

# “Everything You Need to Know” – SECGC Department Coordinator

**Campaign Goal: \$450,000**

**Website:** We have an improved website again this year! It will have all the same materials and information that you have seen in prior years. The URL will be

<https://charitablegiving.mt.gov> Check it out and spread the word!

## **Important dates you should know:**

- Monday, September 25th – first day to donate through SECGC
- Wednesday, September 27th – Helena kick-off event – Capitol Rotunda 10 am to 2 pm
- Thursday, September 28th – Missoula Kick-off event – 11:30am to 1pm - Palmer Complex Lawn
- Monday, October 23rd – final day to donate through SECGC

## **Important things to know about the Click-and-Give System:**

- Search Function: search name, number, city, or description, i.e. if you want to donate to causes dealing with land restoration, type “land” in the search function and the organizations with that term in their 25-word summary and description are displayed.
- Check the box to the left of the organization where you would like to donate and it will automatically add it to your pledge form on the bottom.
- **\*Emphasize\*:** Dollar amounts entered into the click and give system must be the desired ANNUAL donation amounts. The donor’s payroll department will then divide that evenly between the appropriate number of pay periods.
- Payroll deductions will start Jan. 1, 2024 and end Dec. 31, 2024.
- Designated agencies and/or dollar amounts cannot be changed after the campaign ends on October 23, 2023.
- Undesignated – if you click “more info” it will explain what is done with this money. Nonetheless, here is an example: if you donate \$100 to the undesignated fund, that money will be distributed amongst all the participating nonprofits based on their percentage of designated funds in the campaign. Therefore, if nonprofit X is going to receive 3% of the total money raised in the campaign, they will also receive 3% of the undesignated fund.
- **\*emphasize\* Anonymous vs. non-anonymous**
  - Anonymous – none of the donor information will be released to the nonprofit(s) that he/she donated to. However, the donor will still receive a pledge email from the state acknowledging his or her donation for tax purposes.
  - Non-anonymous - the nonprofit will receive donor name, address, and donation amount. HOWEVER, the nonprofits are NOT ALLOWED to add any of this information to their donor databases. Therefore, unless you have donated to that nonprofit directly or given them permission to have your information outside of the SECGC, you will not receive direct solicitation of any kind from that nonprofit.
  - **\*\*If any of your colleagues believe this rule has been broken by one of the organizations, please encourage them to report this information to me.**

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- **ALL DONORS, regardless of whether they wish to remain anonymous or not, will receive a pledge confirmation email for their donation. Ask people to check it! Tax letters will no longer be sent.**

**Paper Pledge Forms:** If someone does not want to donate electronically, there is a paper pledge form linked on the Coordinator page of the website.

1. Have him or her fill it out, sign it, and return it to you.
2. Scan and email it to me if they are electing to give via payroll deduction.
3. If they are giving via cash or check, please print off a “Paper Donation Summary Sheet” (also linked on the Coordinator page), fill it out, attach it to or put it inside the envelope
4. Drop it off to the Treasurer in the Mitchell Building room 270 \*Note the room # has changed\*. There will be a locked drop box. All paper pledge forms must be turned in by noon each Friday to be entered into the drawing for that week!

### Prizes:

Prizes are donated by wonderful and generous sponsors of the SECGC. These prizes are meant to keep the Campaign fun and exciting and to acknowledge the generosity of state employees! All donors giving any amount are eligible for ANY of the prizes. \*Note: There are deadlines for weekly prizes— See below\*

There are several ways to win prizes: We have both “Early Bird” Griz vs. Cat football and basketball tickets.

1. WEEKLY PRIZES are given away every Monday morning starting the Monday after kickoff and continuing for all 4 weeks of the campaign. All donors who have submitted their electronic gift by 5:00pm the previous Friday and paper pledge forms by Noon the previous Friday will be eligible for the weekly drawing.
  - a. Note: If you are eligible for the week 1 prize, you will be entered into each of the proceeding week’s drawings as well until your name is drawn. Those donating during week 2 are eligible for weeks 2-4, and so on. **Therefore, the earlier you donate, the more chances you have to win!**
2. The GRAND PRIZE is \$1,000 donated by Helena Motors and will be given away after the last week of the Campaign.

### FUNdraising Ideas:

If you are like me, simply asking someone for a donation can sound intimidating and uncomfortable. But, it doesn’t have to be. So here are some ideas to get your brains going. Feel free to do what will be the most FUN for your specific department!

- Hold an “online” Scavenger Hunt and make sure the items are silly! That way you can film/record to submit for the “Funniest Fundraiser Clip” on the SECGC Channel.
- Set a goal/incentive based on participation (% of employees who donate rather than the \$\$ amount)
- Hold an online Bingo tournament.

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- Hold an online costume contest where each competitor hides their face and co-workers must guess who you are from a limited number of questions. Department winners to be posted and costumes voted on by everyone for the “final round”.
- Hold an online “Know your Co-worker” contest... along the lines of the “The Newlywed Game”
- Inter-office Gaming Tournaments (online) where the winning “team” gets lunch provided by losing team.
- Jar wars – If you are still working in the office... silver coins add to your team total, pennies subtract. Put silver coins in your own team jar, put pennies in the other team’s jar
- Inter-office silent auction, raffle, or 50/50 as your policies allow. Maybe auction off a designated parking spot for a month? A week? A year?
- Hold a contest within your area to create a winning “Why I Give Video”. To be used on the SECGC website.
- Pick a theme and hold an internal video creation challenge along those theme lines.

### **Other (BUT IMPORTANT) SECGC info you should know:**

YOU ARE THE FIRST CONTACT FOR EMPLOYEES IN YOUR DEPARTMENT. If you do not have the answer, please contact me. Please do not direct your colleagues to me—they should go through you. This streamlines the process and eliminates confusion.

Thanks so much!

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