

**Everything You Need to Know:**  
**2025 SECGC Department Coordinator**

**Campaign Goal: \$400,000**

Website: All campaign materials and instructions can be found at <https://charitablegiving.mt.gov>. Please make sure to share the site with your team so they can access the 2025 SECGC information and make their pledges.

**Key Dates**

- Monday, September 22 – Campaign begins, and pledges open for the 2025 SECGC
- Thursday, September 25 – Kickoff event at the Capitol Rotunda in Helena, 11 a.m. – 1 p.m.
- Friday, October 17 – 2025 campaign last day for donations (unless campaign is extended another week)

**Using the Click-and-Give System**

- The online donation system makes giving easy. Employees can search by name, number, city, or keyword (for example, typing “land” will bring up groups related to land restoration). Once you select an organization, it will be added to your pledge form automatically.
- **Remind** people that donation amounts must be entered as **an annual contribution**. Payroll deductions divide the total annual contribution by 24 pay periods beginning with the first paycheck in January 2026 and ending with the last paycheck in December 2026. No deductions are taken from the two “free” paychecks during the year.
- Donations cannot be changed after the campaign closes. If an employee chooses the undesignated fund, the pledge is shared across all nonprofits in proportion to the funds each organization receives.
- Employees can also choose to remain anonymous. When this option is selected, no personal details are given to the selected nonprofit to whom pledges are made. The employee will receive a pledge confirmation email for the pledges made.
- Non-anonymous pledges allow nonprofits to see the employee’s name, address, and donation amount, but organizations are not allowed to add this information to their databases or to contact the employee outside of the SECGC. If an employee feels this rule was violated, please encourage the employee to report it to me, the SECGC Campaign Coordinator, at the contact information below.
- Everyone who donates will receive a pledge confirmation email. Please remind employees to check their email for the confirmation message.

**Paper Pledge Forms**

Paper forms are available for an employee who chooses not to use the click-and-give online payroll deduction process.

If an employee chooses to donate using the paper pledge form, please follow the steps outlined below:

1. The employee completes and signs the paper form and returns it to you.
2. If payroll deduction is chosen, scan and email the form to the Campaign Coordinator. Include the donation information on the “Paper Donation Summary Sheet” (available on the coordinator page).

3. If the donation is by cash or check, complete this information on “Paper Donation Summary Sheet,” attach it to the form, and place everything in an envelope.
4. Deliver the envelopes to the State Human Resources Division office in the Mitchell Building, Room 125.

Paper forms must be emailed to the Campaign Coordinator by noon on each Friday of the campaign so those donors can be included in the weekly prize drawings.

### Prizes

Prizes donated by our sponsors help encourage participation, keep the campaign exciting, and recognize the generosity of state employees. Everyone who donates is eligible.

- **Early Bird Prizes:** Tickets to the Cat/Griz basketball games.
- **Weekly Drawings:** Winners announced every Monday, starting the week after kickoff. Donors who give early remain eligible for prize drawings for each week of the campaign until they win a prize.
- **Grand Prize:** The Grand Prize is \$1,000 sponsored by **Elk Mountain Sales Helena**. The Grand Prize is awarded after the campaign ends. Everyone who pledges to the 2025 campaign is eligible for the Grand Prize drawing.

### Ideas to Make Campaign Giving Fun!

Below are several creative ways to encourage your department employees to be involved:

- Online scavenger hunt with silly challenges
- Participation-based goals (percent of donors instead of total dollars)
- Bingo or trivia games
- Costume contests with department voting
- “Know Your Coworker” guessing games
- Gaming tournaments with fun wagers like lunch for the winning team
- Jar wars with coins adding or subtracting from team totals
- Silent auction, raffle, or 50/50 drawings if allowed
- Parking spot auctions
- “Why I Give” or themed video contests to share with SECGC

### Important Reminder

You are the main contact for employees in your department. If you don’t know the answer to a question, please contact me for help. Please encourage colleagues to come to you first so communication stays clear.

Thank you for helping make this year’s campaign a success. We couldn’t do it without the time and energy you give to the State Employee Charitable Giving Campaign.

### Mya Chalifoux, MBA

Campaign Coordinator

Email: [secgc@tansiconsulting.com](mailto:secgc@tansiconsulting.com)

Phone: 701-989-1556

3111 Withers Dr

Mandan, ND 58554

