

# Your Passion, Our Purpose



OREGON  
EMPLOYEES  
CHARITABLE  
FUND DRIVE

## 2014 Coordinator's Resource Guide

# Thank you for leading the Fund Drive!

As a State employee myself, I know the hard work that we all do daily to make Oregon a better place. We know you have a tough job, so the fact that you're willing to spearhead the Charitable Fund Drive in your worksite is impressive.

In my role as Chair of the Charitable Fund Drive Committee, I am privileged to see State and University employees like you give selflessly of your time and energy to raise much-needed funds for more than 850 nonprofits. The work you and your fellow Coordinators are doing will raise almost \$900,000 for charity, and hopefully more!

I deeply appreciate your bringing the opportunity to use this convenient and powerful charitable giving tool to your co-workers.

Sincerely,

Bret West,  
Chair of the Charitable Fund Drive Committee  
Department of Administrative Services

Everyone gives to others in some way. We all give when: **1)** we care about something, **2)** we have the capacity to give, and **3)** someone connects us with a way to help. As a Coordinator for the Charitable Fund Drive, you are absolutely critical. You are the person connecting your coworkers' passion for an issue to a nonprofit they can support with their dollars.

In this booklet, you'll find best practices for planning your Charitable Fund Drive, a checklist to follow, and lots of extra ideas and resources.

I encourage you to use the Charitable Fund Drive as an opportunity to bring your co-workers together and boost morale, while also raising awareness and funds. The ease with which State and University employees can donate through this campaign makes it a great employee benefit that everyone deserves to know about.

More information is available in the "Coordinator Resources" section of our website: [ecfd.oregon.gov](http://ecfd.oregon.gov). Please let us know how we can best help you to plan and carry out your campaign. We're here to support you. Thank you for your many contributions to the Charitable Fund Drive.

Sincerely,

Deb Furry  
Campaign Management Organization – Team Leader  
(503) 636-4058, [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)

# Planning Your Campaign

The Charitable Fund Drive is YOUR campaign—it belongs to the employees. As the Site Coordinator, you are free to plan your campaign as you choose, from beginning to end. You understand what Charitable Fund Drive activities would be best suited to your agency, and when would be the best time to launch.

**Because you have this flexibility, you need to make some key decisions when planning:**

- Choose the best kickoff date for a two-week-long Charitable Fund Drive within your department or site (between Sept. 1st and Oct. 31st).
- Plan an event (or events) that would raise awareness of the Charitable Fund Drive (and have some fun!).
- Choose the best ways to get information about the Charitable Fund Drive out to your co-workers.

## Site Coordinator's Checklist

### ONE MONTH BEFORE KICKOFF:

- Email [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net) when you are assigned as a Coordinator with your contact information.
- Set your kickoff date (September or October) Date: \_\_\_\_\_
- Set a timeframe for your department's Charitable Fund Drive. A two-week time period (from kickoff to wrap-up) is ideal and keeps your time commitment manageable.
- Meet with last year's coordinator in your office about strengths/areas for improvement.
- Attend the Charitable Fund Drive training session held in your area or attend one online. Dates are available in the "Coordinator Resources" section of the Charitable Fund Drive website: [ecfd.oregon.gov](http://ecfd.oregon.gov).
- Ask your Agency Coordinator to help you get executive support, if you run into roadblocks.
- Recruit extra helpers to ensure that your worksite has enough people getting the word out and you don't have to do everything yourself.
- Ask your department manager to:
  - allow time for a fun and educational event during the Charitable Fund Drive;
  - endorse the campaign through a letter or email to all employees; and,
  - attend the kickoff or other event.
- Establish a goal to motivate donors and set a benchmark for success during the Charitable Fund Drive. It could be setting a number or percentage of donors, or a dollar amount you want your site to raise.
- Check out the Charitable Fund Drive's "Coordinator Resources" section online at [ecfd.oregon.gov](http://ecfd.oregon.gov)—use this resource for campaign ideas, publicity samples, and guidelines.





- Set strategies for your communications, prioritizing those with highest potential for giving (such as reaching out to current donors, encouraging payroll deductions).
- Learn about the work that participating umbrella groups (and the hundreds of charities they support) do throughout Oregon.
- After you sign onto the online giving site, send an email to [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net) indicating you have done so to obtain your coordinator-level permissions (this must be done every year).

**THREE WEEKS BEFORE KICKOFF:**

- Make your own Charitable Fund Drive gift online using the “IPLEDGEONLINE” giving site (via [ecfd.oregon.gov](http://ecfd.oregon.gov)) so you can teach your co-workers how they can pledge online.
- Work with your helpers to plan a fun kickoff or other event that draws attention to employees’ chance to pledge to charities. Think about what Charitable Fund Drive activities your co-workers enjoy. You can look back at your department’s past year’s activities for successful ideas.
- Plan your in-house publicity, such as emails and posters.
- Confirm your site’s employee count and location with the Campaign Management Organization so they can send you materials.

**TWO WEEKS BEFORE KICKOFF:**

- Schedule a presentation by an umbrella group at a staff meeting or Charitable Fund Drive event. They can take five minutes or less, and it will help your coworkers understand their giving options.
- Market the Charitable Fund Drive. Hang posters with the upcoming campaign dates and send an email with a “sneak peek” of the Charitable Fund Drive’s activities, including the statewide Kickoff in Salem on September 10th.
- Make sure you have enough brochures for each employee to get one. Contact the Campaign Management Organization if you need more.
- Ask your helpers to spread the word about your events and Charitable Fund Drive pledging options.

**ON THE KICKOFF DATE:**

- Hand out a Charitable Fund Drive brochure to each employee in your department. Give them out face-to-face instead of dropping them in mailboxes.
- Host your fun kickoff event that raises awareness of employees’ giving options.

**DURING CAMPAIGN:**

- Keep track of who has or has not pledged in your workgroup. Thank those who HAVE pledged, and send a reminder about the Fund Drive to those who have not.

**IMMEDIATELY AFTER CHARITABLE FUND DRIVE WRAPS UP:**

- Thank your campaign helpers and anyone who assisted with the Fund Drive in your worksite.
- Remind co-workers that they can still make a late pledge online.
- Log in to the online pledging system to see a list of all checks employees donated using the online pledge system. Collect those checks, along with any paper pledge forms that your co-workers used.

- If any employees used paper pledge forms, or if any employee gave via check, fill out and return your report envelope. You can also ask a local representative from the Charitable Fund Drive to pick up the envelope, especially if it contains cash from a fundraiser.

**SUGGESTED CAMPAIGN SCHEDULE:**

	MON	TUE	WED	THUR	FRI
Week 1 <b>PLANNING</b>	Schedule a presentation or event tabling with umbrella groups. Assemble a small team of helpers.	Set a goal for your department/agency (dollars raised, participation increase, both).	Ask for your manager’s support of the campaign.		
Week 2 <b>PLANNING</b>	Make your pledge and be sure you know how the online pledge system works.		Check brochure quantities received from Campaign Management Team.		Meet with helpers to ask for help with distribution of posters and brochures.
Week 3 <b>PLANNING</b>			Hang posters around the office.	Send an email reminding co-workers about next week’s kickoff event.	
Week 4 <b>CAMPAIGNING</b>	Personally (or with helpers) distribute a brochure to each employee.	Stage a kickoff event or presentation at staff meeting.	Hang flyers with impacts of Fund Drive charities are making.	Remind co-workers (with email or word of mouth) to go to <a href="http://ecfd.oregon.gov">ecfd.oregon.gov</a> and make their payroll donation.	
Week 5 <b>CAMPAIGNING</b>	Fun activity to call attention to the campaign.		Email reminder to employees that the campaign will wrap up in two days; include an update on progress toward goals.		Host a wrap-up event or lunch to close out the campaign and thank donors.  Send a couple of emails throughout the day to let people know how the campaign is going.
Week 6 <b>WRAP-UP</b>	Check status of worksite giving through online portal.		Collect all check donations pledged online.	Tally up donations received and send to Campaign Management Organization.	
Week 7 <b>WRAP-UP</b>		Send an email to all staff reporting the final total dollars raised, whether goal was achieved, and reminder that staff can still make a pledge.	Send thank-you emails or notes to your helpers for their assistance.		

## ✓ Successful Event Checklist

The best event you can plan during the Charitable Fund Drive is one that educates your co-workers about their donation options. It's fine to host a fundraiser, but it should incorporate some visibility for payroll pledging.

To ensure your Charitable Fund Drive visibility-raising events are successful, make sure you have at least a few of the elements below incorporated into your events:

- **Education** – give employees a way to meet charities in person and ask them questions.
- **Fun** – offer something that your co-workers enjoy and that improves your office morale.
- **Leadership** – have your department head speak at, endorse or participate in the event.
- **Results** – encourage each employee to make a personal pledge through the Charitable Fund Drive.

Also, add some of these elements to ensure your event is successful:

**Impact** – think about what effect an event will have on your co-workers.

- Will it make more of them aware of the Charitable Fund Drive?
- Will they learn something new about their charitable giving options?
- Will it make them feel good about donating?

**Education** – employees are more likely to give if they find charities to support and are comfortable with the giving method.

- Offer presentations or question-and-answer sessions with charities at meetings or special events.
- Set up a computer (connected to the Web) at your event to help co-workers use the online pledging system. Offer to demonstrate the process to co-workers who are new to your office.

**Timing** – plan your Charitable Fund Drive kickoff or event for a day when most people will be in the office.

- Tuesdays, Wednesdays and Thursdays are often best.
- Check to see if any big meetings or events will be taking up your co-workers' time and avoid those dates.

**Publicity** – get the word out using a range of communications.

- Send an email and post information to intranet sites and internal newsletters. Personally hand out brochures to co-workers—face-to-face interaction is key.
- Hang posters in elevators, breakrooms, even bathrooms! Use the printed Charitable Fund Drive posters, or print the individual issue posters (available for download at [ecfd.oregon.gov](http://ecfd.oregon.gov) in “Coordinator Resources”).
- Word of mouth (personal reminders to co-workers). Share stories about the tangible impacts that charities coming to your event are making throughout Oregon. Have a speaker (or speakers) come to a staff meeting to talk about the Charitable Fund Drive and the wide range of organizations that it helps.
- Letters or endorsements from department heads and top managers.

**Incentives** – people are more likely to attend events where they can win prizes or grab a snack. Try offering:

- Drawing for a gift basket, special parking space, donated gift certificate.
- Snacks: fresh popcorn, home-baked cookies, ice cream treats, coffee.
- Lunch: potluck, barbecue, chili/soup cook-off, pizza party.

**Location** – Choose a site for your event that:

- Has high foot traffic every day and is easily accessible.
- Has a place to hang a banner or large sign advertising the event.
- If you decide to host a fundraising event, be sure it integrates education about the Charitable Fund Drive overall by adding umbrella and/or individual charity representatives – preferably by asking them to give a presentation.

**Fundraising** – You may choose to help raise awareness and money for the Charitable Fund Drive by making your event a fundraiser. If you do, be sure to:

- Make it clear that pledging is the main goal of the Charitable Fund Drive—the event is not “the campaign.”
- Send all event cash and check gifts to the CMO Team. We will put the totals information online so that it gets reflected in the total for your site/agency.





## Monitor & Encourage Giving

When you sign up as a Coordinator, the first thing you should do is email the CMO Team ([cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)) to let them know you are an agency or site coordinator. Doing this gives you special permissions in the Charitable Fund Drive pledging website. The “Coordinator” menu on the site allows you to see how your workgroup’s campaign is progressing. You can even email those co-workers who have pledged—right from this screen to thank them for their gift! Your initial view shows the number of online pledges and the total dollar amount of the gifts to date at each site. If you are only coordinating one area, that is all that will show. If you have been assigned the coordinator permission for more than one area, every area that has at least one gift will be visible.

Clicking on any green “+” at the end of the bar with “View Donor Level Pledge Detail” will provide additional information.

On this screen, you can see:

- 1) How much money overall has been pledged using the online system;
- 2) How many pledges have been recorded; and,
- 3) What the average gift for your department/division is.

We encourage all site coordinators to review this “Donor Level Pledge Detail” before your Charitable Fund Drive wraps up to see if you need to collect any checks that your co-workers have pledged.

- Click on the green “+” next to your agency summary to see who has pledged, and whether any of those gifts are personal check donations.
- Each donor’s email address is visible – click on these addresses to immediately email those whose checks have not been collected yet to remind them to send in those checks.
- You do not “process” payroll pledges. “Processing” means that you have collected personal checks from donors, and sent them along to the CMO Team.
- If most employees at your worksite use the new online giving system instead of paper, you won’t have to tally many pledges. You may have just a few paper pledge forms and checks that need to be delivered to the Campaign Management Organization.

## Benefits of the Charitable Fund Drive

Share these with co-workers during the Charitable Fund Drive to encourage them to give:

### GIVING THROUGH THE CHARITABLE FUND DRIVE IS EASY & POWERFUL

State employees pledge their Charitable Fund Drive donation once a year with a simple online or paper pledge. Giving through payroll contribution is even more convenient: it **frees you from writing multiple checks or setting up multiple credit card payments** to several charities, and your gift can be larger because it’s paid in monthly budget-friendly amounts, split among a list of charities, if you choose. Payroll contribution is an extremely powerful giving tool—**charities will plan ahead to use your gift in the wisest way possible.**

### THE CHARITABLE FUND DRIVE BUILDS TEAMWORK & EDUCATES

The Charitable Fund Drive gives State employees a chance to **get to know your coworkers**, and at the same time, you support charities. You can engage your co-workers in a discussion about the Charitable Fund Drive at a staff meeting, or invite umbrella groups into your office for a fun charity fair. **Use the Charitable Fund Drive as a team building tool** and take a few minutes to learn something new.

### RESULTS OF GIVING ARE REPORTED BACK

State employees who give through the Charitable Fund Drive can connect with the charities they donate to. The new online giving system makes it easy to pass along contact information to your chosen nonprofits—**and those charities can keep you up to date on their work.**

The Charitable Fund Drive also sends out a newsletter, “Your Gifts At Work” with stories of what participating nonprofits do with the money State employees give. To subscribe, include your preferred email when you make your annual pledge.

## Wrapping Up

There is nothing you need to do regarding payroll or credit card gifts made online, except thank your coworkers for participating in the Charitable Fund Drive. The only processing you have to do—related to gifts made online—is for one-time gifts made with a personal check.

### WHAT TO DO WITH PAPER PLEDGES, CASH & CHECKS?

Simply bundle the pledge forms, checks and cash you have collected into a Report Envelope, tally the enclosed items using the grid on the front of the envelope, and contact the Campaign Management Organization (CMO) to arrange for a pickup of the envelope. **If there is no cash enclosed, you can mail the report envelope to:**

**Campaign Management Organization  
Children's Trust Fund of Oregon  
1785 NE Sandy Blvd, Suite 270  
Portland, OR 97232**

Instructions on how to organize and tally pledge forms and send in the report envelopes are clearly printed on the BACK of each envelope.

Please return any check or cash gifts to the CMO in the white report envelope, along with any paper pledges that your co-workers submitted to you. **DO NOT send copies of the paper payroll forms to your payroll processor or office.**

If you have no checks or payroll pledges, and no event monies, there is no need to return the white report envelope.

**Questions? Please contact Deb Furry at (503) 636-4058 or [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net).**

## Say Thank You

### RECOGNIZE CHARITABLE FUND DRIVE DONORS & HELPERS

Thanking those people who volunteered to help you coordinate the Charitable Fund Drive is important. We want to respect and appreciate those who gave their time and money to make the Charitable Fund Drive successful. They'll return as donors, coordinators and volunteers if they know their contributions were important!

### WE'LL RECOGNIZE YOUR HELPERS FOR YOU

As a coordinator, you will probably recruit co-workers to help you plan and carry out the Charitable Fund Drive. The Campaign Management Organization (CMO) can produce certificates of appreciation for anyone who helps with the campaign, as long as you tell us who should receive one. We will personalize the certificates, have them signed by the Chair of the Charitable Fund Drive Committee, and return them to you so you can distribute them to those who helped you. Just email the names of your helpers to CMO Team Leader Deb Furry ([cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)).

### WE'LL ALSO RECOGNIZE DONORS AUTOMATICALLY

The Charitable Fund Drive always thanks Agency Coordinators, Site Coordinators, and (of course) anyone who pledges or donates to the Charitable Fund Drive.

- **Donors who use the online pledging system** will immediately have the opportunity to print a copy of their pledge. It is also accessible to the donor anytime in the "My Pledges & Profile" section of the system.
- **Donors who use a paper pledge form** and provide an email or mailing address will receive an email or letter from the Campaign Management Organization thanking them for their gift and identifying the amount pledged.

**In addition, if donors choose to be acknowledged:**

- **The Charitable Fund Drive will pass along the names and contact information** of these donors to the umbrella groups they supported. In return, their chosen umbrella groups will send them a confirmation of their gift.
- **If they designated their gift to a specific charity**, donors may also get a thank you note from that charity. They will also likely get emails or a newsletter updating them on what the charity is doing in the community. They should NOT receive solicitations for more donations.





## Ways to Thank Donors & Helpers

Thanking those who give, or those who help you with campaign events has multiple benefits. A THANK YOU shows your appreciation, reinforces their decision to give or volunteer, and helps encourage future support.

### THANK DONORS:

- As your co-workers pledge online or on paper, send each person an email thanking them for donating.
- Leave a piece of chocolate or fruit on the desks of those who donate as a thank-you.
- Post a “gold star” on the office door or cubicle entrance of anyone who donates.
- At a staff meeting, thank those who have donated to the Fund Drive so far. You can thank people by name, but don’t announce what nonprofits the donors gave to.
- After the campaign is complete, post thank you messages in high-visibility areas – maybe put “table tents” on lunchroom tables, or a big poster on the door most employees use to enter the building.

### THANK HELPERS:

- Send the CMO Team Leader ([cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)) a list of everyone who helped you with the Fund Drive. The Fund Drive will send them a certificate of appreciation.
- Submit a list of helpers and a message of thanks for inclusion in an agency newsletter, if you have one.
- After the campaign wraps up, thank your helpers in your next all-staff meeting, and announce how much money was raised with their help.

## Your Resource Kit

In addition to what you find in this Guide, there is a wealth of information available in the “Coordinator Resources” section of the website ([ecfd.oregon.gov](http://ecfd.oregon.gov)). You can also direct questions to the Charitable Fund Drive Campaign Manager ([cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)). Here is some of the added support you can tap into:

### SPEAKERS

Connect with the Charitable Fund Drive by inviting a charity speaker to a staff meeting. The speaker can talk about all umbrella groups in the Charitable Fund Drive, explain how to make a pledge, and answer questions. It takes just 10 minutes or less, and will connect your group directly to the participating nonprofits. Email [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net) to schedule a speaker.

### TABLING EVENTS & INFORMATIONAL DISPLAYS

Consider hosting a “tabling” event, where charities attend, bring information, and are available to answer questions for a couple hours. Another option is to set up an unstaffed informational table in the office for a few days during the Charitable Fund Drive. Employees can pick up brochures from umbrella groups and their participating charities at their convenience.

### QUESTION & ANSWER HELP

As the person representing the Charitable Fund Drive, co-workers will approach you with questions. Not every question about charities is covered in the Frequently Asked Questions section of [ecfd.oregon.gov](http://ecfd.oregon.gov). Encourage co-workers to contact the umbrella groups directly via email or phone—it will help them understand their options, and connect them personally to their chosen charities. Of course, the Campaign Management Team is available to help, so please contact us at (503) 636–4058 or [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net).

In “Frequently Asked Questions” at [ecfd.oregon.gov](http://ecfd.oregon.gov), **get answers to questions like these:**

- How can my favorite charity become eligible to get donations through the Charitable Fund Drive?
- Are Charitable Fund Drive contributions tax-deductible?
- What if I don’t want to choose a specific charity, but still want to give to the Charitable Fund Drive?

### VOLUNTEER OPPORTUNITIES

People really connect to organizations when they see first-hand how their donation might be spent. They can volunteer a few hours at a local food bank, help build a house for a family, or help restore a park or wildlife area, among hundreds of possibilities. The umbrella groups in the Charitable Fund Drive offer both individual and group volunteer activities. Links to volunteer pages are available in the “Make an Impact” section of [ecfd.oregon.gov](http://ecfd.oregon.gov), or you can contact the CMO team to arrange a group volunteer event.

### GIVEAWAY ITEMS

Most of the umbrella groups have small gifts—pens, mugs, water bottles, or other token items—you can use to thank volunteers and donors. Request them directly from the umbrella groups or contact the CMO team ([cmoteam@earthlink.net](mailto:cmoteam@earthlink.net)) to collect some for you.

## CHARITABLE FUND DRIVE WEBSITE

### WHAT'S AVAILABLE AT: [ECFD.OREGON.GOV](http://ecfd.oregon.gov)

A key resource for all State employees is the Charitable Fund Drive "IPLEDGEONLINE" portal, accessed through [ecfd.oregon.gov](http://ecfd.oregon.gov). There, you can learn more about the participating umbrella groups (and their participating charities) and make a paperless donation. You can search for and learn about charities working on issues that matter most to you. The website also has other Coordinator Resources for you to use in planning and carrying out the Charitable Fund Drive in your office.

### GET TRAINED, GET CONNECTED

- Connections to coordinator training resources, both in person and through online webinars

### CAMPAIGNING & EVENTS

- Guidelines for a successful campaign
- Tips for NEW Fund Drive Coordinators
- 2014 Coordinator's Manual
- Successful Event Worksheet
- Campaign Schedule - sample planning and campaign calendar
- Examples of Fun Events
- September 10th Kickoff Event Flyer

### ONLINE PLEDGING

- How to make a pledge - YouTube video
- How to use the "Coordinator" Function of the online pledging site - YouTube video
- Instructions for the online pledge system
- Tools for Site and Agency Coordinators

### SAMPLE MATERIALS

- Charitable Fund Drive poster
- Fund Drive logo and usage guidelines for Fund Drive materials
- Sample intranet/employee newsletter articles
- Draft letters and e-mail text
- PowerPoint presentation on Fund Drive charities

### RECRUITING VOLUNTEERS

- Campaign Helper Recruitment Flyer

### RULES & REGULATIONS

Questions about the State's rules and regulations governing the campaign and your activities? We have answers.

## Did You Know?

- **100% OF ALL EMPLOYEE DONATIONS ARE PASSED ON TO UMBRELLA ORGANIZATIONS.**
- **STATE EMPLOYEES PLEDGED MORE THAN \$847,000 TO OREGON CHARITIES THROUGH THE 2013 CHARITABLE FUND DRIVE.**
- **YOU CAN DESIGNATE YOUR GIFT TO ANY OF THE 850+ NONPROFIT GROUPS WHO PARTICIPATE IN THE CHARITABLE FUND DRIVE.**
- **YOUR PAYROLL CONTRIBUTION WILL BEGIN IN JANUARY 2015 AND WILL STOP ON DECEMBER 31, 2015.**
- **ALL CHARITIES IN THE CHARITABLE FUND DRIVE ARE CAREFULLY SCREENED EACH YEAR TO MAKE SURE THEY MEET STRINGENT CRITERIA BEFORE THEY ARE ALLOWED TO RAISE FUNDS.**
- **IF YOU CAN'T DECIDE ON A CHARITY TO GIVE TO, OR HOLD A FUNDRAISER TO BENEFIT ALL CHARITIES, YOU CAN CHOOSE THE "ADD UNDESIGNATED" OPTION WHEN YOU PLEDGE ONLINE. [IF YOU USE A PAPER PLEDGE FORM, ENTER CODE #5000.] UNDESIGNATED GIFTS ARE SPLIT AMONG ALL TEN STATEWIDE UMBRELLA GROUPS AND YOUR OFFICE'S LOCAL UNITED WAY OR UNITED FUND.**
- **ALL CHARITABLE FUND DRIVE EXPENSES ARE PAID BY THE UMBRELLA GROUPS THAT BENEFIT FROM THE CAMPAIGN. EXPENSES (ALWAYS LESS THAN 10% OF FUNDS RAISED) ARE PRE-APPROVED BY THE UMBRELLA GROUPS BEFORE THE CAMPAIGN BEGINS.**
- **THE CHARITABLE FUND DRIVE COULD NOT HAPPEN WITHOUT THE SUPPORT OF HUNDREDS OF COORDINATORS LIKE YOU. THANK YOU FOR YOUR HELP!**



# Quick Reference Guide

## WEBSITE

For Charitable Fund Drive event news, the online pledging system, and answers to your questions, visit our website:

**ECFD.OREGON.GOV**

## CAMPAIGN MANAGEMENT ORGANIZATION

For training, materials, or other questions about the Charitable Fund Drive, contact:

**DEB FURRY, CMO TEAM LEADER**  
**(503) 636-4058, CMOTEAM@EARTHLINK.NET**

## STATEWIDE UMBRELLA GROUPS

Black United Fund: (503) 282-7973, [www.bufor.org](http://www.bufor.org), [bufor@bufor.org](mailto:bufor@bufor.org)  
Children's Trust Fund of Oregon: (503) 222-7346, [www.ctfo.org](http://www.ctfo.org), [susan@ctfo.org](mailto:susan@ctfo.org)  
Community Health Charities: (503) 222-4009, [www.oregon.healthcharities.org](http://www.oregon.healthcharities.org), [tbaltus@healthcharities.org](mailto:tbaltus@healthcharities.org)  
EarthShare Oregon: (503) 223-9015, [www.earthshare-oregon.org](http://www.earthshare-oregon.org), [meghan@earthshare-oregon.org](mailto:meghan@earthshare-oregon.org)  
Equity Foundation: (503) 231-5759, [www.equityfoundation.org](http://www.equityfoundation.org), [info@equityfoundation.org](mailto:info@equityfoundation.org)  
Habitat for Humanity of Oregon: (503) 206-5248, [www.habitatoregon.org](http://www.habitatoregon.org), [info@habitatoregon.org](mailto:info@habitatoregon.org)  
Local Independent Charities of America: (415) 925-2600 x124, [www.lic.org](http://www.lic.org), [info@lic.org](mailto:info@lic.org)  
MRG Foundation: (503) 289-1517, [www.mrgfoundation.org](http://www.mrgfoundation.org), [lisa@mrgfoundation.org](mailto:lisa@mrgfoundation.org)  
Oregon Coalition Against Domestic and Sexual Violence: (503) 230-1951, [www.ocadsv.org](http://www.ocadsv.org), [developmentdirector@ocadsv.org](mailto:developmentdirector@ocadsv.org)  
Work for Art: (503) 823-5424, [www.workforart.org](http://www.workforart.org), [kjackson@racc.org](mailto:kjackson@racc.org)

## LOCAL UMBRELLA GROUPS

Crook County United Fund: (541) 447-3299, [www.crookcountyunitedfund.org](http://www.crookcountyunitedfund.org), [info@crookcountyunitedfund.org](mailto:info@crookcountyunitedfund.org)  
Tri-County United Fund: (541) 216-3410, [www.tricountyunitedfund.org](http://www.tricountyunitedfund.org), [tri-countyunitedfund@hotmail.com](mailto:tri-countyunitedfund@hotmail.com)  
United Way of Benton and Lincoln Counties: (541) 757-7717, [www.unitedwayblc.org](http://www.unitedwayblc.org), [eric@unitedwayblc.org](mailto:eric@unitedwayblc.org)  
United Way of Clatsop County: (503) 325-1961, [www.clatsopunitedway.org](http://www.clatsopunitedway.org), [uwccdirector@pacifier.com](mailto:uwccdirector@pacifier.com)  
United Way of Columbia County: (503) 556-3614, [www.unitedwayofcolumbiacounty.com](http://www.unitedwayofcolumbiacounty.com), [uwcc@hotmail.com](mailto:uwcc@hotmail.com)  
United Way of the Columbia Gorge: (541) 386-6100, [www.unitedwaycolumbiagorge.org](http://www.unitedwaycolumbiagorge.org), [unitedway@gorge.net](mailto:unitedway@gorge.net)  
United Way of the Columbia-Willamette: (503) 226-9355, [www.unitedway-pdx.org](http://www.unitedway-pdx.org), [jaynes@unitedway-pdx.org](mailto:jaynes@unitedway-pdx.org)  
United Way of Deschutes County: (541) 389-6507, [www.deschutesunitedway.org](http://www.deschutesunitedway.org), [vito@deschutesunitedway.org](mailto:vito@deschutesunitedway.org)  
Greater Douglas United Way: (541) 672-1734, [www.gduway.org](http://www.gduway.org), [gduway@gduway.org](mailto:gduway@gduway.org)  
United Way of Eastern Oregon: (541) 962-0306, [www.eoni.com/uweo](http://www.eoni.com/uweo), [info@uweo.org](mailto:info@uweo.org)  
United Way of Jackson County: (541) 773-5339, [www.unitedwayofjacksoncounty.org](http://www.unitedwayofjacksoncounty.org), [office@unitedwayofjacksoncounty.org](mailto:office@unitedwayofjacksoncounty.org)  
United Way of Klamath Basin: (541) 882-5558, [www.unitedwayoftheklamathbasin.org](http://www.unitedwayoftheklamathbasin.org), [uwkb@unitedwayoftheklamathbasin.org](mailto:uwkb@unitedwayoftheklamathbasin.org)  
United Way of Lane County: (541) 357-5713, [www.unitedwaylane.org](http://www.unitedwaylane.org), [info@unitedwaylane.org](mailto:info@unitedwaylane.org)  
United Way of Linn County: (541) 926-5432, [www.unitedwayoflinncounty.org](http://www.unitedwayoflinncounty.org), [office@unitedwayoflinncounty.org](mailto:office@unitedwayoflinncounty.org)  
United Way of the Mid-Willamette Valley: (503) 363-1651, [www.unitedwaymwv.org](http://www.unitedwaymwv.org), [liveunited@unitedwaymwv.org](mailto:liveunited@unitedwaymwv.org)  
United Way of Southwestern Oregon: (541) 267-5202, [www.uwswo.org](http://www.uwswo.org), [uwswo@frontier.com](mailto:uwswo@frontier.com)  
Tillamook County United Way: (503) 842-4383, [www.tillamookcountyunitedway.org](http://www.tillamookcountyunitedway.org), [tcuw@tillamookcountyunitedway.org](mailto:tcuw@tillamookcountyunitedway.org)  
United Way of Umatilla and Morrow Counties: (541) 276-2661, [www.umatillamorrowunitedway.org](http://www.umatillamorrowunitedway.org), [unitedwayumco@eoni.com](mailto:unitedwayumco@eoni.com)

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