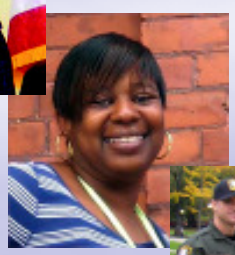
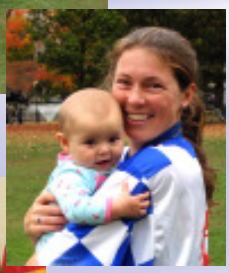
Caring for CONNECTICUT

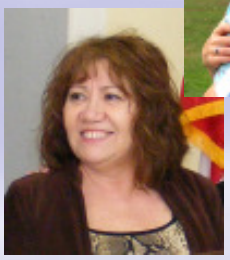
...And Beyond

Campaign Help Lines:
Hartford 860-402-8430
Norwich 860-887-5288

Campaign Fax :
Norwich 860-859-4156







2013 Connecticut State Employees' Campaign

website: WWW.CSEC.CT.GOV

New Contributor's Guide

Connecticut State Employees' Campaign

35 Cold Spring Road, Suite 412
Rocky Hill CT 06067

Hartford 860-402-8430 *-or fax-* **860-951-5961**
Norwich 860-887-5288 *-or fax-* **860-859-4156**

Campaign Contacts:

JAN GWUDZ, DIRECTOR: **860-887-5288** -or- *cell* **860-402-8430** ***Jan.Gwudz@po.state.ct.us***
JOYCE LEBARON, CAMPAIGN COORDINATOR: **860-859-3111** -or- *cell* **860-595-7775** ***JLeBaron@chchofne.org***

Pledge card also available online at:
www.dir.ct.gov/ccg/
Directory available online at:
www.csec.ct.gov

CSEC@2012

Contents

Role & Responsiblity 4

Benefits of the Campaign 5

The Campaign's Who, What, Why, Where, and When 6

Special Events, Drawings & Raffles 7-8

Campaign Enhancing Tips 9

Special "Fun" Raising Events & Special Event Ideas 10-11

Goodies & Give-Aways 12

Application Process for Interested Charitable Organizations 13

Campaign Regulations 14-19

2013 Fact Sheet 20-21

Overview of CSEC 22

Glossary of Terms 23-24

Federation Listings 25-26

2013 Committee Members 27

Honors & Awards 28

Top 10 Reasons to Give 29

How Your Gift Cares for People in Connecticut 30

Sample Letter of Endorsement 31

PowerPoint® Presentation 32

How to Complete the Pledge Envelope 33-34

How to Complete the Pledge Card 35-37

Frequently Asked Questions about the CSEC 38

Leave a Legacy 39

Campaign staff members contact information 39

Website info 40

Campaign Coordinator Role & Responsibility

Your role is to conduct the most effective CSEC possible.

WHAT IS A COORDINATOR?

A CSEC COORDINATOR is usually the primary organizer and cheerleader for the campaign. The coordinator gives direction to the campaign team, which develops a plan to ensure that all employees are contacted and given the opportunity to participate. As the CSEC coordinator for your state agency, you'll have the opportunity to educate your co-workers about a wide variety of charitable needs that can be met with your help. The coordinator is also the person who collects all pledge forms and money and tallies the information on the appropriate campaign reporting envelope, which is then given to the loaned employee assigned to your agency.

FOLLOW THESE SIMPLE STEPS FOR A SUCCESSFUL & EASY CAMPAIGN:

#1: REVIEW the results from the previous campaign.

#2: INVOLVE your agency or department head.

#3: FORM a campaign team.

#4: DEVELOP an action plan.

#5: SELECT a solicitation method that works best for your office.

#6: HOST a kick-off rally.

#7: CONDUCT employee meetings or one-to-one solicitations.

#8: REPORT your campaign progress.

#9: SAY "Thank You!"

#10: COMMUNICATE with your co-workers on a year-round basis.

The Benefits of the State Employees' Campaign

CSEC is Efficient:
Hundreds of volunteers are used.
One campaign at the workplace instead of multiple campaigns.

CSEC is Effective:
Focuses on meeting local needs.
Provides service rather than handouts.
Offers inclusive package of services.
Strengthens our community.

Don't forget to let your co-workers know…
- One campaign per year for all agencies assures more dollars for services.
- There is a variety of services offered through agencies.
- Each charity has met eligibility requirements established in state regulations.
- The Campaign minimizes duplication of services.
- Payroll deduction makes it easier to participate in charitable giving.
- The Campaign is a good way for state employees to meet local needs.
- Contributions are tax-deductible.
- The campaign is financially accountable; a state audit is conducted biennially.

A Word About Payroll Deduction

All state employees are eligible to make their contribution to the Connecticut State Employees' Campaign through payroll deduction. Since payroll deduction has been made available, a growing number of employees have taken advantage of this easy way of giving. This has resulted in greatly increased contributions.

Please contact each employee.
Ask them to consider enrolling in the
payroll deduction program.

Remind each employee that you aren't asking for anything now except the signed pledge form with the deduction for each pay period indicated.

Who, What, Why, Where, & When…

Who is the CSEC?

The Connecticut State Employees' Campaign (CSEC) is you, state employees who work in Connecticut.

What is the CSEC?

The CSEC is the name of the only charitable giving program authorized for payroll deduction for certain state employees. The CSEC enacted legislation adopted in 1992, which can be found in Public Act 92-142 of the Connecticut General Statutes.

Why should I give?

The CSEC is a direct way to reach out and touch the lives of those in need; to sustain local, national and international health, educational, environmental and social service organizations; to make a meaningful contribution to your community.

Where does my gift go?

Your gift goes exactly where you designate it to go and no where else. You can designate one or more specific agencies or federations to receive your gift. Undesignated money is dispersed among all member agencies according to the percentage of designated money they receive. Associate agencies only receive designated money.

When will my payroll deduction begin?

Your payroll deduction begins the first pay period in January and ends the last pay period in December.

THE #1 REASON MOST PEOPLE DO NOT CONTRIBUTE IS SIMPLY BECAUSE THEY WERE NEVER ASKED.

Special Events

SPECIAL EVENTS can be a fun way to add sparkle to the campaign. Your campaign kick-off is a great time to stage an event. Plan a series of events or follow the campaign with a closing event to mark your campaign's success. Here are some suggestions for events that others have used successfully:

- Organize a WALK/RUN for the CSEC.
- Post baby pictures for co-workers. Employees will try to match a colleague's name with the picture. Prizes can be awarded.
- Hold a scavenger hunt with a listing that includes items that can be obtained only by visiting CSEC supported charities.
- Set up a softball, touch football, soccer, or basketball game between management and employees. Volleyball is a popular coed sport.
- Hold a bake sale.
- Have a dress-down day on Friday(s).
- Hold a coin (penny) war with other departments in your office.
- Have an office-wide karaoke event.
- Hold a lobby golf tournament.
- Hold a Halloween costume contest.

PLEASE NOTE:
Although special events are a great way to bring fun and excitement to the campaign, please ***be careful about how many you do and how often****. Many employees will interpret participation in the special event as their contribution to the campaign. The CSEC hopes that employees will also consider filling out a pledge card and opt for payroll deduction.*

Drawings & Raffles

The Campaign staff respectfully reminds you what your employer, the State of Connecticut, does NOT ALLOW its employees to do. If you are still unsure after speaking to the Campaign staff, please do not hesitate to call the CT Dept. of Consumer Protection, Gaming Division.

RAFFLES are **NOT PERMITTED** in any state agency. A "drawing" where money is exchanged, directly or indirectly, for a ticket or coupon for entry to win a prize is considered a raffle and regulated by the CT Dept. of Consumer Protection, Gaming Division. THIS IS NOT PERMITTED.

WHAT YOU CANNOT DO:

- •Money-wheel games
- •"Fifty-fifty" coupon games
- •Cow-chip raffles
- •Teacup raffles
- •Duck-race raffles

WHAT YOU CAN DO:

- •Dart games
- •Golf games
- •Bowling games
- •Vendor sales
- •Bake sales
- •Silent auctions
- •Coin Wars

Tips to Enhance your Campaign

Be festive! Use campaign materials provided by the CSEC to liven up your campaign meetings, report meetings, kick-off and victory events, etc. Posters, balloons, stickers and campaign buttons displaying the campaign theme and/or logo make your events more exciting and more visible.

Utilize your agency head. Get endorsements from them. Involve them in your major events to emphasize the importance of the campaign and its impact on your community.

Make your events visible by holding them in public places, on the lawn, in the cafeteria/break room, or at a public park.

Publicize your campaign progress with goal thermometers or other visible measurements and put them at the most prominent places around your facility.

Have a Blitz Day with media coverage. Begin with a kick-off and send volunteers to their departments to conduct employee meetings. Conclude with a reception at the end of the business day. Have a special recognition for the volunteer who secures the largest percentage increase in contributions or divide the volunteers into teams and award the highest producing team.

The CSEC isn't just about raising and giving money; it is about providing a helping hand. Hold an agency fair so employees can learn more about the charitable organizations and have the opportunity to volunteer with a charity of their choice.

Recruit fellow employees who have been served by a CSEC charitable organization, or serve as a charity volunteer, to share their story at campaign rallies or events. They can relate better than anyone on how CSEC contributions are used in the community.

Special "Fun" Raising Events

Host a coffee for your staff—Serve danish or donuts. Introduce your agency coordinator and announce dates for your agency campaign.

Commissioner or Deputy Commissioner prepares lunch—A former Department of Insurance Commissioner made a big pot of chili and then donned an apron and served it to his staff. All proceeds were donated to the campaign. You could try a pasta dish with bread and salad.

Donut sales—Ask a local donut store to give you a discount on the purchase of several dozens of donuts. Sell them for .50 a piece. If you can, serve coffee for $1 a cup.

Dress Down Days—Have dress down days on Fridays throughout the campaign. Charge $2 or $3 to participate. Or if you sign up for payroll deduction (*at least $2/pay period*) an employee can participate in dress down Fridays for whatever number of weeks your agency deems appropriate.

Slice of pizza sale—A local pizza restaurant offered a discount for the purchase of several sheet pizzas. The agency sold the pizza by the slice.

Pumpkin sales—From a $50 winning lottery ticket, a Dept. of Labor employee bought 100 pumpkins from a Greater Hartford area pumpkin farm. Several of her colleagues offered to paint Disney character faces and other well-known characters on the pumpkins. The pumpkins were priced according to size. Over $3,000 was raised from the sale of the pumpkins.

Unique boutique—Employees brought in items they no longer need, *i.e.*: hats, jewelry, books, tapes, clothes, etc. and sold them for very low prices. The boutique was set up in a back room for a week.

Ice cream social—Ask a local ice cream business to donate or to provide you with ice cream cups at a discount rate. Sell them for a higher cost than the original price paid for them.

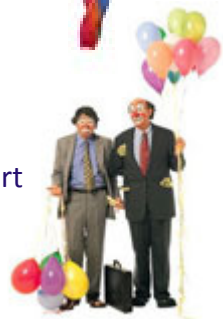
Crazy stocking/sock day—Along the lines of dress down day, wear crazy socks/ stockings for a day. Pay $1.00 to participate. Ask a local business to donate a prize (*gift certificate for lunch, a book, a tape, etc.*) The person who receives the most votes for the craziest socks wins the prize.

Halloween contest—One year, the Dept. of Transportation coordinated a Halloween costume contest. Employees dressed up in their favorite costumes. Judges were named and voted on what they felt were the best/most creative costumes. Prizes were donated by local businesses and awarded to the winners. Held in the lobby of the DOT building, employees crowded the area to watch the Halloween parade. The event brought awareness of the campaign during the mid-point of this fundraising drive.

Special Event Ideas

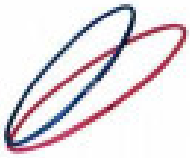
MERCHANDISE SALES

Bake-offs
Breakfast sale
Pumpkin Sale
Balloon-A-Gram
Soft Ice Cream/Frozen Yogurt
Flower sales
Vintage Silent Auction
(items donated by employees)
Barbecue
Employee Craft Sale
Used Books & Records
Pizza Party
Tag sale



OTHER

Carnival – outside office
Hula Hoop
Lip Sync
Limbo
Halloween costumes
Karaoke
Lobby golf
Crazy tie day



MISCELLANEOUS

Crazy Stocking Day
Toga Party
Candy Kiss Sale
Softball Game
Jeopardy
Spelling Bee
Office shoe shines

NOVELTY

Frisbee Golf
Senior Management Car Wash
Magazine Subscription Sales
Entertainment Book Sales
Volleyball Tournament
(between departments)

Sports Day
Baby Photo
Talent Show
Poster Contest
Trivia Contest
Games: Darts/Jump Rope
Fun Run/Walk
Dress Down Day
In-House Miniature Golf Course
Dunking Booth
Longest Drive Contest (Golf range)
Ice Cream Social
Balloon Shaving
Foul Shooting Contest
Dress Up (instead of Dress Down)
Talent Show
Pumpkin carving and selling
60's Memorabilia sale
Hawaiian Day
International Luncheon
Guess the number of M & M's
Scavenger Hunt
Monopoly Game
Penny Wars (between departments)
Remote Control Car Race
Three-legged Race
Egg Drop Contest
Soap Box Derby
Sand Castle Building contest
Outside vendor sales
(part of proceeds are donated to the sponsoring state agency for the campaign)
Tricycle Races
Beach Party

Goodies & Give-Aways

The campaign office has the following materials available for your use:

- ***Campaign letterhead***
- ***Balloons***
- ***Campaign logo stickers***
- ***Campaign pins***
- ***Pencils***
- ***Computer Sticky Calendars***
- ***Posters***
- ***Pens***

APPLICATION PROCESS FOR CHARITABLE ORGANIZATIONS

The Connecticut State Employees' Campaign (CSEC) is governed by state regulations 5-262. To be eligible for approval to participate in the CSEC, a federation (**i.e.** *America's Charities, EarthShare New England, United Way*) and its participating member agencies must meet certain criteria. Some of the criteria include:

- ✓ Be incorporated or authorized to do business in the State of Connecticut as a private non-profit organization and registered with the Department of Consumer Protection
- ✓ Be engaged in the delivery of charitable and public health, welfare, environmental, conservation or service purposes
- ✓ Maintain a 501 (c) (3) tax exempt status
- ✓ File an IRS form 990
- ✓ Not expend more than 25 percent of its annual revenue for administrative and fundraising expenses
- ✓ Have a stated policy of non-discrimination and be in compliance with all requirements of the law and regulations respecting non-discrimination
- ✓ Demonstrate a history of service of not less than 12 months prior to the date of application to participate in the CSEC
- ✓ Disclose to the CSEC if any of its directors, officers or employees are subject to any investigation. (*See State Statutes 5-262-3 for complete list of criteria)*

The regulations governing the campaign **DO NOT** allow individual charitable organizations the opportunity to apply for participation in the CSEC. Interested individual non-profit organizations should contact one of the nine federations listed on pages 29 & 30 of this coordinator's guide regarding their application guidelines.

A new federation (***a charitable organization with 10 member agencies or more***) application must be received on or before **January 15** annually for consideration in that year's campaign. Applications from federations that participated in the prior year's CSEC campaign must be received by **April 15**.

All applications are reviewed and approved by the fifteen member CSEC campaign committee.

Table of Contents

State Employees' Campaign for Charitable Giving

Definitions ..... §5-262 1

General Provisions ..... §5-262 2

Eligibility Standards ..... §5-262 3

Application Process ..... §5-262 4

Withdrawal of eligibility ..... §5-262 5

Campaign Costs ..... §5-262 6

State Employees' Campaign Committee; Meetings; Procedures ..... §5-262 7

Duties of State Employees' Campaign Committee ..... §5-262 8

Selection of the principal combined fundraising organization ..... §5-262 9

Duties of the principal combined fundraising organization ..... §5-262 10

Duties of the local campaign manager ..... §5-262 11

Use of contributor names ..... §5-262 12

State Employee Campaign for Charitable Giving

Sec. 5-262-1. Definitions

The definitions in Section 5-262-1 of the Connecticut General Statutes apply to Sections 5-262-2 through 5-262-12, inclusive, of these regulations.

(a) Appointing authority shall have the meaning set forth in Section 5-196 of the Connecticut General Statutes.
(b) Comptroller refers to the Comptroller of the state of Connecticut.
(c) Date of application - (for new federations) January 15 or if January 15 falls on a non-business day, the next succeeding business day.
(d) Local Campaign Community (LCC) means a geographical area in which the campaign is conducted.
(e) Local Campaign Manager (LCM) A participating federation or member agency under the direction of the PCFO with the capacity to manage the local campaign on behalf of all participating federations in the SEC.
(f) Principal Combined Fund Organization (PCFO) means a participating federation with workplace campaign experience that has been selected by the SECC pursuant to Section 5-262-of the Connecticut General Statutes and these regulations, and charged to administer the SEC for the entire state, subject to the direction and control of the SECC.
(g) Quorum a majority of the total membership with voting rights of a committee.
(h) SEC refers to the State Employee Campaign.
(i) SECC refers to the State Employee Campaign Committee established in Section 5-262 of the Connecticut General Statutes.

(Effective June 22, 1994)

Sec. 5-262-2. General Provisions

(a) Participating federations may engage in workplace solicitation of state employees only in accordance with the procedures outlined herein.
(b) Employee solicitations shall be conducted during work hours using non-coercive methods that permit voluntary giving and reserve to the individual contributor the right to disclose any gift or keep it confidential.
(c) The solicitation period for the annual SEC shall be scheduled to allow timely processing of payroll deduction requests.
(d) At the discretion of the appointing authority, loaned state employees may volunteer to be assigned on a full or part time basis, for the specific period of time, to conduct or assist in the operation of the SEC. The employing state agency shall decide who will serve as a loaned employee and the length of the assignment. When assigned to the SEC, the loaned state employee shall retain his salary and benefits.
(e) No federation will be allowed to participate in the SEC unless it and all its member agencies are in compliance with the requirements of Section 5-262 of the Connecticut General Statutes and Sections 5-262-1 through 5-262-12 inclusive, of the regulations of Connecticut state agencies.

(Effective June 22, 1994)

Sec. 5-262-3 Eligibility standards

To be eligible for approval for participation in the State Employee Campaign, a federation and all of its participating member agencies must:

(a) Be incorporated or authorized to do business in the State of Connecticut as a private non-profit organization and, unless exempt pursuant to Section 21a-190d of the Connecticut General Statutes, registered with the Department of Consumer Protection in compliance with the provisions of Sections 21a-190b and 21a-190-c of the Connecticut General Statutes.
(b) Be engaged in the delivery of charitable and public health, welfare, environmental, conservation or service purposes.

(c) Maintain its status as a 501 (c) (3) tax exempt entity pursuant to the Internal Revenue Code.
(d) Be directed by an active Board of Directors which meets regularly and whose members serve without compensation.
(e) Provide for an annual external audit by a certified public accountant, if its annual budget is $50,000 or greater. Organizations whose annual budget is less than $50,000 may provide for an annual external financial review by a certified public accountant in lieu of an external audit report.
(f) File an IRS Form 990,if required to do so by federal law or regulation.
(g) Provide accurate information as to the percentage of its budget which is used for fund raising and administrative purposes.
(h) Not expend more than 25 percent of its annual revenue for administrative and fundraising expenses. The SECC may grant an exception for good cause.
(i) Verify that its publicity and promotional activities assure protection against the sale or exchange of its SEC contributor list and permit no payment of commissions, kickbacks, finder's fees. Or bonuses for fund raising in connection with the SEC.
(j) Ensure that its publicity and promotional activities are based upon its actual program and operations, are truthful and non-deceptive, and include all material facts relative to its cause.
(k) Have a state policy on non-discrimination and be in compliance with all requirements of law and regulations respecting non-discrimination, equal employment opportunity, and public accommodations with respect to its programs, clients, officers, employees and volunteers.
(l) Demonstrate a history of service of not less than 12 months prior to the date of application to participate in the SEC.
(m) Not have been organized exclusively for the purpose of soliciting contributions from state employees.
(n) Disclose to the SEC that it or any of its directors, officers or employees are the subject of any investigation or legal proceeding by any federal, state or local law enforcement authority based upon its charitable solicitation activities, delivery of program services, or use of funds, not later than ten days after being informed of such investigation or proceedings and disclose the outcome of any such investigation or proceeding not later than ten days after such outcome.

(Effective June 22, 1994)

(NEW) Sec. 5-262-4 Application process

(a) On or before January 15 annually, each federation seeking to participate in the SEC shall submit an application to the SECC c/o the Comptroller. The application shall be in the form prescribed by the Comptroller and shall contain the following information.
  (1) the name, address and telephone number of the federation;
  (2) the name, address and telephone number of a person designated by the federation who the SECC may contact regarding the federation application;
  (3) a list of member agencies, their telephone numbers and a 25 word description of each agency and the percentage of annual expenditures each agency used for fund-raising and administration;
  (4) a document signed by an officer or the executive director of the federation, certifying the following:
    (A) that the federation maintains on file the following documents for itself and for each member agency, and that it will produce at the federation's expense any such document(s) upon the written request of the Comptroller, the State Auditors or the SECC:
      (i) Articles of Incorporation and current Bylaws;
      (ii) evidence of tax exemption under IRS Section 501 (c) 3;
      (iii) Certificate of Registration from the Connecticut Department of Consumer Protection, Public Charities Unit or, if exempt, a Certificate of Exempt Status;
      (iv) most recent annual financial audit, or financial review, as provided under Section 5-262-3 (e) of the regulations of Connecticut state agencies and IRS Form 990 with all attachments;
      (v) most recent annual report;
      (vi) a list of officers and directors, giving names, address and defined roles;
      (vii) a written policy of non-discrimination;
      (viii) a statement affirming that there will be no unauthorized use of the SEC contributor lists and that no commissions or bonuses relating to the SEC have been or will be paid;

(ix) a statement affirming that publicity and promotional activities are truthful;
(xi) current operating budget;
(xii) a description of operations and services which includes information on the extent of contributor support and volunteer participation in the activities of the organization.

(B) that the federation and each member agency is in compliance with the eligibility standards set forth in section 5-262 of the Connecticut General Statutes and Section 5-262-3 of the regulations of Connecticut state agencies.

(C) That the federation shall monitor the compliance of its member agencies and shall inform the SECC as soon as possible if any member agency fails to comply with any of the requirements of Section 5-262 of the General Statutes or Sections 5-262-1 through 5-262-12, inclusive, of the regulations of Connecticut state agencies.

(D) That the federation and each member agency is up to date in its filing of annual financial reports required by state law.

(E) That the federation will maintain all documents listed in subsection (A) for a minimum of 3 years after the end of the fiscal year to which such document relates.

(b) The SECC shall select a committee comprised of three or more voting members ("the application review committee") which shall review all applications for completeness and for compliance with eligibility standards. The application review committee may request documents or information pertinent to its review from the applicant federation and from any member agency. The application review committee shall make its recommendations to the SECC. The SECC shall vote on each application and notify each federation of its decision in writing no later than April 15.

(c) Any federation whose application has been denied may request a hearing before the SECC to appeal the denial of its application. Such request for a hearing shall be in writing, and filed with the SECC within fifteen (15) days of receipt of the notice of denial. The SECC shall promptly schedule a hearing, and may request the federation to produce documents or information pertinent to the application and appeal. The SECC shall issue a decision on the appeal within 21 days of the hearing. The decision shall be in writing and shall state the reason(s) for its decision. The decision of the SECC shall be final.

(Effective June 22, 1994)

Sec. 5-262-5 Withdrawal of eligibility

(a) In the event that a participating federation or member agency fails to adhere to the eligibility requirements or to the policies and procedures of the SEC, eligibility of such federation or agency may be withdrawn by the SECC. The SECC shall send written notification to the federation and agency of the specific reasons for the withdrawal of eligibility.

(b) The federation or agency or both may appeal the withdrawal of eligibility by filing a written appeal with the SECC within ten (10) working days after receipt of such notification. The SECC shall provide the appealing federation or agency a hearing within ten (10) working days of the receipt of the date for such hearing. The SECC may request the federation or agency to produce documents or information pertinent to the appeal. The SECC shall issue a decision on the appeal within 21 days of the hearing. The decision shall be in writing and shall state the reasons(s) for its decision. The decision of the SECC shall be final.

(c) If a member agency's eligibility to participate in the SEC is withdrawn by the SECC, the federation may not distribute any funds raised in the SEC to such agency.

(Effective June 22, 1994)

Sec. 5-262-6 State employee campaign costs

The cost of the campaign shall be underwritten by the participating federations. The SECC shall annually determine the total cost of the SEC, which costs may include campaign materials and related administrative charges. Annually, the SEC shall determine a cost allocation formula under which each participating federation's share of the campaign costs shall be determined.

(Effective June 22, 1994)

Sec. 5-262-7 State employee campaign committee; meetings; procedures

(a) For any action of the SECC to be binding, a quorum of SECC members with voting rights shall be present. Only members who have voting rights and are present at a meeting may cast a vote.
(b) All actions shall be by majority vote of the members with voting rights.
(c) Annually, the SECC shall elect from among its voting members a chairperson and a vice chairperson, who shall serve in the absence of the chairperson.
(d) The chairperson of the SECC shall be responsible for scheduling meetings, notifying members of the time and place of meetings, and presiding over the conduct of the meetings.
(e) Members of the SECC that represent participating federations and do not have voting rights, shall have all other rights of SECC members, including the right to participate in discussions regarding SECC action and to serve on subcommittees.
(f) Any state employee who serves on the SECC or any subcommittee thereof shall not participate in any decisions where there is a conflict of interest or when such participation would constitute a violation of state ethics laws.

(Effective June 22, 1994)

Sec. 5-262-8 Duties of state employee campaign committee

(a) The SECC shall be responsible for the overall coordination of the SEC, selection of participating federations, and approval of generic campaign materials to be used by local campaign managers.
(b) Annually, the SECC shall select a PCFO to administer the SEC. The SECC shall be responsible for supervising the activities of the PCFO.
(c) Annually, the SECC shall review and approve the budget submitted by the PCFO pursuant to Section 5-262-of the Connecticut General Statutes.

(Effective June 22, 1994)

Sec. 5-262-9 Selection of the principal combined fundraising organization

(a) Annually, the SECC shall send a letter to each federation that participated in the previous year's SEC, informing them of their right to apply to become the PCFO for the upcoming SEC.
(b) Applying federations shall demonstrate the following qualifications:
  (1) It operates on a statewide basis
  (2) It has or will have a Connecticut office from which to run the SEC.
  (3) It has prior campaign management experience.
  (4) It has a written plan for operation of the SEC, which shall include a proposed budget. Such plan shall be submitted to the SECC.
(c) If more than one federation applies to serve as PCFO, selection of the PCFO shall be by a competitive process. From among the federations that apply to serve as PCFO and demonstrate all required qualifications, the SECC shall select the lowest responsible bid.

(Effective June 22, 1994)

Sec. 5-262-10 Duties of the principal combined fundraising organization

(a) The PCFO shall serve as the central accounting point for payroll deduction funds received from the Office of the State Comptroller. The PCFO shall manage the campaign fairly and equitably and shall conduct its own organization operations separately from duties performed in its role as PCFO.
(b) The PCFO shall perform the following duties, subject to the direction and control of the SECC:
  (1) Provide staff to administer the SEC;
  (2) Prepare an itemized budget of anticipated administrative expenses for the SEC, including LCM administrative expenses, and submit it to the SECC for approval;
  (3) Maintain a separate bank account for managing the income and expenses of the SEC;
  (4) Create and arrange for distribution of SEC materials;
  (5) Oversee the operations of the LCMs to ensure that they are performing their duties;

(6) Consult, as appropriate, with the other federations on the operation of the SEC, including preparation of any printed SEC materials, participation in SEC events, and providing timely access to SEC reports, budgets, audits and other records;
(7) Distribute campaign funds received from the Office of the State Comptroller to the appropriate federations within thirty (30) days of receipt of such funds;
(8) Provide an end of campaign report to the SECC by March 1 annually.

(c) The PCFO shall recover its expenses from the gross receipts of the campaign. In no event shall the amount recovered by the PCFO exceed more than 10% the estimated budget approved by the SECC.
(d) The PCFO shall be responsible for any costs attributable to its own negligence or misconduct.
(e) The SECC may request the PCFO to perform additional duties, consistent with its administrative role.

(Effective June 22, 1994)

Sec. 5-262-11 Duties of the local campaign manager

(a) The LCM shall perform its duties fairly and equitably and conduct its own organization operations separately from organizing activities on behalf of all SEC participants.
(b) The LCM shall perform the following duties related to the conduct of the actual campaign, subject to the direction of the PCFO:
(1) Develop volunteer manpower requirements;
(2) Establish a timetable and plan for the SEC in the LCC. The plan shall provide for:
(A) Recruitment and training of volunteers;
(B) Establishing fundraising goals;
(C) Distribution of campaign materials;
(D) Activities to advertise the SEC and promote employee participation, such as rallies, pilot campaigns and solicitation of union support;
(E) Arrangements for meeting with the PCFO;
(F) Assignment and supervision of loaned employees;
(G) Cooperation and communication with participating federations; and
(H) Maintaining records related to their campaign activities.

(Effective June 22, 1994)

Sec. 5-262-12 Use of contributor names

(a) Federations and agencies that receive the names and addresses of state employee contributors shall segregate this information from all other lists of contributors. The segregated list may not be sold or in any way released to anyone outside the recipient federation or agency. Failure to protect the integrity of this information may result in penalties up to permanent expulsion from the SEC.
(b) Any federation or agency participating in the SEC shall cooperate fully with any SECC investigation into the care and use of state employee contributor lists.

(Effective June 22, 1994)

•***THE CONNECTICUT STATE EMPLOYEES' CAMPAIGN FOR CHARITABLE GIVING*** (CSEC) is an annual fall event allowed by Public Act 93-182. It is the once a year opportunity for Connecticut State Employees to contribute to non-profit charities at the workplace.

•Secretary of the State Denise Merrill has been appointed as the Statewide Chair for the 2013 Campaign. She succeeds Lieutenant Governor Nancy Wyman, the 2012 Campaign Chair.

•Over the past seventeen years, State Employees have contributed millions of dollars to the campaign. In 1996 and 1997, the campaign made history when more than $2 million was received from over 10,000 state employees. Thank you state employees and retirees for donating:

$1,064,000 in 1996 - $1,037,044 in 1997
$1,205,969 in 1998 - $1,331,833 in 1999
$1,444,183 in 2000 - $1,613,855 in 2001
$1,734,149 in 2002 - $1,581,832 in 2003
$1,725,561 in 2004 - $1,873,849 in 2005
$1,860,050 in 2006 - $2,006,555 in 2007
$2,070,251 in 2008 - $1,782,578 in 2009
$1,723,459 in 2010 - $1,507,980 in 2011
$1,403,752 in 2012

Some highlights from the 2012 campaign:

•The campaign received geernous support fro more than 5,800 state employees and retirees.

•Over one hundred peopple attended the "Thank YOU Luncheon" at Connecticut Valley Hospital in Middletown.

•Close to one hundred enthusiastic and committed agency coordinators volunteered for the 2012 campaign.

•Seventeen State Loaned employees were secured to assist wtih the statewide campaign.

THROUGH THE CAMPAIGN, WHICH RUNS FROM JULY 26TH THROUGH DECEMBER 7TH, STATE EMPLOYEES CAN MAKE A SINGLE GIFT TO HELP PEOPLE LOCALLY, THROUGHOUT THE NATION, AND AROUND THE WORLD.

The contributions made by state employees make possible a wide range of vital services—food for the hungry; protetciton of the environment; research for cures of diseases; care for both children and seniors; to name just a fraction of the services the more than 700 charities provide to thousands of people each year.

Connecticut State Employees own the campaign. State employees set the policy for the campaign, review the charities that apply and oversee the distribution of funds.

A group of state employees, representing various agenices, departments and organized labor, have been appointed by the Governor, Comptroller, Legistlative Management, Legislature and Department of Administrative Services Commissioner to oversee the administration of the campaign.

- The Chair of the Campaign Committee is Capt. Timothy Newton, Department of Correction.
- The Vice Chair is Peggy Gray from the Office of the State Comptroller.

The campaign committee selects a participating organization to act as the Principal Combined Fundraising Organization (PCFO) to manage the CSEC.

- The PCFO for 2013 is Community Health Charities of New England.

Nine federations, representing over 700 charities, will benefit from the campaign in 2013.
They are:

- **America's Charities**
- **Community Health Charities *of* New England**
- **Connecticut United Ways**
- **Greater Hartford Arts Council**
- **EarthShare New England**
- **Global Impact**
- **Independent Charities *of* America**
- **Neighbor To Nation**
- **Partners *for a* Better World**

There are people available to assist you throughout the campaign. Please use the Help line numbers listed on all campaign materials if you have any questions, comments or concerns.

Campaign Help lines: **860-402-8430 - *Hartford* -or- 860-887-5288 - *Norwich***
Campaign E-mail address: **jan.gwudz@po.state.ct.us; jlebaron@chcofne.org**
Campaign Fax #: **860-951-5961 – *Rocky Hill* -or- 860-859-4156 - *Norwich***
Campaign Web Site: **WWW.CSEC.CT.GOV**

Brief Overview of the Connecticut State Employees' Campaign (CSEC)

In May 1992, the Connecticut General Assembly passed legislation *(Public Act No. 92-142)* providing Connecticut State employees the opportunity to contribute to a multitude of charities through the convenience of payroll deduction.

THE CSEC IS THE ONLY APPROVED CHARITABLE PAYROLL DEDUCTION SOLICITATION OF STATE EMPLOYEES. The campaign supports the work of approved charitable agencies and organizations. These agencies fight disease, make life more meaningful for the young and elderly population, assist the impoverished and help people to become economically self-sufficient.

The campaign strives to ensure that the largest possible percentage of contributions donated to the campaign is used to help those in need. Only 14 percent of the total dollars pledged are used to cover the administrative cost of the CSEC.

Contributors are encouraged to designate their pledges to any of the approved agencies listed in the campaign directory. There are strict guidelines and application procedures, which must be met in order for a Federation and its member agencies to participate in the CSEC. Each year all interested Federations and their agencies must apply to participate in the CSEC. Applications for participation in the CSEC are given to Federations with ten or more agencies and not to individual agencies.

The Campaign Manager's office (**P**rincipal **C**ombined **F**undraising **O**rganization) remits designated agency contributions to the appropriate organization. All undesignated funds are distributed among the participating agencies in the same percentage as designated funds.

For more information about any of the Federations and their member agencies, please visit the CSEC web site at

www.csec.ct.gov

Glossary of Terms

CAMPAIGN DIRECTOR: Manages the statewide campaign effort.

CAMPAIGN COORDINATOR: Assists the campaign director in coordinating the statewide campaign effort.

CHARITABLE ORGANIZATION: A non-profit organization that has tax-exempt status with the Internal Revenue Service and is registered with the Connecticut Attorney General's Office and Department of Consumer Protection.

CONNECTICUT STATE EMPLOYEES' CAMPAIGN (CSEC): The official name of the annual State Employees' charitable fundraising drive.

CSEC COMMITTEE: A committee of 15 consisting of the Comptroller or her designee; the Commissioner of Administrative Services or his designee; the executive director of Legislative Management or her designee; four Gubernatorial appointments (two of whom represent organized labor); three from the House of Representatives, appointed by the speaker of the House, and majority and minority leaders; and two state retirees, one appointment each from the Governor and the Comptroller. The length of service on the committee is coterminous with the appointing official's term in office.

FEDERATION: A non-profit charitable organization established for the purpose of supplying common fundraising, administrative and management services to its constituent members. A Federation must have 10 or more member agencies in order to be eligible for participation in the CSEC.

LOANED EMPLOYEE (LE): State workers who volunteer or are selected to serve as the primary contact for the campaign in local areas around the state. A majority of loaned employees work for the campaign part-time (2-6 hours a week) and with the exception of the Greater Hartford Area, LE's often work from the Local Campaign Manager's office where they are assigned.

LOCAL AGENCY COORDINATOR: A person that assists the statewide agency coordinator in delivering the message of how state employees can make a difference in other people's lives through their support of the CSEC.

LOCAL CAMPAIGN MANAGER (LCM): A participating federation or member agency under the direction of the PCFO with the capacity to manage the local campaign on behalf of all participating federations in the CSEC. The PCFO hires Local Campaign Managers to help them oversee the CSEC across Connecticut.

LOCAL (REGIONAL) CAMPAIGN CHAIR: A state employee (usually an agency manager) that is recruited by the Local Campaign Manager to oversee the state campaign in their region.

PRINCIPAL COMBINED FUNDRAISING ORGANIZATION (PCFO): Statewide manager of the CSEC, hired annually by the State Employees' Campaign Committee. Community Health Charities of New England has served as the PCFO since 2006.

STATEWIDE AGENCY COORDINATOR: Appointed by their Agency Head (Commissioner, Executive Director, President, Chancellor, etc.) they are the agency's liaison to the CSEC, Local Campaign Managers and to agency coordinators working in the areas outside of Greater Hartford. They provide the necessary link to run an organized and effective campaign.

STATEWIDE CAMPAIGN CHAIR: Appointed by the Governor to serve a one-year term of leadership with the responsibility to help increase visibility and support of the campaign.

UNION CAMPAIGN CHAIR: Appointed by the Governor to serve as the union campaign liaison to union leaders and union members.

***The* CSEC *is all about* YOU!**

2013 Participating Federations

America's Charities Its three-part mission is to provide charities with funds to serve needy people; donors with diverse charitable choices that accurately reflect their interests; and employers with top quality charities and low-cost campaign services for their employee giving campaign. Since 1980, America's Charities has raised millions of dollars for its members. Our members meet crucial needs in the areas of health, education, human services and human rights. Services are provided in thousands of local communities, improving the lives of millions of people. In this way, America's Charities proudly continues our nation's tradition of giving and caring.

Community Health Charities *of* New England (CHC) is dedicated to raising funds and awareness through workplace giving campaigns for the state's most crucial health charities. These member charities bring vital programs and services to residents throughout the state. Each charity is committed to providing support, treatment, education, research and cures for a healthier New England. Through our Workplace Health Promotion Division and in partnership with our member charities, CHC of NE serves as a valuable resource for members of the business community interested in promoting mental and physical wellness among their employees.

Earth Share New England is a statewide- and regionally-based federation of environmental protection and conservation organizations in the state of Connecticut. Member organizations work to protect our environment, our natural resources, public health, wildlife, and the natural areas critical for its survival. All gifts designated to Earth Share are shared among the member organizations to support all of these vital issues that affect us in our state, nationally and internationally.

Global Impact is focused on making a tangible difference in the lives of the world's most vulnerable citizens. Founded in 1956, Global Impact represents 50 of the most respected U.S.-based international development and relief charities. Every year, Global Impact charities touch over 206 million lives in virtually every developing country through disaster relief, education, health training and economic programs that promote self-sufficiency. Global Impact charities get results by providing the tools for people to help themselves.

Greater Hartford Arts Council (GHAC) provides vital support for 150 arts and heritage organizations and programs that inspire young people throughout the Greater Hartford region each year. The Arts Council's funding encompasses school programs for kids, festivals for families, and historic places that preserve our rich heritage. Music, art, dance, theater, museums – they give us an exceptional quality of life, educational opportunities for every member of our families, and dynamic entertainment options. Programs supported by the Arts Council give our children productive and creative ways to learn, both during and after school, often providing meals and adult role models.

Independent Charities *of* America Feeding the hungry. Sheltering the homeless. Protecting the children. Healing the sick. Advancing research. Preserving the environment and conserving our natural resources. Delivering disaster relief around the world. Educating the young here at home. Your donation provides immediate aid to those in need and helps make ready assistance for the future. Join with America's finest independent charities working together with you.

Neighbor To Nation represents national non-profit organizations in workplace fundraising drives. We are "People in deed serving people in need" locally and worldwide. Our participating organizations support people in crises by providing the following services and more to Connecticut residents and abroad: assisting children, providing counseling, helping disabled people, providing disaster relief, providing economic relief and development, providing education and training, providing services to the elderly, working with the military, providing health services, granting wishes to adults, working to eradicate hunger, conducting and supporting medical research, providing services internationally, and working with religious charities that are providing human needs.

Partners *for a* Better World In a bad-news world, we support organizations whose work is good news for the young, the poor & the vulnerable both at home & abroad.

Connecticut United Ways

Volunteers distribute gifts among member agencies in their communities through an allocation process based on community needs.

Middlesex United Way
United Way *of the* Central & Northeastern CT *(Hartford)*
United Way *of* Coastal Fairfield County *(Greater Norwalk & Bridgeport areas)*
United Way *of* Greater New Haven
United Way *of* Greater Waterbury
United Way *of* Greenwich
United Way *of* Meriden and Wallingford
United Way *of* Milford
United Way *of* Naugatuck & Beacon Falls, Inc.
United Way *of* Northwest Connecticut *(Torrington & Winsted areas)*
United Way *of* Southeastern Connecticut *(New London County)*
United Way *of* Southington
United Way *of* West Central Connecticut *(Bristol & Plainville)*
United Way *of* Western Connecticut *(Northern Fairfield County areas)*
Valley United Way
Windham Region United Way

2013 Committee Members

CINDY CANNATA
Office of Government Accountability - FOI
18-20 Trinity Street
Hartford CT 06106
Phone: 860-566-5682
Email: cindy.cannata@ct.gov

JASON CRISCO
Department of Administrative Services
165 Capitol Avenue
Hartford CT 06106
Phone: 860-713-5044
e-mail: Jason.Crisco@ct.gov

JOE DUBEREK
Dept. of Emergency Services & Public Protection
1111 Country Club Road
Middletown CT 06457
Phone: 860-685-8302
Email: Joseph.Duberek@ct.gov

KATHLEEN GENSHEIMER
Judicial Branch
Administrative Services Division
99 East River Drive, 7th Floor
East Hartford CT 06108
Phone: 860-282-6588 Fax: 860-282-6589
e-mail: Kathleen.Gensheimer@jud.ct.gov

PEGGY GRAY, VICE CHAIR
Office of the State Comptroller
55 Elm Street
Hartford CT 06106
Phone: 860-702-3316
e-mail: Peggy.Gray@po.state.ct.us

JACQUELINE HENRY-RAFIQ
Department of Transportation
2800 Berlin Turnpike, Room 2317
Newington CT 06111
Phone: 860-594-2089
e-mail: Jacqueline.HenryRafiq@ct.gov

SHEILA HUMMEL
Dept. of Economic & Community Development
505 Hudson Street
Hartford CT 06103
Phone: 860-270-8105
e-mail: Sheila.Hummel@ct.gov

PATRICK M. KILBY
Workers' Compensation Commission
Rowland Government Building, 5th District Office
Waterbury CT
Phone: 203-596-4207
e-mail: Patrick.Kilby@ct.gov

CHARLIE KISTLER
State Retiree
4 Silversmith Road
Unionville CT 06085
Phone: 860-675-6903 Cell: 860-836-7948
e-mail: cbkist@aol.com

TIM NEWTON, CHAIR
Captain, *Department of Correction*
Hartford CC
177 Weston St
Hartford CT 06106
Phone: 860-240-1830
e-mail: timothy.newton@po.state.ct.us

CHRIS TAYLOR
Office of Legislative Management
Legislative Office Building, Room 5100
300 Capitol Avenue
Hartford CT 06106
Phone: 860-240-0124 fax: 860-240-0122
e-mail: Christina.Taylor@cga.ct.gov

INA WILSON
Department of Education
165 Capitol Avenue, G16
Hartford CT 06106
Phone: 860-713-6689 Fax: 860-713-7011
e-mail: Ina.Wilson@ct.gov

WILLIAM PHILIE MOST OUTSTANDING LOANED EMPLOYEE AWARD
This award is named in honor of the campaign's very first loaned employee. Bill Philie was a member of the campaign committee when he died suddenly. To keep his memory and involvement with the campaign alive an award is given out to a person who did an exceptional job in working with agency coordinators from the community where they chose to volunteer.

SHERBIE WORTHEN VOLUNTEER RECOGNITION AWARD
The award that is named in honor of a former Senior V.P. with the United Way of Connecticut who was one of the founding members of the campaign and one of the original writers of legislation that governs the campaign. This award is given to a state agency or an individual that has drive, enthusiasm, and the time and effort to put into an employee campaign.

BERNARD MCLOUGHLIN SPIRIT AWARD
Bernie McLoughlin is a retired state employee and a former chair and campaign committee member. He worked for the campaign as a campaign manager in most parts of the state, except Hartford and New London County. His award is given to a person or agency that serves goes out of his/her way to promote the campaign in their agency.

PALUEL FLAGG CHAIRMAN'S AWARD
Pal was serving as committee chair when he died unexpectedly. Pal was committed to the success of the campaign through his leadership. He was driven to make sure that everyone in state government knew about the campaign.

MARGARET DIACHENKO ACHIEVEMENT AWARD
Presented to a state employee or agency for their outstanding commitment and support of the campaign. The award is named in honor of a retired state employee who served as a committee member and chair. Marge was among the first group of state employees appointed to serve on the campaign committee.

THE CAROL CARNEY APPRECIATION AWARD
This award was presented for the first time in Spring, 2010. It is given to an employee or state agency for their tireless energy and support of the campaign. Carol is a retired state employee, who also served on the campaign committee from 1994 –2009. She is a former chair of the campaign committee. Carol was a cheerleader for the campaign while employed at the Department of Labor.

THE BURT GOLD DEDICATION AWARD
This award is named for the longest serving retired committee member, who retired from the committee in December 2012. Gold was first appointed to the committee by the State Comptroller this award was presented for the first time in May 2013. The award named in his honor will be presented each year to a state agency or campaign volunteer(s) for significantly adding to the campaign contribution total. Burt worked in the finance department while employed by the State Comptroller's Office.

DEPARTMENT OF CHILDREN AND FAMILIES AWARD
An award is given annually to a Department of Children and Families Regional office that has the highest contribution total. Since the award was created, the Norwich DCF location has captured the #1 office title.

TWO CORRECTION DEPARTMENT AWARDS: one is to the facility with the highest % of participation and the other is to the facility with the highest dollar amount raised.

PER CAPITA GIFT AWARD
An award is also given to the agency with the highest per capita gift.

Top 10 Reasons to Give…

10. You can say *"I gave at the office"* with pride and know that you have done something to help make things a little better for the people in our community and around the world.

9. Your work and life have new meaning. Every minute of your work and every dollar of your pay help someone in need.

8. Payroll deduction is an extended, time-release formula for philanthropic action.

7. You can see the results every day in the community through co-workers and in the news.

6 . You can make a difference. A little money each month can go a long way.

5. You choose the charities and causes and your donation only goes to the agencies you choose.

4. It's guaranteed. All of the agencies are screened for accountability.

3. It offers easy, one-stop shopping and is conveniently available in the workplace.

2. The CSEC is like a department store for charities. Virtually every cause is represented.

…and the #1 Reason to Give:

The CSEC is *YOUR* campaign,
created for State Employees,
and overseen by State Employees.

How Your Gift Cares for People in Connecticut and Beyond

$1 per pay period provides:

- Can help distribute 100 missing children posters.
- Trains 6 people in Africa how to check for ear infections that cause deafness.
- Provides 300 landowners with educational brochures describing how they can permanently conserve farms, forests, habitat and other cherished open spaces.

$2 per pay period provides:

- 100 students with a visit to an art museum.
- A scholarship for 1 inner city child to participate in a summer camp.
- Provides a village school with a blackboard, furniture, books or athletic equipment.
- Ensures that 15 newborns are not brought home to a household of smokers and second hand smoke through the "Protect Little Lungs" program.
- Purchase 1,000 tree seedlings & planting equipment for a community in the important buffer zone around Costa Rica's & Panama's La Amistad Biosphere Reserve.

$3 per pay period provides:

- Immunization to 150 children against measles.
- 30 hot dinners for a hungry family of 4.

$5 per pay period provides:

- AIDS education and care for 12 children and their families.
- Agricultural training and tools for a small farming community in Indonesia.
- Can help bring a waiting American child together with a loving, lifetime family.
- Provides 346 cancer patients and their families with treatment services & information.
- Provide posters, postcards and other educational material at two national park sites to inform park visitors about the threat air pollution poses to our national parks.

$10 per pay period provides:

- Information to 500 custodial parents on their rights and how to obtain child support.
- Support of 100 volunteers in maintaining 60 miles of hiking trails for a year.
- Provides information and support to 250 caregivers of individuals with Alzheimer's disease.

Sample Letter of Endorsement from Agency Executives

September 2013

Dear :

You and I are part of this community. We make our living here and we want it to be a good place in which to live, work and raise a family.

As people, many of us have problems – some more serious then others. Help is needed when children or adults are disabled, ill, need food, clothing or housing, need words of sound advice and guidance.

In trying to cope, people look to themselves and others for help – which is why we support the Connecticut State Employees' Campaign (CSEC). It's the best way for people to help themselves and their neighbors.

This office believes in the CSEC. We want it to do well because it's ours. It helps our people. Local people – volunteers – like you and I run it.

It needs us as volunteers but it also needs our money to help meet the needs of this area's people.

I'm counting on you to join me in giving your pledge through payroll deduction or a one time gift.

Thanks for your whole-hearted support of the campaign.

Sincerely,

Head of Agency

(*Agency Head's name and title*)

PowerPoint Presentation for eMail Distribution

The CSEC staff is pleased to electronically provide you with a

PERSONALIZED POWERPOINT PRESENTATION

about the campaign that is suitable for emailing to everyone in your department or area.

Q & A:

1. WE CAN ONLY USE OUR EMAIL FOR WORK-RELATED ACTIVITIES.

This timed, 5 minute presentation is **allowed viewing** as the campaign is a State of CT sanctioned activity. The Committee has obtained a ruling that this material ***is approved for employees to view during working hours*** on State emails since it is about initiatives of interest to Connecticut. ***It is not to be considered email from an outside source,*** or as prohibited use of email. The only exception is if YOUR particular agency does not allow distribution. ***Please obtain permission from your agency executive*** before sending this department-wide. Or better yet, ask if it could be distributed in his/her name. It can be posted on your agency's Intranet.

2. OUR STAFF IS NOT GOING TO BE INTERESTED IN THIS PRESENTATION.

People pay attention to specific, personalized information that pertains to their agency, geographical location or interest. They enjoy seeing photos of themselves and workmates. The CSEC staff will personalize this PowerPoint® presentation. This can be done by including you or your agency executive's photo and a short message on the opening and closing slides. We can insert your phone number and contact information, or include charity statistics of interest to your agency's mission or geographical area. We can include your Agency statistics from Campaign 2010 or info and photos about any fundraisers. Or, why not have included a photo of your building or location? Please contact Joyce at **jlebaron@chcofne.org** with your specific information and/or photos, or for more suggestions and information.

3. THE PRESENTATION IS A GREAT IDEA. I CAN MAKE THE NECESSARY CHANGES OR I CAN DESIGN ONE MYSELF. Please **do not modify** the presentation; the ***program is copyrighted*** and has been approved by the CSEC Committee. So, changes **must be made through the CSEC office only.** Further, approved campaign materials, including the PowerPoint® presentation, must be obtained from the CSEC office since it must include certain official information. If you are concerned about receiving your PowerPoint® presentation right away, please be assured that since everything can be handled via email, the turnaround time for changes is kept to a minimum. We are here to listen to your ideas and can make a personalized presentation based on your suggestions.

PLEASE NOTE TWO CHANGES ON THE ENVELOPE: Under **Special Events,** checks and cash contributions are to be listed separately . The address has changed to Rocky Hill.

Campaign Year 20___

BATCH NUMBER *(OFFICE USE ONLY)*

CONNECTICUT STATE EMPLOYEES' CAMPAIGN FOR CHARITABLE GIVING

35 Cold Spring Road Suite 412 • Rocky Hill CT 06067 • www.csec.ct.gov

CAMPAIGN HELPLINES: 860-402-8430 *-or-* **860-887-5288**

UPDATED!

CAMPAIGN REPORTING ENVELOPE

Caring for CONNECTICUT ...And Beyond

PROCEDURES FOR USING THIS ENVELOPE:

1. Encourage employees to return pledge card, which can be collected weekly.
2. Please ask a co-worker to verify the cash/check total enclosed in this envelope.
3. Call your Local Campaign Manager or CSEC Helpline to arrange for pick up of completed envelope.
4. The employees' six-digit employee number must be on all cards.
5. All payroll deductions **MUST BE SIGNED** by the employee.
6. Copy this reporting envelope for your files.

COORDINATOR NAME _____ YOUR PHONE # _____

AGENCY NAME _____

ADDRESS _____

CITY, ZIP _____

OF EMPLOYEES AT THIS AGENCY LOCATION _____

TO BE COMPLETED BY COORDINATOR:

RECAP OF CONTRIBUTIONS ENCLOSED IN THIS ENVELOPE

	# OF GIFTS	$ AMOUNT
PAYROLL DEDUCTIONS	_____	$_____
ONE TIME GIFT CHECKS	_____	$_____
ONE TIME GIFT CASH	_____	$_____
SPECIAL EVENTS CHECKS	_____	$_____
SPECIAL EVENT CASH	_____	$_____
SEALED ENVELOPES	_____	_____
TOTALS (KNOWN)	_____	$_____

_____
COORDINATOR'S SIGNATURE

_____
INITIALS OF 2ND VERIFICATION FOR CHECK/CASH GIFTS

SHADED AREA FOR OFFICE USE ONLY

DATE ENVELOPE RECEIVED

FOR AUDITOR ONLY

I DO NOT AGREE WITH THE INFO ORIGINALLY REPORTED. MY COUNTS ARE REFLECTED BELOW:

# OF GIFTS	$ AMOUNT
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	_____
_____	$_____

FOR AUDITOR: IF ABOVE DATA IS CORRECT, PLACE CHECK MARK TO THE RIGHT (OF # AND $).
I AGREE WITH THE INFO AS REPORTED ABOVE.

_____ _____
AUDITOR'S INITIALS *DATE*

[Suitable for photocopy reproduction.]

How to Complete the Pledge Envelope

NOTE:

Pledge card also available online at: **www.dir.ct.gov/ccg/**
Directory available online at: **www.csec.ct.gov**

PLEASE MAKE A COPY OF YOUR COMPLETED ENVELOPE BEFORE TURNING IT IN.

COORDINATOR INFORMATION

Please provide ***YOUR FIRST AND LAST NAMES, AND OFFICE PHONE #*** on the first line of the envelope. Please also provide the name of the state agency where you are employed, the state agency address, city and zip code. Please don't forget to include the number of employees at your agency location.

CONTRIBUTIONS - TO BE COMPLETED BY COORDINATOR

Number of Cash Gifts:

In the # of Gifts column, please write the number of pledge cards submitted with cash. On the line (to the right) under amount, please write the total dollar value of the cash gifts.

Number of Checks:

In the # of Gifts column, please write the number of pledge cards submitted with a check. On the line (to the right) under amount, please write the total dollar value of the check(s).

Payroll Deductions:

In the # of Gifts column, please write the number of payroll deduction pledge cards received. On the line (to the right) under amount please write down the total value of the payroll deductions. To arrive at this figure, please ADD UP THE PAYROLL DEDUCTION AMOUNTS IN SECTION A ON THE PLEDGE CARDS AND THEN MULTIPLE THIS NUMBER BY 26. Put this figure on the amount line. Please DO NOT use the figures in Section D, Charity Designations. ***Special Caution:*** *PLEASE DO NOT MAKE ANY CHANGES, CROSS OUT, WRITE ON OR ALTER AN EMPLOYEE'S PLEDGE CARD IN ANY WAY.* If you need to point out a problem or have a question, please use a sticky note and staple or clip it to the pledge form.

Special Events:

Please note a change on the envelope: Checks and cash contributions are to be listed separately. In the # of Gifts column, please indicate the number of special events that were held. On the line (to the right) under amount, please write the total amount of the special event money that has been collected.

Sealed Envelopes:

An employee may hand you a pledge card in a sealed envelope. Please do not open it as this employee wishes his/her contribution to remain confidential. If you receive any of these envelopes please note it under # of Gifts. The CSEC staff will let you know if the total value of your contribution envelope changes.

Totals:

Please tally the # of Gifts and Amounts columns for a grand total of contributions and contained in the envelope.

Signature and Initials:

Please sign and date the envelope once it is completed. If checks/cash were submitted please have a second person in your office verify the check/cash total and put their initials on the line below your signature.

PLEASE MAKE A COPY OF YOUR COMPLETED ENVELOPE BEFORE TURNING IT IN.

[Suitable for photocopy reproduction.]

20____ CONNECTICUT STATE EMPLOYEES' CAMPAIGN FOR CHARITABLE GIVING

Employee Name: _____ **State Agency Name:** _____

EMPLOYEE NUMBER: *(Required)*

Giving for Connecticut ...And Beyond

Thank you!

- Please fill in all boxes and circles completely using a pen or pencil.
- Write legibly and keep numbers within the appropriate lines.
- Your participation in this campaign is completely voluntary; coercive methods of solicitation are not sanctioned by the CSEC.
- You may put this card in a sealed envelope.

PREFERRED METHOD OF PAYMENT
For payroll deduction, please complete **Section A** and ***sign your card***.
For one time gift, please complete **Section B** only.

A. Easy Payroll Deduction...

I pledge the following **whole dollar amount PER PAY PERIOD**:

○ $3 ○ $5
○ $10 ○ $15
○ $25 ○ $50

Other **whole dollar amount** per pay period
(*i.e.:* $1, $2, $4, etc.): $_____.00

I hereby authorize the State Comptroller to withhold my charitable deduction listed above beginning at the start of the new year. **Minimum gift of $1 per pay period** required for payroll deduction. The CSEC has not provided goods or services as whole or partial consideration for any contributions made by payroll deduction.

SIGNATURE *(Required to authorize payroll deduction.)*

_____

B. One Time Gift...

I am making a one time gift in the amount of $ _____

Circle one: **CASH** *-or-* **CHECK**

Make checks payable to:
CONNECTICUT STATE EMPLOYEES' CAMPAIGN *-or-* **CSEC**

PLEASE MAKE A COPY OF THIS CARD FOR INCOME TAX PURPOSES

C. Acknowledgment

○ Please share my name, workplace address, and pledge amount with the charities to which I have designated.

○ I do not wish to receive an acknowledgment from the charities to which I have designated my pledge.

D. Designations

You may ONLY designate to charities listed in the current year's Directory.

Enter below total gift amount of designations:

I. For Payroll Deductions:
ANNUAL AMOUNT = Payroll Deduction Pledge x 26 pay periods.
CONSTITUTIONAL OFFICERS = Payroll Deduction Pledge x 24 pay periods.

II. For One Time Gifts, **enter total amount of gift.**

Undesignated amounts will be disbursed into the Campaign's general fund.

Charity Designations:
(Whole dollar amounts only)

CHARITY CODE	ANNUAL TOTAL AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$

○ **I do not wish to give at this time.**

Pledge Card Back —Recognition of Contribution on Behalf of Someone Else

RECOGNITION CONTRIBUTION FORM

(ACKNOWLEDGMENT ON REVERSE OF CARD)

(Print or type all information)

I, _____, am making a donation in memory of or in honor of:

PERSON'S NAME: _____

[ ] Send acknowledgment to the honoree or
[ ] To the family of C/O: _____

ADDRESS: _____

In the amount of $ _____

(***Checks, payable to CSEC, or a payroll deduction***).

Donation is made to the following organization:

Code #_____

I wish [ ] to be or [ ] not to be named on the confirmation message to the individual of this donation.

My Name: _____

Agency: _____ Employee #: _____

Agency Address: _____

E-mail Address: _____

Work Phone Number: ( ) _____

I understand that the enclosed check or my payroll deduction contribution will be sent to the organization I designated above and a letter will be sent to the individual that I am making the donation on behalf of to acknowledge my contribution.

_____
Employee signature and date

PARTICIPATING FEDERATIONS

America's Charities
Community Health Charities of New England
Connecticut United Ways
Earth Share New England
Global Impact
Greater Hartford Arts Council
Independent Charities of America
Neighbor To Nation
Partners for a Better World

CAMPAIGN WEB SITE: **WWW.CSEC.CT.GOV**

DONOR INFORMATION

Please provide your **FIRST AND LAST NAMES.** Please tell us the **NAME OF THE STATE AGENCY** where you are employed.

EMPLOYEE IDENTIFICATION NUMBER— REQUIRED FOR PROCESSSING

In order to process an employee's pledge, the **(6) SIX-DIGIT EMPLOYEE NUMBER IS REQUIRED.** You can find this number on your pay stub or by calling your payroll office.

EMPLOYEE CONTRIBUTION INFORMATION

PAYROLL DEDUCTION

- If you give through payroll deduction, please bubble in the **whole dollar** amount that you wish to contribute or fill in another **whole dollar** amount in the boxes provided.
- Please **SIGN YOUR NAME** in the signature box so we can authorize the State Comptroller's Office to process your pledge.
- Use the campaign directory or visit the campaign web site at **www.csec.ct.gov** to select the 4-digit charity code you wish your contribution to be sent to. Fill in the **whole dollar, annual amount** of your pledge (*i.e.:*, if you pledge $3 a pay period for a total of $78 a year, and you give it to 3 different charities, the annual amount would be $26 for each of the 3 charities).

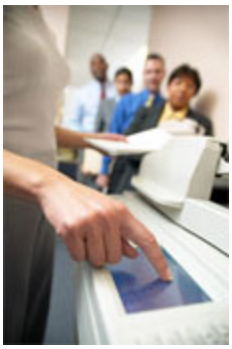
ONE TIME GIFT

- Please fill in the dollar amount of your one time gift on the lines provided.

- Circle if you have enclosed cash or a check.
- Please make checks payable to CONNECTICUT STATE EMPLOYEES' CAMPAIGN or CSEC.
- If you wish to designate your contribution to one or more charitable organizations, please fill in the charity code *(listed in the campaign directory or available on the campaign web site at* **www.csec.ct.gov***)* and amount of your one-time donation that you would like to go to the charity (ies).
- If you wish to designate your gift i**n recognition or memory of someone** please fill out a campaign pledge card and the recognition form *(an example of which is found on* ***page 36).***

AN ACKNOWLEDGMENT OF YOUR DONATION

- Please fill in the top bubble in the acknowledgment box if you wish to receive a letter of receipt from the charity (ies) that you made a pledge to. Please note that the dollar amount of your pledge will be released to the charity (ies).
- ***IF YOU DO NOT WISH*** your name, work address and dollar amount of your pledge released to the charity(ies) you have designated your gift to, please fill in the bottom bubble in the acknowledgment box. This bubble means that the campaign staff will keep your pledge confidential and will not release any information about your donation to the charity or charities that you selected on your pledge form.



DONATION RECEIPT

- ***Please make a copy of your pledge card for income tax purposes.***

FAQ's - Most Frequently Asked Questions About the Connecticut State Employees' Campaign (CSEC)

WILL THE CONTRIBUTION I MADE LAST YEAR AUTOMATICALLY ROLL OVER INTO THIS YEAR'S CAMPAIGN WITHOUT ANY ACTION ON MY PART? No. Any employee who wishes to make a contribution to this year's campaign must either give a one time gift or SIGN AND COMPLETE the dollar amount in the payroll deduction section of the card.

CAN I DESIGNATE THROUGH THE CSEC TO A CHARITY NOT LISTED IN THE DIRECTORY? No. All charities listed in the directory are carefully screened by a volunteer group of state employees who are appointed to serve on the Connecticut State Employees' Campaign committee. If you wish to contribute to the campaign, and designate to a specific agency, the charity must be listed in the directory.

HOW MANY PAY PERIODS ARE THERE IN THE YEAR? 26 pay periods.

CAN I OPT TO HAVE MY PAYROLL DEDUCTION TAKEN OUT JUST ONCE? No. Unfortunately, the Central Payroll Office in Hartford processes all payroll deduction pledges made to the CSEC and it is very difficult for them to arrange one, or any number less than 26, in terms of payroll deduction.

WHEN DOES THE CAMPAIGN END? The CSEC runs through December 2. However, any late contributions will be accepted through April 2013.

WHEN DOES MY PAYROLL DEDUCTION PLEDGE BEGIN? The first pay period in January and concludes the last pay period in December.

WHAT IS THE MINIMUM AMOUNT I CAN PLEDGE THROUGH PAYROLL DEDUCTION?
One dollar.

CAN I RECEIVE A RECEIPT FOR MY CONTRIBUTION? If it is over $250, made in one lump sum, the Internal Revenue Service requires that the campaign send you a receipt. If you are doing payroll deduction, your last pay stub will serve as your record of money contributed throughout the year. However, we also encourage you to make a copy of your pledge card for income tax purposes.

HOW DO I USE THE RECOGNITION CONTRIBUTION FORM ON THE BACK OF THE PLEDGE CARD?
This form is used to make a contribution **IN RECOGNITION OF** someone *(i.e. birthday, promotion, anniversary, etc.)* or **IN MEMORY OF** someone. If you are a donor to the campaign and wish to receive ***an acknowledgment (not the same thing as RECOGNITION)*** for your contribution, please check off the first bubble in **Section C** on the front of the pledge card.

IF YOU HAVE ANY OTHER QUESTIONS, PLEASE CALL THE CAMPAIGN HOTLINES AT

860-402-8430 -OR- 860-887-5288

Connecticut
State
Employees'
Campaign

WWW.CSEC.CT.GOV

Make a Difference in the Lives that Follow

Leave a Legacy Connecticut

- Leave something in your Will for a cause that is important to you.
- Leave a Legacy to any of the more than 700 charitable organizations listed in the directory.

A statewide collaboration of nonprofit organizations, grant makers professional advisors and other community leaders

Leave a Legacy Connecticut

was established to promote public interest in charitable giving. If you have a financial planner, a lawyer, accountant, or insurance agent, they can help you get started. If you need assistance in finding a professional advisor, contact Infoline at 211.

Connecticut State Employees' Campaign

30 Laurel Street
Hartford CT 06106

Rocky Hill 860-402-8430 *-or fax-* **860-951-5961**
Norwich 860-887-5288 *-or fax-* **860-859-4156**

Campaign Contacts:

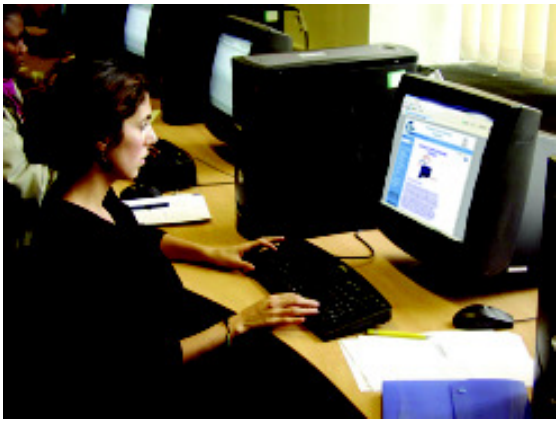
JAN GWUDZ, DIRECTOR: **860-887-5288** -or- *cell* **860-402-8430** ***Jan.Gwudz@po.state.ct.us***
JOYCE LEBARON, CAMPAIGN COORDINATOR: **860-859-3111** -or- *cell* **860-595-7775** ***JLeBaron@chchofne.org***

Dear State Employee:

You may wish to check the Campaign web site frequently for listings of special events and special offers, such as the BJ's promotion that takes place four times a year.

Thank you!

www.csec.ct.gov



Pledge card also available online at:

www.dir.ct.gov/ccg/

Directory available online at:

www.csec.ct.gov