

Your Passion, Our Purpose



OREGON
EMPLOYEES
CHARITABLE
FUND DRIVE

2016 Coordinator's Resource Guide

Thank you for leading the Fund Drive!

The ten years I've spent working with State employees has showed me just how generous you all are with your time, your energy, and your donations. You all have consistently proven my assertion that people give when 1) we **care** about something, 2) we have the **capacity** to give, and 3) someone **connects** us with an easy way to help.

As a Coordinator for the State of Oregon Employees' Charitable Fund Drive, you will be that important connector.

This booklet contains the tools and guidance you will need to be successful—best practices, a checklist of tasks, and lots of extra resources. Even more help, including templates for employee emails, electronic files, and other tools are available in the “Coordinator Resources” section of our website: ecfd.oregon.gov.

We—myself and the team leading the Fund Drive—are here to help you plan and carry out your campaign. Let us know how we can support you in bringing this annual chance to donate to all State employees. 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

I'm so pleased to be the new Chair of the employee committee that oversees the Charitable Fund Drive this year, representing my fellow State employees for this annual event.

I see, every day, how hard State employees work to make our state the place we all love. Just in carrying out your daily work, you give so much. Which is why your willingness to serve as a Charitable Fund Drive Coordinator truly inspires me.

You are serving in THE most important position the Charitable Fund Drive has.

You are the person who can help us reach our **goal of 100% awareness**—that every state employee knows that they have the opportunity to give through the Charitable Fund Drive.

You are the person who will make it possible for your co-workers to be part of raising almost \$850,000 for Oregon charities.

The thoughtful work you do for the Charitable Fund Drive has the potential to change thousands of lives in Oregon, and for that I say **THANK YOU!**

Sincerely,

Darvin Pierce

Chair of the Charitable Fund Drive Committee
Department of Administrative Services



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 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.
- 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. The overall goal for the 2016 Fund Drive is to make 100 percent of State employees aware of this opportunity to connect and give.
- 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.



- 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 do throughout Oregon.
- 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).

THREE WEEKS BEFORE KICKOFF:

- 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.
- 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.
- Generate a list of all employees in your area, and use it to check that each person becomes aware of their opportunity to participate.
- 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 14th.
- Make sure you have enough brochures or postcards 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. One suggestion would be to ask each helper to discuss the Fund Drive with five people in their work area.

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 by checking the giving website’s “Coordinator” section. 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 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 or postcard quantities received from Campaign Management Team.		Meet with helpers to ask for help with distribution of posters and brochures or postcards.
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 or postcard to each employee.	Stage a kickoff event or presentation at staff meeting.		Remind co-workers (with email or word of mouth) to go to <i>ecfd.oregon.gov</i> 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.	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 and for the wide range of organizations that State employees can support.

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?

Knowledge – 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 or postcards 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:

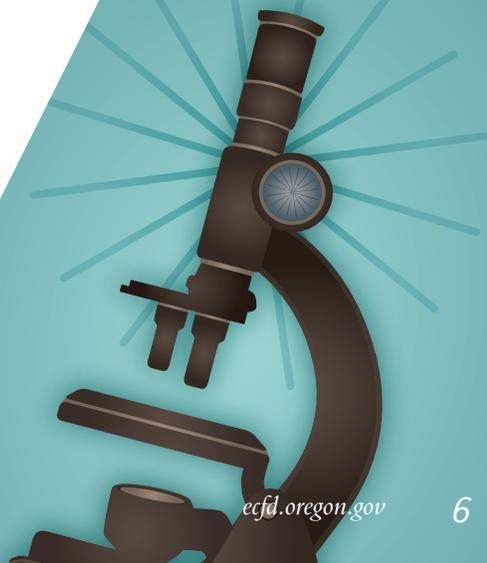
- Drawing for a gift basket, special parking space, donated gift certificate.
- Snacks: fresh popcorn, home-baked cookies, ice cream treats, coffee.
- Lunch: potluck, barbecue, chili/soup cook-off, pizza party.

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.

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:

- Integrate education about the Charitable Fund Drive overall by adding umbrella and/or individual charity representatives—preferably by asking them to give a presentation.
- 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, there are two things you should do right away:

- 1) Log in to the Charitable Fund Drive pledging website – access it at ecfd.oregon.gov
- 2) Then, email the CMO Team (cmoteam@earthlink.net) to let them know you are an agency or site coordinator. Please use this same email to alert the CMO Team to any difficulty you have logging in or making a pledge. This will help us to troubleshoot and fix similar problems others in your agency might have.

Once the CMO Team tags you as a coordinator, you will have special permissions in this Charitable Fund Drive pledging website.

The “My Tools / 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 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 visit the “View Donor Data” page in your “My Tools / Coordinator” section before your Charitable Fund Drive wraps up to see if you need to collect any checks that your co-workers have pledged. In this section:

- 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 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, and click “YES” on the question “Contact Year-Round?”

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
EarthShare Oregon
1220 SW Morrison St., Suite 433
Portland, OR 97205**

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.

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).

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" 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. Here are some ideas on how to honor those who give and volunteer:

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 if you think it’s appropriate, 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 & SITE COORDINATORS:

- Send the CMO Team Leader (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.
- In November, the CMO Team offers an opportunity, through the Agency Coordinators, for Agency and Site Coordinators to nominate individuals (Coordinators or helpers) who really stood out in their support, enthusiasm, commitment, and success with the Charitable Fund Drive. The CMO Team will create special awards and recognize these coordinators at the Salem wrap-up event in December. If the person is unable to attend the event, their award will be sent back to the nominator to distribute. We encourage you to recognize these individuals internally as well.

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 & 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” at 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, 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](http://ecfd.oregon.gov)

A key resource for all State employees is the Charitable Fund Drive “IPLEDGEONLINE” 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 ecfd.oregon.gov 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

- Campaign Goal and Strategies for Coordinators
- Guidelines for a successful campaign
- Tips for NEW Fund Drive Coordinators
- 2016 Coordinator’s Manual
- Successful Event Worksheet
- Campaign Schedule - sample planning and campaign calendar
- Examples of Fun Events

ONLINE PLEDGING

- How to pledge online - YouTube video
- How to use the “My Tools / Coordinator” Function of the online pledging site - YouTube video
- Website 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, flyers 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 \$835,000 TO OREGON CHARITIES THROUGH THE 2015 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 2017 AND WILL STOP ON DECEMBER 31, 2017.**
- **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, bufor@bufor.org
Children's Trust Fund of Oregon: (503) 222-7102, www.ctfo.org, sarah@ctfo.org
Community Health Charities: (800) 654-0845, www.healthcharities.org, memberconnection@healthcharities.org
EarthShare Oregon: (503) 223-9015, 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: (800) 876-0413, www.lic.org, info@lic.org
MRG Foundation: (503) 289-1517, www.mrgfoundation.org, ranfis@mrgfoundation.org
Oregon Coalition Against Domestic and Sexual Violence: (503) 230-1951, www.ocadsv.org, kerimk@ocadsv.org
Work for Art: (503) 823-5424, www.workforart.org, kjackson@racc.org

LOCAL UMBRELLA GROUPS

Crook County United Fund: (541) 447-3299, www.crookcountyunitedfund.org, donna@mohancpa.org
Greater Douglas United Way: (541) 672-1734, www.gduway.org, gduway@gduway.org
Tillamook County United Way: (503) 812-8270, www.tillamookcountyunitedway.org, tcuw@tillamookcountyunitedway.org
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, uwccdirector@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) 228-9131, www.unitedway-pdx.org, lovec@unitedway-pdx.org
United Way of Deschutes County: (541) 389-6507, www.deschutesunitedway.org, kati@deschutesunitedway.org
United Way of Eastern Oregon: (541) 962-0306, www.uweo.org, uweo@eoni.com
United Way of Jackson County: (541) 773-5339, www.unitedwayofjacksoncounty.org, broderick@unitedwayofjacksoncounty.org
United Way of the Klamath Basin: (541) 882-5558, www.unitedwayoftheklamathbasin.org, uwkb@unitedwayoftheklamathbasin.org
United Way of Lane County: (541) 741-6000, www.unitedwaylane.org, ahesus@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, www.unitedwayswo.org, uwswo@frontier.com
United Way of Umatilla & Morrow Counties: (541) 276-2661, www.umatillamorrowunitedway.org, unitedwayumco@eoni.com

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