



2015

Nebraska State Employee

**Charitable
Giving
Campaign**

August 3-28, 2015

*Coaches and
Coordinators
Training
Guide*



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

2015 Charitable Giving Campaign Timeline

August 3 – 28, 2015

2015 Charitable Giving Campaign

September 2, 2015

- Due date for pledge forms to be counted towards the Charitable Giving Challenge
- Pledge forms need to be postmarked by August 28
- Pledge forms will be accepted after September 2 but will not count towards this year's Challenge



Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

State of Nebraska 2003 – 2014 Employee Campaign History

Year	Total Dollars Raised	Number of Givers	Average Gift
2014	\$581,253.30	4042	\$143.80
2013	\$567,442.28	4287	\$132.36
2012	\$537,464.92	4093	\$131.31
2011	\$443,232.00	3950	\$112.21
2010	\$424,086.88	3415	\$124.18
**2009	\$443,072.58	3652	\$121.32
2008	\$352,336.54	2873	\$122.64
2007	\$286,625.00	2434	\$117.76
2006	\$306,039.00	2785	\$109.89
2005	\$277,160.00	2505	\$110.64
2004	\$225,068.00	2094	\$107.48
2003	\$232,208.00	2101	\$110.52

Serving the Public Beyond the Job





Nebraska State Employee **Charitable Giving Campaign**

August 3 – 28, 2015

Chairman of the Advisory Board

Sharon Pettid, Chief Human Resource Officer
Governor's Office

Advisory Board Members:

Major General Daryl Bohac
Nebraska Department of Military

Bruce Range, Director ***
Department of Insurance

Rhonda Lahm, Director ***
Department of Motor Vehicles

Brad Rice, Superintendent
Nebraska State Patrol

Courtney Phillips, Chief Executive Officer
Department of Health and Human Services

**Stacey Dvorak, Special Programs and
Marketing Manager**
AS – State Personnel Division

Mark Quandahl, Director
Department of Banking and Finance

Serving the Public Beyond the Job





Nebraska State Employee
Charitable Giving Campaign

August 3 – 28, 2015

What is Your Role?



Your department's campaign begins with

You!

Serving the Public Beyond the Job



There is a little Superhero in all of us!



There is a little superhero in all of us and you do not need to have the ability to fly, leap tall buildings or wear a cape.

Superhero Characteristics include but are not limited to a willingness to do something about the need around us, join together, friend helping friend, coworker helping coworker, neighbor helping neighbor to create change.

**This is your
opportunity to inspire
the Superhero spirit
in all of us.**



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Role of the Coach and Coordinator

Educate: Help your team understand what the State Employees CGC is about and who the three federations are and what agencies and needs they represent across the state. Be there to answer any questions they may have about how their gift is used and the campaign process.

Differentiate: Help your team understand that giving through this campaign allows them to use payroll deduction and collectively makes a huge impact on community needs. It's easy, efficient and effective.

Motivate: Help your team have fun with the campaign and understand that no gift is too small to make an impact.

Connect: There are two reasons that people give:

- 1) they are asked
- 2) they have a personal connection to the cause

You Are This Link.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Steps to Success

- 1) Establish Director Support
- 2) Create Your Plan
- 3) Promote and Educate
- 4) Campaign Completion



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Step 1 – Establish Director Support

Arrange a meeting with your Director. Support from your Director is critical to the success of your agency's Charitable Giving Campaign. Their leadership ALWAYS sets an example for other contributors and will emphasize the importance of the campaign to both your department and to your community. This meeting will be especially important if your agency is participating in the Challenge.

Here are some ways to get your Director involved:

- Ask the Director to send a personal letter to every employee asking for their support of the campaign.
- Obtain permission to conduct group meetings. Ask your Director to be part of the program.
- Ask your Director to thank donors at the end of the campaign through a letter or event.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Step 2 – Create your plan

Don't try to do it alone. Committee size may vary depending on the size of your department. Include people with special talents. Choose people that are energetic and enthusiastic.

As a committee:

- know your agency's giving history
- identify strategies
- determine employee potential
- establish a goal

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Step 3 – Promote and Educate

Individuals that get to hear and learn about programs and agencies are more likely to get involved and participate. Employee meetings are an ideal way to educate employees on the importance of their contributions.

Publicize your campaign dates and events well in advance through employee newsletters, bulletin boards and email.

Schedule a kickoff event. Use this as an opportunity to bring community awareness to your employees and educate them on the value of the Charitable Giving Campaign.

Ask an Agency Speaker to share how contributions have helped.



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

20 Minute Meeting

One of the best ways to publicize the Campaign is with a 20 minute meeting:

2 minutes

Agency Director or Special Project Coordinator welcomes everyone and affirms the State of Nebraska's support and explains purpose of the meeting

4 minutes

Federation Representative will give overview of Campaign Message.

7 minutes

Agency Speaker describes how contributions help real people. They will share a story showing how employee contributions are touching lives in your community.

2 minutes

Wrap up by Coordinator.

Answer questions. Explain pledge form (how, when & where to return)

Thank everyone.



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Step 4 - Campaign Completion

Once the campaign is completed, please make sure that all pledge forms are returned, even from employees that choose not to give. Pledge forms should be returned to you in the confidential envelopes.

PLEASE open the confidential envelopes.

Check to make sure the form is completed correctly (check the math, number of deductions, check to make sure the employee's name and employee ID number is clearly indicated on the form, etc.)

- Make sure the employee kept the **pink copy**
- Keep the **yellow copy** to be entered into Employee Work Center
- Send the **white copy with the confidential envelope to Stacey Dvorak at AS – State Personnel**

The campaign ends on **August 28**, and everyone is eager to receive the results. In order to finalize the reports, please return the forms in a timely manner.

Pledge forms must be received by **September 2nd** to count towards this year's challenge.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Step 4 - Campaign Completion

“Thank You.” These simple words not only show appreciation, but can also set a positive tone for next years campaign.

Post thank you messages **BOLDLY** in visible areas. Suggestions are bulletin boards, break rooms, or emails.

Have your Agency Director send a thank you letter to employees.

Consider including recognition of the campaign in your regularly scheduled Employee Recognition events. Employee Recognition month is October. Please take advantage of the opportunity to reward participation in the **Charitable Giving Campaign**, if you don't have an event scheduled, why not start a new tradition. A simple “thank you” at your staff meeting is a great way to start.



Serving the Public Beyond the Job



Nebraska State Employee
Charitable Giving Campaign

August 3 – 28, 2015

Federations for 2015



Community
Services Fund
of Nebraska

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

LIVE UNITED™



With your designation to United Way, you have the ability to change and improve the lives of individuals in your community. Your contribution stays local and United Way focuses on key community issues and makes a real difference in the lives of people in your community.

Everyone deserves opportunities to have a good life: quality education that leads to a stable job, enough income to support a family and good health. That is why United Way's work is focused the building blocks for a good life. We are all connected and interdependent. We all win when a child succeeds in school, when families are financially stable and when people are healthy. Through the vital programs of our funded agencies, you can help children and youth achieve their potential, promote financial stability and independence and improve people's health.

United Way's goal is to create long lasting changes by addressing the underlying causes of these problems.

Living United means being part of the change. It takes everyone in the community working together to create a brighter future.

Change cannot happen without you.

For more information on United Way and their member agencies in your area, please go to www.liveunitedway.org

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015



COMMUNITY
HEALTH CHARITIESSM

NEBRASKA

Community Health Charities of Nebraska

- Raising funds for over 40 years in Nebraska focused 100% on health issues.
- Under partnership contracts with United Way in Omaha and Lincoln, CHC-NE receives a portion of donations given to the United Way Fund.
- Partnership of 27 health agencies working to improve health & wellness in NE
- Donations are used for patient & family support, advocacy, education & medical research.
- 100% of dollars designated go to full member agencies
- CHC-NE administrative costs are a low 5.9%.
- One in two Nebraskans will be diagnosed with a chronic illness this year.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015



Community
Services Fund
of Nebraska

Community Services Fund

- Community Services Fund connects donors to causes they care about most.
- Distributes funds based solely on donor designation, no allocations process.
- Independent federation of 56 member agencies.
- Member agencies celebrate the arts, protect our natural environment, provide health care to those who might not otherwise afford it, offer education and advocacy, and work to protect vulnerable children.
- Community Services Fund has been enhancing the quality of life in Nebraska for over 30 years.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

An employee can donate contributions in two different ways:

- Designated**
- Undesignated**



Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

What are Designated Contributions?

Designated Contributions are contributions where the employee has selected a specific federation or charity to receive to their donation.

Sample Pledge Card

<p>099 Department of Regulation 001 Regulation Division 09912123 0990010000 Pat Smith 687 Nebraska United Way 707 Community Health Charities 708 Community Services Fund</p> <p><input checked="" type="checkbox"/> _____ Date _____ (Signature required for validation)</p> <p><input type="checkbox"/> I wish for my gift to remain anonymous</p> <p><input type="checkbox"/> I grant permission to recognize my gift in donor listings or other special recognition where appropriate</p> <p><input type="checkbox"/> Please inform my designated non-profit organizations of my contribution, so that I receive acknowledgement. (Name and address required.)</p> <p>(Address) _____ (City, Zip) _____</p>	<p>Enter your donation amount in the boxes below. Use any combination of A and B. Use your brochure to determine the correct code to use. Keep the pink copy for your records.</p> <p>A. Umbrella groups:</p> <p>Community Health Charities \$ _____</p> <p>Community Services Fund \$ _____</p> <p>United Way \$ _____</p> <p>B. Specific agencies:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>701Q</td> <td>\$ 20.00</td> </tr> <tr> <td>707B</td> <td>\$ 20.00</td> </tr> <tr> <td>708H</td> <td>\$ 20.00</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> </tbody> </table>	Code	Amount	701Q	\$ 20.00	707B	\$ 20.00	708H	\$ 20.00		\$ _____	<p>Employee ID#: 00000</p> <p><input checked="" type="checkbox"/> Payroll Deduction: amount per paycheck: \$ 2.50</p> <p>multiplied by number of pay periods: X 24 (24 biweekly or 12 monthly)</p> <p>equals the total annual payroll deduction of: 60.00</p> <p>or</p> <p>Express Giving</p> <p><input type="checkbox"/> \$3 a pay period</p> <p><input type="checkbox"/> \$6 a pay period</p> <p><input type="checkbox"/> \$9 a pay period</p> <p><input type="checkbox"/> \$12 a pay period</p> <p>multiplied by number of pay periods (24 biweekly or 12 monthly)</p> <p>equals total annual payroll deduction: _____</p> <p><input type="checkbox"/> Cash/Check (please enclose): _____ made payable to: Charitable Giving Campaign</p> <p>Total Annual Donation: 60.00</p>
Code	Amount											
701Q	\$ 20.00											
707B	\$ 20.00											
708H	\$ 20.00											
	\$ _____											

Serving the Public Beyond the Job





Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

What happens to designated contributions?

Designated contributions are distributed to the federation or charity that was specified by the employee.

For example:

The employee specified that \$20 be distributed to three charities (701Q, 707B, and 708H).

Dollars received from this employee would then be sent to those charities for use.

Sample Pledge Card

<p>099 Department of Regulation 001 Regulation Division 06912123 0990010000 Pat Smith 687 Nebraska United Way 707 Community Health Charities 708 Community Services Fund</p> <p><input checked="" type="checkbox"/> _____ Date _____ (Signature required for validation)</p> <p><input type="checkbox"/> I wish for my gift to remain anonymous <input type="checkbox"/> I grant permission to recognize my gift in donor listings or other special recognition where appropriate <input type="checkbox"/> Please inform my designated non-profit organizations of my contribution, so that I receive acknowledgement. (Name and address required.)</p> <p>(Address) _____ (City, Zip) _____</p>	<p>Enter your donation amount in the boxes below. Use any combination of A and B. Use your brochure to determine the correct code to use. Keep the pink copy for your records.</p> <p>A. Umbrella groups:</p> <table border="1"> <tr><td>Community Health Charities</td><td>\$.</td></tr> <tr><td>Community Services Fund</td><td>\$.</td></tr> <tr><td>United Way</td><td>\$.</td></tr> </table> <p>B. Specific agencies:</p> <table border="1"> <thead> <tr><th>Code</th><th>Amount</th></tr> </thead> <tbody> <tr><td>701Q</td><td>\$ 20.00</td></tr> <tr><td>707B</td><td>\$ 20.00</td></tr> <tr><td>708H</td><td>\$ 20.00</td></tr> <tr><td></td><td>\$.</td></tr> </tbody> </table>	Community Health Charities	\$.	Community Services Fund	\$.	United Way	\$.	Code	Amount	701Q	\$ 20.00	707B	\$ 20.00	708H	\$ 20.00		\$.	<p>Employee ID#: 00000</p> <p><input checked="" type="checkbox"/> Payroll Deduction: amount per paycheck: \$ 2.50 multiplied by number of pay periods: X 24 (24 biweekly or 12 monthly) equals the total annual payroll deduction of: 60.00</p> <p>or</p> <p>Express Giving multiplied by equals <input type="checkbox"/> \$3 a pay period pay periods deduction <input type="checkbox"/> \$6 a pay period (24 biweekly or 12 monthly) <input type="checkbox"/> \$9 a pay period <input type="checkbox"/> \$12 a pay period</p> <p><input type="checkbox"/> Cash/Check (please enclose): made payable to: Charitable Giving Campaign</p> <p>Total Annual Donation: 60.00</p>
Community Health Charities	\$.																	
Community Services Fund	\$.																	
United Way	\$.																	
Code	Amount																	
701Q	\$ 20.00																	
707B	\$ 20.00																	
708H	\$ 20.00																	
	\$.																	

If an employee has a question on how their contributions are used at an agency/charity level (i.e. I gave \$20 to 701Q how will they use my dollars?). Please contact the appropriate federation and they would be happy to assist in answering those questions.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

What are Undesignated Contributions?

Undesignated contributions are contributions where an employee has not specified a federation or charity and/or has donated to the overall campaign.

What happens to Undesignated Contributions?

Undesignated contributions are distributed to the federations in the same proportion as the overall total designations made by employees during the campaign.



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

What happens to Undesignated Contributions?

After distribution each independent federation involved in the campaign has their own policies and procedures for handling undesignated contributions as outlined below.

United Way of Lincoln and Lancaster County undesignated contributions are placed in the United Way Fund and allocated to United Way partner agencies based upon the Fund Distribution citizen review process approved by the United Way Board of Directors. Community Health Charities of Nebraska receives a percentage of gifts given through United Way of Lincoln and Lancaster County.

For more information on the allocation process for United Way agencies outside of Lincoln and Lancaster County, please contact the specified United Way office in that area.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

Community Health Charities of Nebraska (CHC-NE) undesignated contributions are considered “unrestricted” and go into a state-wide, larger pool of unrestricted dollars. Those dollars are used first to cover CHC-NE expenses. Dollars that remain are distributed to CHC member agencies in the same proportion as each member agency’s state-wide designations.

Community Health Charities of Nebraska has an equal distribution option (*707W Equal Distribution to all CHC-NE agencies*) that divides any contribution equally among all of the CHC-NE member agencies.

Community Health Charities of Nebraska receives a percentage of gifts given through United Way of Lincoln and Lancaster County and the United Way of the Midlands Campaign in Omaha.

Community Services Fund of Nebraska (CSF) undesignated contributions are retained by CSF for the purposes of maintaining the operations of the federation and coordinating the annual campaign. There is also an equal distribution option (*708AW Equal Distribution to all 48 Community Services Fund members...*) that divides any contribution equally among all of the CSF member agencies.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How my dollars are distributed...

For Example:

If the total designated contributions for the State of Nebraska Employees Campaign is as follows:

- 40% to United Way of Lincoln and Lancaster County and UW member agencies
- 5% to United Way of South Central Nebraska and those UW member agencies
- 5% to United Way of the Midlands and those UW member agencies
- 25% to Community Health Charities and CHC member agencies
- 25% to Community Services Fund and CSF member agencies

Then undesignated contributions will be divided in the same proportion.

According to the above formula, if a State of Nebraska employee donates \$100 undesignated the following would happen:

- \$40 would go to United Way of Lincoln and Lancaster County where local United Way volunteers determine the distribution of the funds
- \$5 would go to the United Way of South Central Nebraska where local United Way volunteers determine the distribution of the funds
- \$5 would go to the United Way of the Midlands where local United Way volunteers determine the distribution of the funds
- \$25 would go to Community Health Charities first to be used for CHC expenses, then to be distributed to CHC agencies proportionally
- \$25 would go to Community Services Fund to be used for Community Services Fund operating expenses

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Campaign Materials

As the Special Projects Coordinator, you will receive a bulk distribution of pledge forms, Charitable Giving Brochures and confidential envelopes. You will need to distribute to each employee, a **brochure, pledge form and confidential envelope.**

Policy only allows official materials distributed by AS-State Personnel to be used for this campaign. Participating charities will not be allowed to handout their materials.



Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015



2015 Charitable Giving Campaign

688 Community Connections
689 Head Start
690 L2 for Kids
691 Lincoln County CASA
692 Lutheran Family Services of Nebraska
693 North Platte Area Children's Museum
694 North Platte Public Academy
695 North Platte Senior Center
696 Rape Domestic Abuse Program
697 The Salvation Army
698 West Central Health Department

699 **Nebraska Area United Way, Inc.**
(402) 771-1344
www.nearuway.org
For 97 years, we have provided a network of local health-care services through a cost-effective field setting and education process coordinated by volunteers, emphasizing effectiveness and accountability.

699A American Red Cross Northeast Nebraska Chapter
699B Art of Therapy
699C Behavioral Health Specialist, Inc.
699D Bright Horizons
699E Bruce Central Transfusion
699F CARE of Northeast Nebraska
699G Old Scout - Prairie Hills Service Center
699H Hall County Transitions
699I The Link, Inc.
699J Lincoln County Extension Program
699K Mid-Town Health Center
699L North Platte Health Center
699M Northeast Nebraska Child Advocacy Center
699N Ombudsman International
699O Rural Road Hospital
699P Salvation Army
699Q United Way
699R TeamWorks - a HealthChanger
699S The TeamAdvocate Program
699T Bleeding in a Backpack

700 United Way Fund
701 ELCC ELCC Provisions - \$500 gift*
702 W.C. ELCC Supporters - \$1,000 gift*
703 W.C. ELCC Supporters - \$2,500 gift*
704 W.C. ELCC Leaders - \$5,000 gift*
705 American Red Cross - Capital Area & Eastern Nebraska
706 The Arc of Lincoln
707 Autism Community and Cultural Center
708 Boy Scouts of America, Central Area Council
709 Boys & Girls Clubs of Lincoln/Lancaster County
710 CARE of Northeast Nebraska
711 Catholic Social Services
712 CROPART Youth Services
713 The Center for People in Need
714 Child Advocacy Center
715 Child Outreach Center
716 City Impact
717 Community Action Partnership of Lancaster and Stoddard Counties
718 Community CARES
719 El Centro de los Americanos
720 Family Services Association of Lincoln
721 Food Bank of Lincoln
722 Fresh Start, Inc.
723 Friendship House of Lincoln, Inc.
724 Good Neighbor Community Center
725 Children in Success Youth Club
726 The Link, Inc.
727 The H.I.C. - Central Area Unit for the Homeless
728 Lincoln County Health Center
729 Lightsource
730 Lincoln University
731 Lincoln Medical Education Partnership
732 Lincoln Youth Center - Families Learning in Partnership
733 Lincoln YouthCenter Mentoring Program
734 LINC Center for the Arts
735 Midtown Community Center
736 Mid-Town Health Center
737 Morning Hope Crisis Center
738 Nebraska Family YMCA
739 People's City Mission
740 The Salvation Army-Lancaster
741 St. Joseph's Behavioral Health Services for Women
742 YWCA of Lincoln
743 YWCA of Omaha
744 Volunteer Program

701AD Wilcox Community Center
701AD YWCA of Lincoln

*This initiative supports health/human opportunities assessment in the Lincoln area. **This initiative supports health/human opportunities assessment in the Lincoln and Stoddard counties.

704 **Canadian United Way, Inc.**
(402) 433-4511
www.canadianway.org
Canadian United Way solicits for and accepts contributions and tax-deductible contributions from all 10 provinces and territories. All funds collected assist victims of abuse, low income families, seniors, unemployed and disabled, including job, AIDS and transportation services.

704 **Partnership for Community Action Partnership of Lancaster and Stoddard County**
704 Family & Youth Development Center
704 Filmmaker Group Theatre
704 Film Connection
704 Hope Crisis Center
704 Life Connection
704 New Beginnings
704 Pioneer Foster Grandparent Program
704 Reformed & Renewed
704 Saline County Area Transit
704 Saline County Aging Services

705 **Opportunity United Way (Bevriev)**
(402) 865-3817
www.opportunityway.org
Opportunity United Way provides funding for youth services, emergency assistance and individual family life agencies. Thirteen agencies across the state serve 1,000,000 people.
705A 4-H
705B Beatrice Family YMCA
705C Boy Scouts of America
705D Beatrice Community Fitness Program
705E Oge County Christian Welfare Program
705F Girl Scout Spirit of Nebraska
705G Ladies to Ladies Ministry
705H Pioneer Foster Grandparents
705I People's City Mission
705J The Salvation Army-Lancaster
705K Youth Restoration, Inc.
705L Pregnancy Resource Center
705M TeamWorks Mentoring - Beatrice
705N Investigative Liaison

707 - **Nebraska**
Community Health Charities of Nebraska (888) 999-2423
www.chcne.org
Partnering with Nebraska's health charities to make a difference in the lives of 1 in 3 Nebraskans suffering from a chronic illness or a disability.
707A Alzheimer's Association, Nebraska Chapter
707B American Cancer Society (outside Omaha)
707C American Diabetes Association of Nebraska and South Dakota
707D American Lung Association@ in Nebraska
707E Arthritis Foundation, Heartland Region, Nebraska
707F Children's Respiratory Care Center
707G Crohn's & Colitis Foundation of America, NE/IA Chapter
707H Crohn's & Colitis Foundation, Nebraska Chapter
707I EPEC Heartland Chapter
707J March of Dimes, Nebraska Chapter
707K Muscular Dystrophy Association of Nebraska
707L National Hemophilia Foundation, Nebraska Chapter
707M National Multiple Sclerosis Society, Mid-America Chapter
707N Nebraska AIDS Project
707O Nebraska Hospice and Palliative Care
707P Nebraska Association for the Deaf
707Q Project Harmony Child Protection
707R Quality Living, Inc.
707S South 13th Nebraska
707T The ALS Association Mid-America Chapter
707U United Cerebral Palsy of Nebraska
707V Equal Distribution to All CERC-NEE Inc.
707X Community Health Charities of Nebraska - Unincorporated
707Y Brain Injury Association of Nebraska, Inc.
707Z Easter Seal Society of Nebraska
707AA National Federation of the Blind of Nebraska
707AB National Deafness - Beatrice
707AC Visitation Advocacy Center

708 - **Statistics**
Community Services Fund of Nebraska (402) 475-7755
www.communityservicesfund.org
Our 56 member agencies improve the quality of life throughout Nebraska by providing social services, mentoring, basic needs, expanding knowledge, increasing diversity and promoting rights. Please recognize:
708A ACLC of Nebraska
708B The Arc of Nebraska
708C Autism Center of Nebraska (ACN)
708D Brain Injury Association of Nebraska
708E The Bridge Behavioral Health
708F Capital Education Society
708G Center for Rural Affairs

Let's start the Cycle of Giving 2015 Charitable Giving Campaign

708I CenterPointe
708J Circle with a Heart
708K Foundation for Lincoln City Libraries
708L Girl Scouts State of Nebraska
708M International Service Center
708N The Occupational Foundation
708O Hear Nebraska
708P Heart Values for Animals
708Q House of Hope of Nebraska
708R International Women's Foundation
708S Junior League of Lincoln
708T Justice For Our Daughters-Nebraska
708U K234M Community Radio 89.3 FM
708V Leadership Lincoln, Inc.
708W Lincoln Arts Council
708X Lincoln Children's Museum
708Y Lincoln Children's Zoo
708Z Lincoln Community Parkhouse
708AA Lincoln/Lancaster County Habitat for Humanity
708AB Lincoln Parks Foundation
708AC Make-A-Wish Nebraska
708AD The Mediation Center
708AE Mental Health Association of Nebraska
708AF Midwest Men's Partnership
708AG Nebraska
708AH Nebraska Against Drunk Driving
708AI The Nature Conservancy in Nebraska
708AJ Nebraska Appraisal
708AK Nebraska Association for the Education of Young Children
708AL Nebraska Child Advocacy
708AM Nebraska Child and Family Foundation
708AN Nebraska Child Welfare Society
708AO Nebraska Coalition to End Sexual and Domestic Violence
708AP Nebraska Democratic Abolition
708AQ Nebraska Family Violence
708AR Nebraska for Civic Reform
708AS Nebraska State Bar Association
708AT NET Foundation for Television
708AU Hospital Association of the Midlands (HAM)

708AV Open Door Mission
708AW Ocular Center
708AX Partnership for a Healthy Lincoln
708AY Taylor Child Center
708AZ Planned Parenthood of the Heartland
708BA Southwestern Foundation of Lincoln & Lancaster County
708BB SouthPlatte Fund, an Affiliated Fund of the Nebraska Community Foundation
708BC Voices for Children in Nebraska
708BD Veterans of America/Veterans Hall
708BE Equal Distribution to all 54 Community Services Fund members and the Community Services Fund operating fund

709 **Wayne United Way**
(402) 775-2847
Helping to meet the income service needs of the Wayne Community and Wayne area through the solicitation and distribution of donated resources.
709A Childhood FEAR Community Services Head Start
709B Ombudsman Center
709C Northeast Nebraska Child Advocacy Center
709D Salvation Army
709E ThankYou to Nebraska, Wayne
709F Wayne Day Scouts Troop #174 and Wayne Cub Scouts
709G Wayne City Municipal Association
709H Wayne Department of Recreation
709I Wayne Department of Recreation
709J Wayne Golf Course
709K Wayne Street House
709L Wayne Public Library System
709M Wayne Senior Center
709N Wayne County Historical Society

Thank You!

Congratulations!
Nebraska State Employees
Your Charitable Giving Campaign has been recognized as the NUMBER ONE campaign for the 6th Consecutive Year by the Lincoln and Lancaster County United Way.

2015 Nebraska State Employee Charitable Giving Campaign
August 3 - 28, 2015
Let's Start the Cycle of Giving

Charitable Giving Brochure

This brochure contains information on the participating federations and their member agencies. Employees may designate to specific programs or agencies.

If an employee would like specific information on a program or agency they must contact the federation directly. The brochure lists the phone numbers for all federations.

Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

Nebraska State Employee Charitable Giving Campaign

Please sign your pledge card
and return it to your agency
Special Project Coordinator

Thank you for sharing!

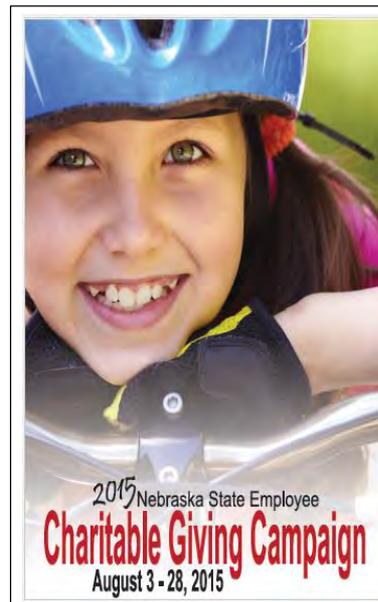
Confidential

Confidential Envelopes

Each employee will need to be reminded to return their pledge form (even those choosing not to participate) in the confidential envelope. The confidential envelopes offer a degree of confidentiality. If you need more envelopes please contact Stacey Dvorak at 471-4112.

Posters

Each Special Project Coordinator will be sent a poster(s) to be displayed in a visible location.



Serving the Public Beyond the Job





Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

Pledge Form

The pledge forms are sorted by pay center code. Every pledge form will list the employee's name, agency department name and number, division number, home business unit, and the federations serving the employees home zip code.

Blank Pledge Forms Available!

Please remember to print the new employee's name, employee ID number and name of your agency on the blank pledge forms.

Sample Pledge Card

Agency number and name → 099 Department of Regulation
 Division → 001 Regulation Division
 Home Business Unit → 09912123

Federations serving employee home zip code →
 687 Nebraska United Way
 707 Community Health Charities
 708 Community Services Fund

Employee Name: **Pat Smith**

Employees must sign the pledge card to affirm their donations → _____ Date _____
 (Signature required for validation)

Some employees may wish to keep their gift anonymous or grant permission for their gift to receive special recognition (where appropriate) or have the federation acknowledge their donation.
 I wish for my gift to remain anonymous
 I grant permission to recognize my gift in donor listings or other special recognition where appropriate.
 Please inform my designated non-profit organizations of my contribution, so that I receive acknowledgement. (Name and address required.)

(Address) _____
 (City, Zip) _____

A. Umbrella groups:

United Way \$.
 Community Health Charities \$.
 Community Services Fund \$.

B. Specific agencies:

Code	Amount
_____	\$.
_____	\$.
_____	\$.
_____	\$.

Total annual designation (boxes A and B) should agree with total annual designation (box F)

To donate to the overall federation please enter the total donation amount here

Employee ID number _____

Donation Amount

Employee ID#: _____

C. Payroll Deduction: amount per paycheck: \$ **2.50**
 multiplied by number of pay periods: x **24**
 (24 biweekly or 12 monthly)
 equals the total annual payroll deduction of: **60.00**

or

D. **Express Giving**
 \$5 a pay period
 \$10 a pay period
 \$15 a pay period
 \$20 a pay period

multiplied by number of pay periods (24 biweekly or 12 monthly) equals total annual payroll deduction

E. Cash/Check (please enclose)
 made payable to: Charitable Giving Campaign

F. **Total Annual Donation: 60.00**

Amount to be deducted per pay period for payroll deductions

Number of payroll deductions

Section to provide express giving options for employees

Please enter total donation amount for cash or checks

To designate to a certain charity/organization please enter the code from the brochure here

Please enter the total donation amount for the charity/organization here.

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Common Errors on Pledge Cards

Remember this year, you can open your employee's pledge cards. Please take a moment before sending in your agency's pledge cards to double check that all the information is correct.

Common Errors:

- Cannot read the donor's writing or signature
- Problems with the deduction amounts and the number of pay periods
 - Bi-weekly employees there are 24 pay periods
 - Monthly employees there are 12 pay periods
- On blank cards there is no agency name, employee name or employee's ID number

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Can we receive weekly updates?

Yes. Please send any pledge forms received to:

AS – State Personnel
ATTN: Stacey Dvorak
1526 K Street, Suite 100
Lincoln, Nebraska 68509

All pledge forms received by **noon on Friday** will be counted for the following weeks total.

An update will be sent out by Wednesday with the previous weeks results.



Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015

Speaker Request Forms

Each Federation is successfully providing services to individuals and families in your community. Statistics show that there is value in having agency representatives speak on how contributions are actively helping others.

All requests will be sent to [Starlet R. Borecky](#). Please indicate any special requested agencies or topics. If there are no special requests, then federated agency speakers will be rotated.

Public Sector Campaign Speaker Request Form
 Please complete this form to request an agency speaker
 Fax: (402) 441-6088 Or Email: sborecky@unitedwaylincoln.org
 If you need to schedule more than one meeting, please copy this form
 This form must be submitted five (5) business days prior to the employee meeting(s)
 Questions? Please call Starlet at (402) 441-7176

Date submitted: _____

Public Sector Entity Requesting Meeting: _____

Date of Meeting: _____ Time: _____

Coordinator: _____

Phone: _____

Contact number prior to meeting: _____

Fax: _____ Email: _____

Email: _____

Address of meeting: _____

Special directions to meeting site: _____

Where does speaker park? _____

Where does speaker check in? _____

Security clearance required? YES NO If Yes, explain protocol: _____

Expected attendance: _____

Requests (topic, speaker): _____

.....

Speakers, please arrive ten minutes prior to meeting.

To be completed by United Way Staff scheduling speaker:

Scheduled speaker: _____

Agency: _____

Phone: _____ Cell: _____

Email: _____

Federation Representative: _____

Federation Representative Cell Number: _____

Scheduled by: _____ Date: _____

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Who to contact:

Community Health Charities of Nebraska

Contact Information - Cathy Hietbrink

402-475-2770

chietbrink@chcne.org

Community Services Fund

Contact Information—Kiersten Hill

402-489-4332

khill@communityservicesfund.org

United Way

Contact Information – Starlet R. Borecky

402-441-7176

sborecky@unitedwaylincoln.org

Stacey Dvorak

402-471-4112

stacey.dvorak@nebraska.gov

Serving the Public Beyond the Job





Nebraska State Employee Charitable Giving Campaign

August 3 – 28, 2015



Congratulations Nebraska State Employees!

For the last six years, the Nebraska State Employee Charitable Giving Campaign has been recognized for both its leadership giving and as the number one overall campaign for the Lincoln and Lancaster County United Way. A tremendous example of how state employees serve the public beyond your jobs

Serving the Public Beyond the Job



2015
**Charitable Giving
Challenge**

August 3 - 28, 2015

Cycle
Giving



2014

Thank
you!



In **2014** we reached over **\$500,000** in contributions for the third year in a row. Our final results: **\$581,253.30** with **4,042** participants!

Your State Campaign Against Hunger has been recognized as the **Number One Monetary Campaign** for the Food Bank of Lincoln for the past **FOUR** years!

Nebraska State Employee Charitable Giving Campaign has been recognized as the **NUMBER ONE** campaign for the **6th Consecutive Year** by the Lincoln and Lancaster County United Way.



Serving the Public Beyond the Job

Charitable Giving Challenge

5 Team Trophies

Champion of Dollars

Champion of Givers

Champion of New Participants

Champion of New Dollars

Champion of Creativity





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Additional Recognition

All Stars

Are employees and coordinators nominated by their agency director's or team coaches for their dedication and outstanding achievements during the Charitable Giving Campaign

Most Valuable Players

Most valuable players are selected by their team coaches for their innovation, enthusiasm, creativity and dedication to the Charitable Giving Campaign. These employees truly went above and beyond any expectation to help facilitate the campaign's message and have a positive impact on their team's success.

Leadership Giving

For employees whose leadership gift starting at \$1500 is leading the way to make a difference in our Nebraska Communities.

100% Participation

Agencies and Divisions who had 100% participation in the Charitable Giving Campaign



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Important Dates and Deadlines 2015 Charitable Giving Challenge

August 3 – 28, 2015

2015 Charitable Giving Campaign

September 2, 2015

All pledge forms turned into Stacey Dvorak (must be postmarked by August 28)

August 31, 2015

Coaches Report needs to be turned into Stacey Dvorak
Coaches Report list activities conducted during the campaign and any supporting documentation to determine creativity award.

August 31, 2015

MVP and All Star Nominations are due to Stacey Dvorak



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Coaches Report

Due August 31, 2015

The Coaches Report list activities conducted during the campaign and any supporting documentation to determine the creativity award (including pictures, emails, flyers, etc)

MVP Nominations

Due August 31, 2015

Each team is asked to submit two MVPs from the entire team to receive special recognition.

Coaches, please consult with the Agency Directors from your team to identify the two Employees/Special Project Coordinators who went above and beyond expectations and had a positive impact on your team's success.

All Star Squad

Due August 31, 2015

In addition to the two MVP's, all Agency Directors will be asked to submit names of Special Project Coordinators who were a critical part of this year's campaign success. The Special Project Coordinators will also be recognized at the Picnic.



Serving the Public Beyond the Job

2015 Charitable Giving Campaign

Team One Lineup

Chain Gang Members

Department of Health and Human Services -
Division of Behavioral Health
Division of Children and Family Services
Developmental Disabilities
Division of Medicaid and Long-Term Care
Operations and Director's Office
Division of Public Health
Division of Veterans' Homes
Department of Veterans' Affairs



Team One Coach

Calder Lynch, *Director*

DHHS - Division of Medicaid and Long-Term Care



2015 Charitable Giving Campaign

Team Two Lineup

Chain Gang Members

Department of Correctional Services
Parole Board



Team Two Coach
Scott R. Frakes, *Director*
Department of Correctional Services



2015 Charitable Giving Campaign

Team Three Lineup

Chain Gang Members

Department of Roads



Team Three Coach
Kyle Schneweis, *Director*
Department of Roads



2015 Charitable Giving Campaign

Team Four Lineup

Chain Gang Members

Administrative Services
AS - State Budget Office
Department of Aeronautics
Department of Banking and Finance
Coordinating Commission for
PostSecondary Education
Department of Education
Nebraska Educational Telecommunications
Nebraska Energy Office
Nebraska Commission on Law
Enforcement & Criminal Justice
Governor
Lt. Governor
Governor's Policy Research Office
Nebraska Military Department
Department of Motor Vehicles
Retirement Systems
Nebraska State Patrol

Team Four Coach
Rhonda Lahm, Director
Department of Motor Vehicles



2015 Charitable Giving Campaign

Team Five Lineup

Chain Gang Members

Department of Agriculture
Office of the Chief Information Officer
Department of Economic Development
Department of Environmental Quality
State Fire Marshal
Game and Parks Commission
Department of Insurance
Department of Labor
Department of Natural Resources
Department of Revenue
Nebraska State Treasurer



Team Five Coach
Bruce Range, *Director*
Department of Insurance





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Keys to your Success...

Educate

Communicate

Have Fun

And Celebrate!



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How do you...

Educate and Communicate

Tips and Tricks from other agencies and organizations...

- Include the campaign in a staff meeting agenda
- Invite recipient speakers
- Lunch and Learns
- Daily/Weekly emails
- Make the message personal
- Share success stories



Serving the Public Beyond the Job



Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

How do you...

Have Fun and Celebrate!

Tips and Tricks from other agencies and organizations...

- Kick-Off Parties
- Bake Sales/Silent Auctions
- Food always does the trick (donuts and coffee, ice cream, waffle or pancake feeds)
- Cook-offs
- Putting Event
- Miniature Golf Setup
- I challenge...
- Are you smarter than.... (make a game show)
- Pie slinging...dunking booths....carnivals
- Mad Hatter events
- Office Olympics/Survivor
- Jeans days
- Penny Wars
- Wrap up Events

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 3 – 28, 2015

Questions Concerning the Challenge?

Please contact:

Stacey Dvorak

402-471-4112

stacey.dvorak@nebraska.gov

Federation Contact Information

United Way

Contact Information – Starlet R. Borecky

402-441-7176

sborecky@unitedwaylincoln.org

Community Health Charities of Nebraska

Contact Information - Cathy Hietbrink

402-475-2770

chietbrink@chcne.org

Community Services Fund

Contact Information—Kiersten Hill

402-489-4332

khill@communityservicesfund.org

Serving the Public Beyond the Job

