Our Gift, Our Home

OREGON EMPLOYEES CHARITABLE FUND DRIVE

2013 Coordinator's Resource Guide

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Thank you for being a leader!

Everyone gives to others in some way. We all give when three key components exist: 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 that connection to this easy way to give to charities at work.

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. By taking on this role, you will:

- **Help almost 900 charities** make an impact on Oregon;
- **Have real, positive effects** on Oregon families, animals, arts & culture, environment, equality, health, and housing; and,
- **Play the key role** in connecting generous State employees with charities that need support.

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 ideas and information are available in the "Coordinator Resources" section of our website: *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.

Deb Furry
Campaign Management Organization — Team Leader
(503) 636–4058, *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:

August:

- ☐ 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 CFD website: *ecfd.oregon.gov*
- ☐ Get your department manager's personal endorsement and involvement for the Charitable Fund Drive. 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.
- ☐ 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.
- ☐ Check out the Charitable Fund Drive's "Coordinator Resources" section online at *ecfd.oregon.gov* — use this resource for campaign ideas, publicity samples, and guidelines.
- ☐ Learn about the work that participating umbrella groups (and the hundreds of charities they support) do throughout Oregon.
- ☐ 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.

Early September:

- ☐ Make your own Charitable Fund Drive gift online using the "IPLEDGEONLINE" giving site (via *ecfd.oregon.gov*) so you can teach your co-workers how they can pledge online.
- ☐ After you sign onto the online giving site, send an email to *cmoteam@earthlink.net* indicating you have done so to obtain your coordinator-level permissions (this must be done every year).
- ☐ 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 your chosen kickoff date

- ☐ 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.
- ☐ 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.

Immediately after Charitable Fund Drive Wraps Up

- ☐ 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.

Tell Your Giving Story

Co-workers respond to, and give to, the Charitable Fund Drive when they know their peers are doing it too. One way coordinators encourage participation is by telling your OWN giving story—one-on-one or at a staff meeting during the Charitable Fund Drive. It could be as simple as:

"When I was young, both my mom and dad worked, so we depended on the free after-school program in my town. Now that I can help, I pledge a donation to that same program through the Charitable Fund Drive."

Or maybe:

"I want to take care of the places that my family and I visit for our annual fishing trip, so I always give through the Charitable Fund Drive to a group that protects our forests and native fish."

These are just two examples—think about WHY you care about the community, and help your co-workers connect to why THEY should too.

Suggested Campaign Schedule

	MON	TUE	WED	THUR	FRI
Week 1 **PLANNING**	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 **PLANNING**	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 **PLANNING**			Hang posters around the office.	Send an email reminding co-workers about next week's kickoff event.	
Week 4 **CAMPAIGNING**	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 *ecfd.oregon.gov* and make their payroll donation.	
Week 5 **CAMPAIGNING**	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 **WRAP-UP**	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 **WRAP-UP**		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.			

☑ 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* 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.

Charitable Fund Drive Pledging is Online!

The Charitable Fund Drive offers a simple, secure way to make a pledge without using paper. The "IPLEDGEONLINE" giving site makes it easy for employees to find charities they want to support, choose how much money they want to donate, and divide their gift up among many charities. It's a simple site, but as a coordinator, your co-workers may ask for a little help using the system.

1) How to find your Past Years' Pledges

- Go online to *ecfd.oregon.gov* and click "Pledge Now."
- Click the blue "LOGIN" button in the center of the page, then log in with:
  - » Username is your employee ID number, including all zeroes (which begins with "OR" if you work at a state agency).
  - » Password is either the one you chose in a previous year (if you pledged online) or your first name and last name in ALL CAPS, with no space between (example: JANEDOE).
- At the top of the "iPledgeOnline" website, mouse over "My Pledges and Profile", then click "My Pledges."
- You will then see a list of all past years' pledges you have made. Click on any of them to see more detail about your pledge.

2) How to help others pledge online

To begin pledging, go to *ecfd.oregon.gov,* and click "Pledge Now — State Employees" or "Pledge Now — University Employees" (depending on which category best fits you).

Click "Login"

- Enter your username and password:
  - » Username is your employee ID number, including all zeroes (which begins with "OR" if you work at a state agency).
  - » Password is either the one you chose in a previous year (if you pledged online) or your first name and last name in ALL CAPS, with no space between (example: JANEDOE).
- If you pledged online last year, but forgot your login or password, click on "I forgot my login or password" to recover that information via email.
- This brings you to the pledge form. You can begin anywhere in the form. Your employee number should already be filled in. Once logged in, returning Charitable Fund Drive donors can repeat their 2012 pledge automatically, just by clicking "YES" in the "Replicate Your Last Pledge" box and confirming your choice of charities. You can still increase or change your donation amount.

At this point, pledging is easy:

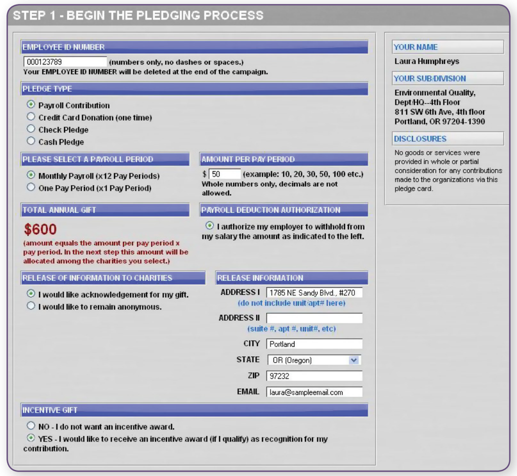
1) Choose a donation type;

2) Enter the dollar amount you'd like to give per paycheck or via a one-time gift;

3) Allocate that donation among your chosen charities;

4) Authorize your payroll contribution (if you chose that option); and,

5) Give the Charitable Fund Drive any additional feedback through the Questionnaire.



STEP 1 - BEGIN THE PLEDGING PROCESS

EMPLOYEE ID NUMBER
000123789 (numbers only, no dashes or spaces.)
Your EMPLOYEE ID NUMBER will be deleted at the end of the campaign.

PLEDGE TYPE
Payroll Contribution
Credit Card Donation (one time)
Check Pledge
Cash Pledge

PLEASE SELECT A PAYROLL PERIOD
Monthly Payroll (x12 Pay Periods)
One Pay Period (x1 Pay Period)

AMOUNT PER PAY PERIOD
$ 50 (example: 10, 20, 30, 50, 100 etc.)
Whole numbers only, decimals are not allowed.

TOTAL ANNUAL GIFT
$600
(amount equals the amount per pay period x pay period. In the next step this amount will be allocated among the charities you select.)

PAYROLL DEDUCTION AUTHORIZATION
I authorize my employer to withhold from my salary the amount as indicated to the left.

RELEASE OF INFORMATION TO CHARITIES
I would like acknowledgement for my gift.
I would like to remain anonymous.

RELEASE INFORMATION
ADDRESS I 1785 NE Sandy Blvd., #270
(do not include unit/apt# here)
ADDRESS II
(suite #, apt #, unit#, etc)
CITY Portland
STATE OR (Oregon)
ZIP 97232
EMAIL laura@sampleemail.com

INCENTIVE GIFT
NO - I do not want an incentive award.
YES - I would like to receive an incentive award (if I qualify) as recognition for my contribution.

YOUR NAME
Laura Humphreys

YOUR SUB/DIVISION
Environmental Quality,
Dept/HQ--4th Floor
811 SW 6th Ave, 4th floor
Portland, OR 97204-1390

DISCLOSURES
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

3) Monitor your office's Charitable Fund Drive donations — in real time!

Once you have emailed the CMO Team (*cmoteam@earthlink.net*) to let them know you are an agency or site coordinator, you will have 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 you to send in those checks.
- See "Wrapping Up" below to learn how to use the "Coordinator" function when you're ready to close out the Charitable Fund Drive in your location.
- You do not "process" payroll pledges. "Processing" means that you have collected personal checks from donors, recorded the check numbers in the system 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.

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 and 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.

IMPORTANT: Do NOT send copies of pledge forms to your site's payroll office. Send all paper pledge forms you receive in the report envelope.

Please contact the CMO at *cmoteam@earthlink.net* or (503) 636–4058 if you have any questions about the report envelope, or have cash from a fundraiser event enclosed.

Wrapping Up — Online Pledges

- Go to *ecfd.oregon.gov*. On the home page, Click on the "PLEDGE NOW" option that fits you (state or university).
- Log in to the "IPLEDGEONLINE" pledge site with your username and password. See page 6 in this manual for details on how to log in.
- You should see a "Coordinator" menu on the top menu bar. If you do not have this menu item, please contact Deb Furry (*cmoteam@earthlink.net*) so we can set up your permissions.

Now that you're logged in, you can view donor data.

Your initial view shows the number of pledges and the total of the gifts to date at each site. Again, 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 the type of pledge by each individual donor and the dollar amount.

You will notice that each gift has a "Status": either "pending," "viewed," or "processed."

- **"Pending"** – It has not been opened by anyone (employee donor, payroll or coordinator).
- **"Viewed"** – The gift has been opened by the employee donor.
- **"Processed"** – You do not have to do anything with payroll gifts. Only credit card gifts and check gifts that the Campaign Management Organization received will be marked as processed.

When you view all pledges, you will note those where a co-worker has pledged to give with a personal check. You can email the donors directly from this screen and ask them to turn in those donations to you. **Before you move on to the next step, please collect all checks.**

Here's the Last Step:

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*.

Say Thank You – Recognizing 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*).

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.

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*). You can also direct questions to the Charitable Fund Drive Campaign Manager (*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* to schedule a speaker.

Tabling Events and 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*. 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*.

In "Frequently Asked Questions," **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*, 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*) to collect some for you.

Charitable Fund Drive Website

What's Available at: ECFD.OREGON.GOV

A key resource for all State employees is the Charitable Fund Drive "IPLEDGEON-LINE" portal, accessed through *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 resources for you to use in planning and carrying out the Charitable Fund Drive in your office.

"Coordinator Resources" Online:

Sample Letters

Sample E-mail Templates

Sample Marketing Messages, Posters and Logos:

- Sample flyers and issue-specific posters to use in publicizing Charitable Fund Drive events.
- Official Charitable Fund Drive Logo — put it on your emails, flyers and other communications.

Success Stories from Participating Nonprofit Groups

Rules and Regulations of the Charitable Fund Drive

"Your Gifts at Work in Oregon" Charitable Fund Drive Newsletter

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 And 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** 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 can plan ahead to use your gift in the wisest way possible.**

The Charitable Fund Drive Builds Teamwork And 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.

Did You Know?

- 100% of all employee donations are passed on to umbrella organizations.
- State employees pledged more than $818,000 to Oregon charities through the 2012 Charitable Fund Drive.
- You can designate your gift to any of the almost 900 nonprofit groups who participate in the Charitable Fund Drive.
- Your payroll contribution will begin in January 2014 and will stop on December 31, 2014.
- 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.

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 Charities

Black United Fund: (503) 282-7973, *www.bufor.org*, bufor@bufor.org
Children's Trust Fund of Oregon: (503) 222-7102, *www.ctfo.org*, kristen@ctfo.org
Community Health Charities: (503) 222-4009, *www.oregon.healthcharities.org*, bbaker@healthcharities.org
EarthShare Oregon: (503) 223-9015, *www.earthshare-oregon.org*, meghan@earthshare-oregon.org
Equity Foundation: (503) 231-5759, *www.equityfoundation.org*, info@equityfoundation.org
Habitat for Humanity of Oregon: (503) 206-5248, *www.habitatoregon.org*, info@habitatoregon.org
Local Independent Charities of America: (415) 925-2600 x124, *www.lic.org*, info@lic.org
McKenzie River Gathering Foundation: (503) 289-1517, *www.mrgfoundation.org*, sheryl@mrgfoundation.org
Oregon Coalition Against Domestic and Sexual Violence: (503) 230-1951 x301, *www.ocadsv.org*, debbie@ocadsv.org
Work for Art: (503) 823-2969, *www.workforart.org*, whovey@racc.org

Local Umbrella Charities

Crook County United Fund: (541) 447-3299, *www.crookcountyunitedfund.org*, info@crookcountyunitedfund.org
Tri-County United Fund: (541) 235-1247, *www.tricountyunitedfund.org*, tri-countyunitedfund@hotmail.com
United Way of Benton and Lincoln Counties: (541) 757-7717, *www.unitedwayblc.org*, office@unitedwayblc.org
United Way of Clatsop County: (503) 325-1961, *www.clatsopunitedway.org*, uwcc@pacifier.com
United Way of Columbia County: (503) 556-3614, *www.unitedwayofcolumbiacounty.com*, uwcc@hotmail.com
United Way of the Columbia Gorge: (541) 386-6100, *www.unitedwaycolumbiagorge.org*, unitedway@gorge.net
United Way of the Columbia-Willamette: (503) 226-9355, *www.unitedway-pdx.org*, jessica@unitedway-pdx.org
United Way of Deschutes County: (541) 389-6507, *www.deschutesunitedway.org*, darleen@deschutesunitedway.org
Greater Douglas United Way: (541) 672-1734, *www.gduway.org*, uway@dcwisp.net
United Way of Eastern Oregon: (541) 962-0306, *www.eoni.com/uweo*, uweo@eoni.com
United Way of Jackson County : (541) 773-5339, *www.unitedwayofjacksoncounty.org*, office@unitedwayofjacksoncounty.org
United Way of Klamath Basin: (541) 882-5558, *www.unitedwayoftheklamathbasin.org*, uwkb@unitedwayoftheklamathbasin.org
United Way of Lane County: (541) 357-5713, *www.unitedwaylane.org*, chames@unitedwaylane.org
United Way of Linn County: (541) 926-5432, *www.unitedwayoflinncounty.org*, office@unitedwayoflinncounty.org
United Way of the Mid-Willamette Valley: (503) 363-1651, *www.unitedwaymwv.org*, liveunited@unitedwaymwv.org
United Way of Southwestern Oregon: (541) 267-5202, uwswo@frontier.com
Tillamook County United Way: (503) 842-4383, *www.tillamookcountyunitedway.org*, tcuw@tillamookcountyunitedway.org
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