

Coordinator Tools

If you are a Coordinator, after you login, you should see a “Coordinator” menu on your top menu bar. If you do not have this menu item, please contact Deb Furry (cmoteam@earthlink.net) so we can set you up. **Please note this permission must be updated every year, if it hasn't been updated you will see prior year results.**

Through the Coordinator Menu you can:

1. View donor data
2. See total giving and number of donors, tallied by each office you manage
3. See an average gift for each office you manage



View Donor Data

CFD STATE AGENCIES
1785 NE Sandy Boulevard, Suite 270 • Portland, OR 97232 • 503-636-4058 • ecfd.oregon.gov

MAIN MENU ▾ PLEDGING ▾ COORDINATOR ▾ MY PLEDGES & PROFILE ▾ MEGHAN HUMPHRIES LOGOUT

DOWNLOAD DONOR DATA

2014 COORDINATOR DOWNLOAD REPORT

Administrative Services, Dept			
Administrative Services, Dept/Business Services	9 pledges	\$3,339.00	\$371.00 average +
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Business Services +			
Administrative Services, Dept/Enterprise Goods & Services	25 pledges	\$4,286.00	\$171.44 average -
PAYROLL pledges:	18 pledges	\$3,670.00	\$203.89 average
CASH pledges:	7 pledges	\$616.00	\$88.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Enterprise Goods & Services +			
ADMINISTRATIVE SERVICES, DEPT TOTAL:	34 pledges	\$7,625.00	\$224.26 average +
2014 TOTAL:			
	34 pledges	\$7,625.00	\$224.26 average -
PAYROLL pledges:	24 pledges	\$5,410.00	\$225.42 average
CASH pledges:	10 pledges	\$2,215.00	\$221.50 average

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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.

Administrative Services, Dept			
Administrative Services, Dept/DO and BAM	12 pledges	\$11,032.00	\$919.33 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/DO and BAM			
Administrative Services, Dept/EISPD	4 pledges	\$4,100.00	\$1,025.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/EISPD			
Administrative Services, Dept/Eugene Motor Pool	1 pledges	\$780.00	\$780.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Eugene Motor Pool			
Administrative Services, Dept/Facilities Division	1 pledges	\$360.00	\$360.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Facilities Division			
Administrative Services, Dept/HRSD	2 pledges	\$760.00	\$380.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/HRSD			
Administrative Services, Dept/Operations & Mainten	1 pledges	\$720.00	\$720.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Operations & Mainten			
Administrative Services, Dept/Operations Division	2 pledges	\$1,080.00	\$540.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Operations Division			
Administrative Services, Dept/State Controllers Di	24 pledges	\$7,875.00	\$328.13 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/State Controllers Di			
ADMINISTRATIVE SERVICES, DEPT TOTAL:	47 pledges	\$26,707.00	\$568.23 average

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.

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(You will see names and emails of donors here -----> we hid these to protect donor privacy.)

Administrative Services, Dept								
Administrative Services, Dept/Business Services						9 pledges	\$3,339.00	\$371.00 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Business Services								
PAYROLL PLEDGES								
#	PLEDGE	DATE	DONOR NAME	DONOR EMAIL	GIFT	STATUS	GIFT	
1	59985(p)	02-07-15			\$300.00	Processed	No	
2	59984(p)	02-07-15			\$900.00	Processed	No	
3	59983(p)	02-07-15			\$120.00	Processed	No	
4	47255	10-10-14			\$240.00	Viewed	No	
5	47000	10-07-14			\$120.00	Pending	No	
6	45397	08-21-14			\$60.00	Viewed	No	
CASH PLEDGES								
#	PLEDGE	DATE	DONOR NAME	DONOR EMAIL	GIFT	STATUS	GIFT	
1	59846(p)	01-27-15	DAS - Business Svcs Event		\$5.00	Processed	No	
2	52773(p)	11-13-14	DAS West Event		\$1,016.00	Processed	No	
3	52770(p)	11-13-14	DAS West Event		\$578.00	Processed	No	
Administrative Services, Dept/Enterprise Goods & Services						25 pledges	\$4,280.00	\$171.44 average
VIEW DONOR LEVEL PLEDGE DETAILS FOR Administrative Services, Dept/Enterprise Goods & Services								
ADMINISTRATIVE SERVICES, DEPT TOTAL:						34 pledges	\$7,625.00	\$224.26 average
2014 TOTAL:						34 pledges	\$7,625.00	\$224.26 average

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

- “Pending” – it has not been opened by anyone (payroll or coordinator).
- “Viewed” – the gift has been opened by either payroll or coordinator (depending on type of gift).
- “Processed” – You do not need to “process” any cash or check gift. Payroll gifts will not appear as “processed” until after the end of the campaign.

Please return any check or cash you have collected to the CMO Team in the white report envelope, along with any payroll contributions submitted on a paper pledge form. If you collect cash from a

fundraising event, please include a pledge form with the cash indicating that it is an event and where you would like the gift directed – either the code number of a specific organization(s) or code 5000 for a general gift that is divided among the participants.

DO NOT return a copy of the paper payroll forms to your payroll person, please send those only to the CMO Team.

If you have no check or cash gifts, and no paper payroll pledges, there is no need to return the white report envelope.

If you have any questions, please contact Deb Furry, 503-528-2783 or cmoteam@earthlink.net.