (REQUIRED) City Zip

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is $2:

DESIGNATED GIFTS: **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).

***** IMPORTANT: Make certain the total of the "GIFT AMOUNT" boxes equals the total in either the "TOTAL MONTHLY GIFT" or "TOTAL ONE-TIME GIFT" box (below). *****

Charity Code	→	Gift Amount	Charity Code	→	Gift Amount	Charity Code	→	Gift Amount
	→	$		→	$		→	$
	→	$		→	$		→	$

PAYMENT OPTIONS ... please select one:

O **PAYROLL DEDUCTION** (complete authorization below)

TOTAL MONTHLY GIFT (total all "gift amount" boxes above) $________ X PAY PERIODS PER YEAR: O9 O12 = **TOTAL ANNUAL GIFT** $________

AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize the monthly deduction from my after tax wages for a charitable contribution as indicated above. I understand that this authorization automatically expires with the November pay period of each year. I also understand that I may revoke this authorization at any time by giving my payroll office written notice. I have read and understood the "Distribution of Your Contribution" information on the back of this form.

Social Security # Employee Signature Date

O **ONE-TIME GIFT** (CASH or CHECK) ... attach; make check payable to State Employee Charitable Campaign.

TOTAL ONE-TIME GIFT (total all "gift amount" boxes above) $________

white copy - PAYROLL OFFICE yellow copy - LOCAL CAMPAIGN MANAGER (in report envelope) pink copy - EMPLOYEE

FORM 2 & 4

TAMU - SECC

Check one: _____**One Time Donations** _____ **Fundraising Events**

Cash/Check Total Sheet

Currency, Coin and Check Count Sheet

Date: __________

System Part: ______________________________

Unit/Area Name: ______________________________

Unit/Area Coordinator Name: ______________________________ Phone #: ______________

Counted by: ______________________________

Verified by: ______________________________

Type of Currency	Number	$ Amount	
$100 Bills		$ -	
$50 Bills		$ -	
$20 Bills		$ -	
$10 Bills		$ -	
$5 Bills		$ -	
$1 Bills		$ -	
$1 Susan B's		$ -	
$0.50		$ -	
$0.25		$ -	
$0.10		$ -	
$0.05		$ -	
$0.01		$ -	$ -

Please list check individually or attach calculator tape of checks

			$ -

Total cash/checks to be deposited: $ -

Copy for your records

PLEDGE REPORT ENVELOPE

State Employee Charitable Campaign

submit completed envelopes to:

1 THIS REPORT IS:

- ☐ **partial** ... additional report(s) will follow
- ☐ **FINAL**

(this section for fiscal agent use only)

____

ORGANIZATION NUMBER

2

state agency — (please print) ______ #FT ______ #PT

department/division — (please print) | no. of employees

location (street address) — (please print)

coordinator name — (please print) | phone no./ext.

coordinator signature | date submitted to fiscal agent

instructions:

- COMPLETE ALL INFORMATION IN SECTIONS **1**, **2** and **3** ... print clearly to reduce errors in processing.
- CHECK ACCURACY AND LEGIBILITY OF PLEDGE FORM'S CALCULATIONS.
- Enclose **yellow** copies of all pledge forms in this envelope and forward to your local campaign manager (donor retains **pink** copy; payroll office receives **white** copy).
- Report form (below) must balance to envelope's contents ... be certain all items noted on the report form are included in this envelope. COMPLETE ONE REPORT FORM/ENVELOPE PER SUBMITTAL ... DO NOT INCLUDE TOTALS FROM PREVIOUS REPORT FORMS/ENVELOPES.

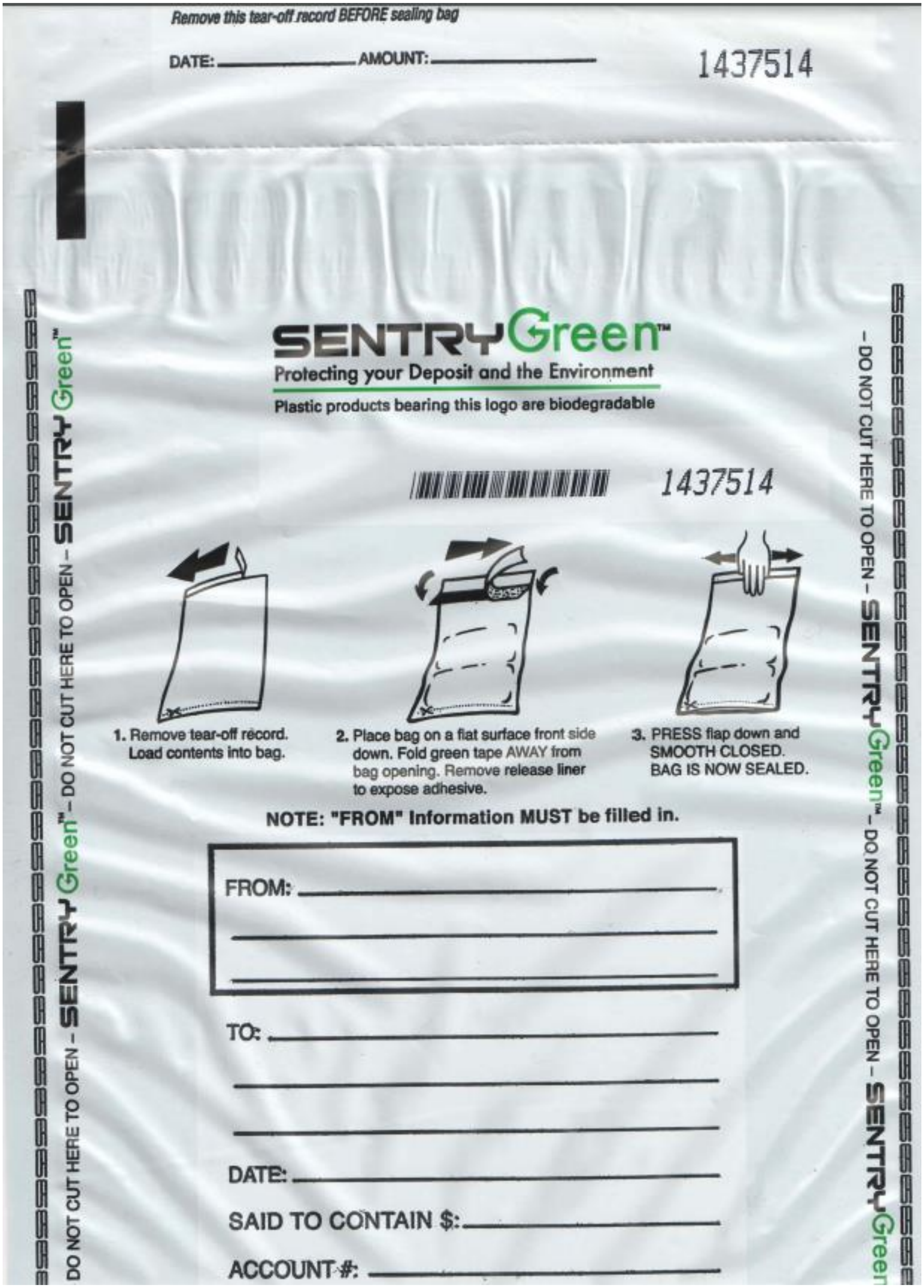
3A

	(no. of givers)	(am't of donations)		(am't enclosed)		(balance due)
PAYROLL DEDUCTION PLEDGES						
(up to $999)	______	$______	—	$______	=	$______
($1,000 or more)	______					
FULLY-PAID PLEDGES (cash/check)						
(up to $999)	______	$______	—	$______	=	$______
($1,000 or more)	______					
OTHER (direct bill, stock, etc.)						
(up to $999)	______	$______	—	$______	=	$______
($1,000 or more)	______					
SPECIAL EVENTS/FUND-RAISERS		$______	—	$______	=	$______
TOTALS for this envelope						
(up to $999)	______	$______	—	$______	=	$______
($1,000 or more)	______					

← shaded section for fiscal agent use only

(shaded section for fiscal agent use only)

campaign rep / LCM	date received (campaign)	date received (finance)	audit date / audited by	data entry date / entered by


Remove this tear-off record BEFORE sealing bag
DATE: AMOUNT:
1437514
SENTRYGreen™
Protecting your Deposit and the Environment
Plastic products bearing this logo are biodegradable
1437514
1. Remove tear-off record. Load contents into bag.
2. Place bag on a flat surface front side down. Fold green tape AWAY from bag opening. Remove release liner to expose adhesive.
3. PRESS flap down and SMOOTH CLOSED. BAG IS NOW SEALED.
NOTE: "FROM" Information MUST be filled in.
FROM:
TO:
DATE:
SAID TO CONTAIN $:
ACCOUNT #:
DO NOT CUT HERE TO OPEN – SENTRYGreen™ – DO NOT CUT HERE TO OPEN – SENTRYGreen™
– DO NOT CUT HERE TO OPEN – SENTRYGreen™ – DO NOT CUT HERE TO OPEN – SENTRYGreen

SECC Calendar

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 **1:00-4:00 pm** Area/Unit Coordinator Training Annenberg PCC	12 **9:00 am - Noon** Area/Unit Coordinator Training Annenberg PCC	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 SECC Begins	2	3	4	5
6	7	8	9 **9:00 am** Pledges to Area Coordinators	10 **3:00 pm** Deposit to Cashiers (GSC)	11 Early Bird Registration Ends	12
13	14	15	16 **9:00 am** Pledges to Area Coordinators	17 **3:00 pm** Deposit to Cashiers (GSC)	18 Early Bird Contest Drawing	19
20	21	22	23 **9:00 am** Pledges to Area Coordinators	24 **3:00 pm** Deposit to Cashiers (GSC)	25	26
27	28	29	30 **9:00 am** Pledges to Area Coordinators			

SECC Calendar

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 **3:00 pm** Deposit to Cashiers (GSC)	2	3
4	5	6	7 **9:00 am** Pledges to Area Coordinators	8 **3:00 pm** Deposit to Cashiers (GSC)	9	10
11	12	13	14 **9:00 am** Pledges to Area Coordinators	15 **3:00 pm** Deposit to Cashiers (GSC)	16	17
18	19	20	21 **9:00 am** Pledges to Area Coordinators	22 **3:00 pm** Deposit to Cashiers (GSC)	23	24
25 31 SECC Ends	26	27	28 **9:00 am** Pledges to Area Coordinators	29 **3:00 pm** Deposit to Cashiers (GSC)	30	

RESULTS PRESENTATION - SPRING 2016

Awards for Texas A&M University and The Texas A&M University System

- Area with the most leadership givers ($1000 per person)
- Area with highest increase in % of givers (compared to previous year)
- Area with highest increase in $ amount (compared to previous year)
- Areas with the most creative fundraising efforts

Setting a Course for Community Impact
YOU make the difference!!

***$2.00 PER MONTH** for one year:*

- Provides three days of parenting classes that teach effective discipline and stress/conflict management.
- Provides vital cancer survivorship information and support to 80 cancer survivors.
- Provides one day of food and shelter for a homeless person.
- Provides prescription glasses for five people in a Third World country.
- Covers the cost of planting of 100 tree saplings.
- Provides meals for a homebound senior citizen for two weeks.

***$5.00 PER MONTH** for one year:*

- Provides 12 students with an interactive CD on college-age depression and suicide.
- Covers the registration fee for one patient or family member to attend the National Organization for Rare Disorders Patient/Family Conference.
- Provides adaptive aids for personal care to make life easier for ALS patients.
- Will provide equipment and supplies for five people to spend a morning cleaning a beach or river bank.
- Provides teaching materials for 30 at-risk students for one school year.

***$10.00 PER MONTH** for one year:*

- Enables three elementary school classes to tour a natural area.
- Provides physical therapy exercise sessions for patients with Multiple Sclerosis and Muscular Dystrophy.
- Will help a family in crisis with their monthly utility or grocery bills.
- Provides 233 meals for hungry babies.
- Will pay for preserving and distributing 120,000+ servings of nutritious produce.
- Provides one mammogram for an uninsured woman.
- Will help to pay the cost of testing for early signs of kidney disease for a low-income patient.

***$20.00 PER MONTH** for one year:*

- Provides a full year of groceries for a homebound AIDS patient.
- Provides food for one guide dog in advanced training.
- Covers the cost of training material and instruction for self-examinations for breast cancer and for awareness materials for prostate cancer.
- Supports training in an environmental career for a person with a disability.
- Provides scholarship assistance for inner city children to attend a nature camp in the Hill Country.

***$45.00 PER MONTH** for one year:*

- Provides 26 students with assistance in math and science.
- Provides 11 days of food and shelter for a homeless person.
- Ensures safety from cholera for 50 people.
- Funds a volunteer online at a national AIDS treatment hotline for one week.
- Provides two high schools with science curriculum materials about proper handling of chemicals found in the home.