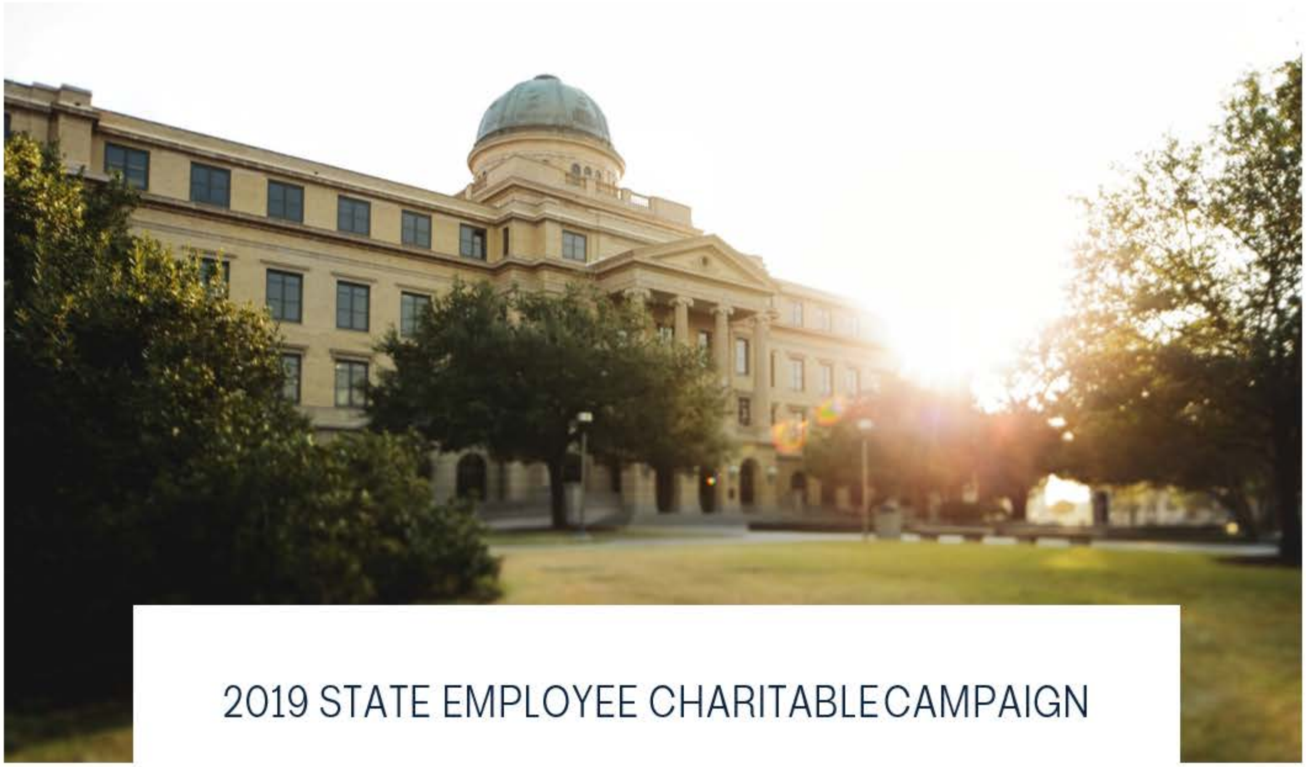

2019 STATE EMPLOYEE CHARITABLE CAMPAIGN

SMALL ACTIONS, BIG DIFFERENCE

CAMPAIGN TRAINING

Together We Care

THE TEXAS A&M UNIVERSITY SYSTEM

secctexas.org

TEXAS A&M UNIVERSITY

FOR MORE INFORMATION, PLEASE VISIT TAMUS.EDU/SECC

TABLE OF CONTENTS

2019 SECC CONTACT INFORMATION

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United Way of the Brazos Valley
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Bryan TX 77802
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Fax: 979.696.4490 | aprince@uwbv.org

UNIVERSITY CAMPAIGN

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2019 SECC CONTACT INFORMATION CONTINUTED

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2019 SECC WEBSITES

STATE OF TEXAS SECC WEBSITE

SECCTEXAS.ORG

Visit the website for information, forms and the SECC logo.

THE A&M SYSTEM SECC WEBSITE

TAMUS.EDU/SECC

Visit the website for university and A&M System information, forms, updates and guidance throughout this year’s campaign.

FACEBOOK PAGE

FACEBOOK.COM/TAMUSECC

Visit the Facebook page to see what’s happening around the university and the A&M System throughout this year’s campaign.

WHAT IS THE STATE EMPLOYEE CHARITABLE CAMPAIGN (SECC)?

HISTORY

The SECC was created by legislation in 1993. The first campaign was conducted in 1994 and offered Texas state employees greater giving options with hundreds of charitable organizations to choose from.

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 campaign provides state employees with a convenient and efficient way to make voluntary, tax-deductible contributions to the charities of their choosing through payroll deductions or one-time payments by cash or check.

In our diverse society, with needs changing rapidly, the SECC is an opportunity for state employees to make a difference in the lives of others. Together we can make a difference in the lives of our families, 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. Here's why the SECC is the smart way to give:

Choice!

No other charitable campaign offers so many choices. There are over 400 charitable organizations to choose from. This allows you to 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 having to write checks or mail donations. For those who prefer, an additional option exists for employees to make a one-time donation online. One-time online donations are processed with the first payroll of the new calendar year.

The SECC encourages you to take advantage of the convenience of online payroll deductions.

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 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, are responsible for the financial and operational management.

UNIVERSITY & SYSTEM CAMPAIGN CHAIRS AND MANAGERS

All agencies and institutions in The Texas A&M University System participate in the SECC. Due to the size of the A&M System workforce in the College Station area, two separate campaigns are conducted. One campaign includes Texas A&M University employees and is chaired by a university employee. The other campaign includes employees of the A&M System agencies located in the College Station area and the System Offices. This campaign is chaired by an employee of the System Offices. Each campaign has one or more campaign managers to assist in the administration of the respective campaign.

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

AREA COORDINATORS

University department heads and agency chief executive officers appoint area coordinators to conduct the campaign for each division, department, agency or other group area. The area coordinator works closely with the university or system campaign 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 department level campaigns. The unit coordinators are responsible for educating individual employees about the SECC and providing the materials necessary for participation in the campaign. 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 must be processed in accordance with these established procedures.

HOW DO EMPLOYEES PARTICIPATE?

ONLINE CONTRIBUTIONS *SSO.TAMUS.EDU*

Employees should be strongly encouraged to participate via the SECC application available through the A&M System Single Sign-On portal → sso.tamus.edu. Through the SECC online application, employees can submit the authorization for monthly payroll deductions or for 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

Using the SECC Authorization Form, employees may designate the amount they wish to donate and the charitable organization(s) they would like to support.

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.

DISTRIBUTING MY GIFT

Employees select the charities they wish to support from the SECC brochure or from the SECC directory. They may designate up to ***six different organizations*** 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) | 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.

- Complete the Authorization Form (either the paper form or the online SECC form through Single Sign-On) and select payroll deduction.
- Identify the organization(s) you would like to support and fill out that portion of the Authorization Form. See instructions for filling out the form on page 16.
- Determine desired monthly deduction for each agency chosen. **The minimum monthly deduction is $2 per charity.**
- Employee must provide UIN for payroll deductions.
- Sign and date the Application Form.
- For paper forms, the employee should retain the PINK copy for his/her personal records and submit the WHITE and YELLOW copies to the unit coordinator.

Please Note:

- Deductions for employees paid monthly will begin in December and will be reflected on the January payroll of the new calendar year.
- Deductions for employees paid bi-weekly will begin in January and will be reflected in the second payroll of each month.
- Payroll deductions can be stopped at any time by contacting the payroll office.
- Deductions are made after taxes are withheld.
- As noted above, the employee must sign and date the Authorization Form and must provide their UIN to authorize the payroll deductions.

In addition, a one-time payroll deduction option is available. All of the items noted above apply and the one-time deduction will be reflected on the respective January pay date.

PAYMENT OPTIONS CONTINUED

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.

- Complete the Authorization Form (either the paper form or the online SECC form through Single Sign-On).
- Identify the organization(s) they would like to support and fill out that portion of the Authorization Form. See instructions for filling out the form on page 13.
- Indicate that the donation is a One-Time Gift.
- For paper forms, the employee should retain the PINK copy for his/her personal records and submit the YELLOW and WHITE copies to the unit coordinator, **with their cash or check**.

Checks should be made payable to the SECC.

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. If both spouses are employees and would like to make separate donations, the donations can be combined to meet the Leadership Giving threshold of $1,000 or more. This would need to be coordinated with both employees' unit coordinators. The unit coordinators should make notations on both employees' authorization forms and the forms must be turned in during the same week, allowing the United Way to combine the donations.

FUNDRAISING EFFORTS

Fundraisers can be fun and they are a great way to increase donations. We encourage Area/Unit Coordinators to plan at least 2 fundraisers over the course of the campaign.

WHAT IS AN AREA COORDINATOR?

Area coordinators provide the link between the campaign chairs and managers and the unit coordinators. The area coordinators manage the activities for divisions of the university and A&M System campaigns.

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 various 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. **By 9:00 a.m. each Wednesday**, collect money and pledge forms from your unit coordinators and compile the information. This will allow enough time to complete steps 2 and 3 below.

2. Complete the Weekly Pledge Report Form and make appropriate copies for United Way and Financial Management Operations (FMO).

   Mail forms to:
   United Way
   Attn: Financial Officer
   1716 Briarcrest Dr Ste 155
   Bryan TX 77802

3. *****NEW****** **Before 3:00 p.m. each Thursday**, deliver the collected money and deposit slips in the appropriate plastic envelopes to Departmental Accounting Services (DAS), located on the third floor of the General Services Complex to the attention of Solomon Loche. **Please note that the office closes at 3:00 p.m.** There is 30 minute parking 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 have pledged either one-time, 9 month or 12 month donations online through Single Sign-On.
- 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 updates to prepare donation summaries for the various areas for the university campaign. The LCM is responsible for the distribution of this information.

ONE-TIME GIFTS (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 the deposit slip.
- Stamp the back of each check "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 cashier on the 3rd floor of the GSC Bldg. before 3:00 p.m. each Thursday.
- Cash over $100 should not be held overnight. Put the cash in a locked safe until the Thursday deposit or make an early deposit to the cashier on the 3rd floor of the GSC Bldg by following the normal deposit guidelines.
- Fill out the Pledge Report Form and make a copy of the deposit slips. Include both of these along with the YELLOW copies of the authorization forms in the PREADDRESSED ENVELOPE and send to the United Way each Thursday.
- The authorization forms and deposit slips should balance with the total on the Pledge Report Form.
- Scan and email or fax a copy of the completed Pledge Report Form to **Solomon Loche at sloche@tamu.edu or 979.845.3366. Email is preferred.**

PAYROLL DEDUCTIONS *(PAPER)*

- Check authorization form for accuracy and check for signatures, dates, and UIN (not SS#).
- Send WHITE copy of authorization form to respective payroll office.
- Send YELLOW copy of the authorization form to the United Way with the Pledge Report Form in the PREADDRESSED ENVELOPE each Thursday.
- Complete the Pledge Report Form and scan and email or fax a copy to **Solomon Loche at sloche@tamu.edu or 979.845.3366. Email is preferred.**. Keep a copy of the completed Pledge Report Form for your records. The Authorization forms should balance with the total on the Pledge Report.

FUNDRAISERS

- 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 cashier on the 3rd floor of the GSC Bldg. by 3:00 p.m. each Thursday.
- Cash over $100 should not be held overnight. Either place the cash in a locked safe until the Thursday deposit or make an early deposit to the cashier on the 3rd floor of the GSC Bldg by following the normal deposit guidelines.
- The Pledge Report Form, the YELLOW copy of the deposit slip and the YELLOW copies of the authorization forms go in the PREADDRESSED ENVELOPE 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 Solomon Loche at sloche@tamu.edu or 979.845.3366. Email is preferred.**

AREA COORDINATOR
THURSDAY MORNING "TO DO" LIST

- Scan and email copy of completed Pledge Report Form to **Solomon Loche at sloche@tamu.edu**
  - Send white copy of Authorization forms for payroll deductions to **YOUR** payroll office only.

MAIL THE FOLLOWING TO:

UNITED WAY
Financial Officer
1716 Briarcrest Dr Ste 155
Bryan TX 77802

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

HAND DELIVER DEPOSIT BAG TO:

GSC Department of Accounting Services, 3rd Floor BEFORE 3:00 PM

- Leave to the attention of Solomon Loche.

INCLUDE:

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

KEEP A COPY OF EVERYTHING FOR YOUR RECORDS!

WHAT IS A UNIT COORDINATOR?

Unit coordinators are the front line members of the SECC team. Unit coordinators distribute materials to employees and provide information to assist with understanding and participating in the SECC.

ADMINISTRATIVE RESPONSIBILITIES

1) Represent your unit at the training workshop and other meetings as scheduled.
2) 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 → sso.tamus.edu
3) Be familiar with the authorization form and be available to answer questions.
4) Fill out weekly reports for the area coordinators.
5) Submit list of contributors to area coordinator for special recognition.

IMPORTANT

KEEP A LIST FOR EVERY EMPLOYEE WHO MAKES A CONTRIBUTION USING THE CAMPAIGN AUTHORIZATION FORM ONLY. LISTINGS OF EMPLOYEES WHO CONTRIBUTED ONLINE ARE GENERATED AUTOMATICALLY, SO IT IS NOT NECESSARY FOR THE UNIT COORDINATOR TO MAINTAIN A SEPARATE LIST.

6) AFTER THE CAMPAIGN -- Distribute complimentary sporting event tickets to each employee who makes an online contribution or a one-time gift using the paper Authorization Form in the amount of $2.00 or more. Details on the games and ticket process will be shared once available. Auction and/or fundraiser purchases do not apply.

Special Thanks to the Athletic Department and 12th Man Foundation for making these tickets possible!

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. ***MAKE A COPY OF THE FORM FOR YOUR RECORDS.***
- If an employee would like to make a donation by cash or check, but does not want to fill out an authorization form, the unit coordinator should accept the payment and complete the form. The unit coordinator should note on the form that no charity was designated.
- Balance the cash and checks on FORM 2&4.
- **By 9:00 a.m. each Wednesday**, send FORM 2&4 with complete list of all donations, YELLOW copies of the authorization form, cash, and checks to the area coordinator.

PAYROLL DEDUCTIONS *(PAPER)*

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

FUNDRAISERS

- Select a charity to which the proceeds should be directed.
- 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.
- **By 9:00 a.m. each Wednesday**, send FORM 2&4 with calculator tape, YELLOW copy of the authorization form, cash, and checks, to the area coordinator.

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

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
- ✓ Use for donations & fundraisers
- ✓ Balance cash & checks
- ✓ **DELIVER TO AREA COORDINATOR BY 9AM**
- ✓ Keep a copy of everything for your records

SUMMARY OF FORMS

DOCUMENT		USED BY
EMPLOYEE AUTHORIZATION FORM	Higher-Education Authorization Form 2019 SECC 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 → 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) *Also available on the SECC website → sso.tamus.edu*	Area Coordinator Unit Coordinator
PLEDGE REPORT FORM	Reporting form to be completed and forwarded to The United Way.	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

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.

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

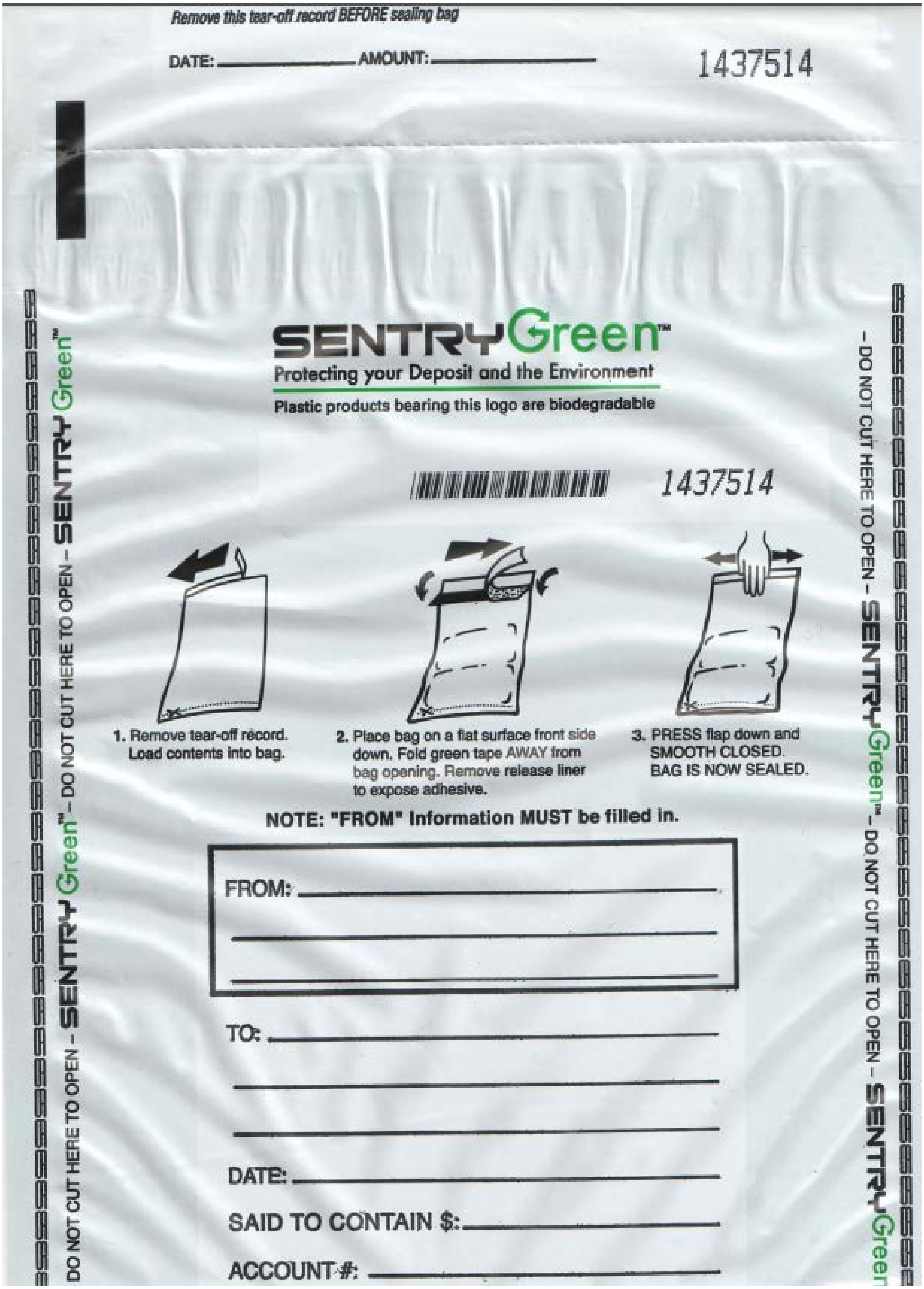
3A

	(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™

SECC CALENDAR 2019

AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12	13	14	15	16
19	20 **Charity Fair & Training** 2-4:30 p.m.	21 ------------------	22 **Area Coordinators Deliver Materials**	23 ------------------
26	27	28 ***Hold kick-off activities this week***	29	30

SEPTEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11 **9:00 am** Forms/Cash/Pledges to Area Coordinators	12 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	13
16	17 **5:00 pm** Deadline for Early Bird Drawing	18 **9:00 am** Forms/Cash/Pledges to Area Coordinators	19 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	20
23	24	25 **9:00 am** Forms/Cash/Pledges to Area Coordinators	26 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	27

SECC CALENDAR 2019 CONTINUED

OCTOBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 **9:00 am** Forms/Cash/Pledges to Area Coordinators	3 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	4
7	8	9 **9:00 am** Forms/Cash/Pledges to Area Coordinators	10 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	11
14	15	16 **9:00 am** Forms/Cash/Pledges to Area Coordinators	17 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	18
21	22	23 **9:00 am** Forms/Cash/Pledges to Area Coordinators	24 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	25
28	29	30 **9:00 am** Forms/Cash/Pledges to Area Coordinators	31 **3:00 pm** Deposit to DAS (GSC, 3rd Floor)	

- Typically, donation and pledge processing may continue for a week or 2 after the end of the campaign.

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.