



Nebraska State Employee
Charitable Giving Campaign
August 4-29, 2014
Serving the Public Beyond the Job

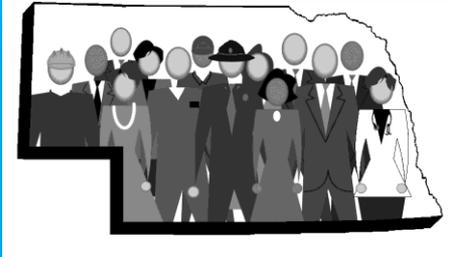
2014

Nebraska State Employee

Charitable Giving Campaign

August 4-29, 2014

*Coaches and
Coordinators
Training
Guide*



Nebraska State Employee Charitable Giving Campaign

August 4 – 29, 2014



2014 Charitable Giving Campaign Timeline

August 4 – 29, 2014

2014 Charitable Giving Campaign

September 3, 2014

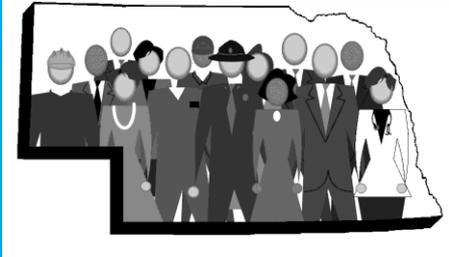
- Due date for pledge forms to be counted towards the Governor's Charitable Giving Challenge
- Pledge forms need to be postmarked by August 29
- Pledge forms will be accepted after September 3 but will not count towards this year's Challenge

September 19, 2014

2014 Charitable Giving Recognition Picnic



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Nebraska State Employee Charitable Giving Campaign

August 4 – 29, 2014

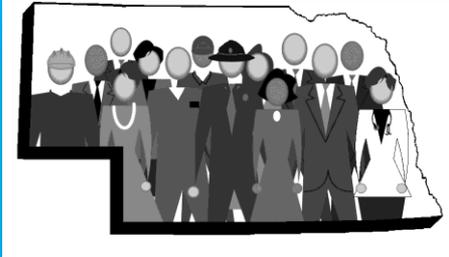


State of Nebraska 2003 – 2013 Employee Campaign History

Year	Total Dollars Raised	Number of Givers	Average Gift
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



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Nebraska State Employee Charitable Giving Campaign

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Chairman of the Advisory Board

Randy Peters

Director of Roads

randy.peters@nebraska.gov

Advisory Board Members:

Scot Adams, Director

Department of Health and Human Services – Division of
Behavioral Health

Bruce Range, Director

Department of Insurance

Col. David Sankey, Superintendent

Nebraska State Patrol

Kimberly Conroy, Tax Commissioner

Department of Revenue

Joel Scherling, Administrator, Human Resources

Nebraska Department of Education

James Douglas, Director

Nebraska Game and Parks Commission

Kerry Winterer, Chief Executive Officer

Department of Health and Human Services

Ruth Jones, Director

AS – State Personnel Division

**Stacey Dvorak, Special Programs and Marketing
Manager**

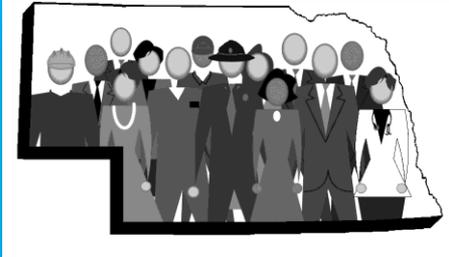
AS – State Personnel Division

Rhonda Lahm, Director

Department of Motor Vehicles

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Nebraska State Employee
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What is Your Role?



Your department's campaign begins with

You!

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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

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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.

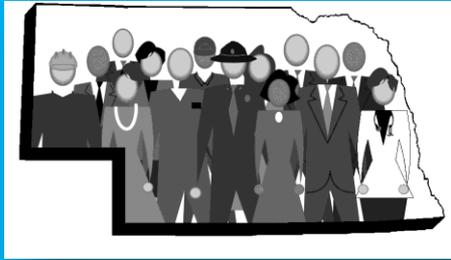
Differentiate: Help your team understand that giving through this campaign allows them to use payroll deduction and collectively makes a huge impact on community needs. It's easy, efficient and effective.

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

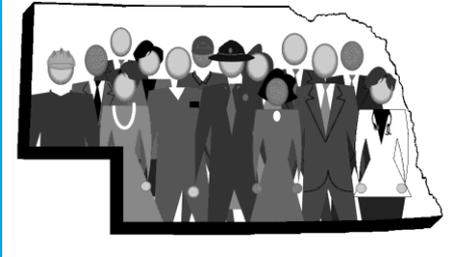
Connect: There are two reasons that people give:

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

You Are This Link.



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Nebraska State Employee *Charitable Giving Campaign*

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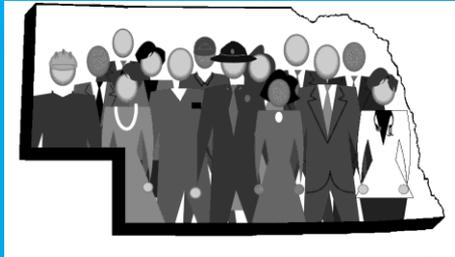


Steps to Success

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



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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 Governor's Challenge.

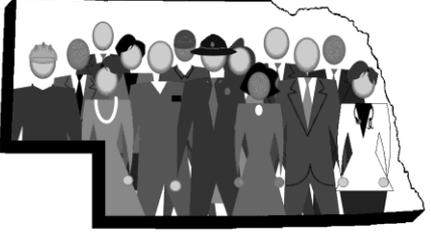


Here are some ways to get your Director involved:

- 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.



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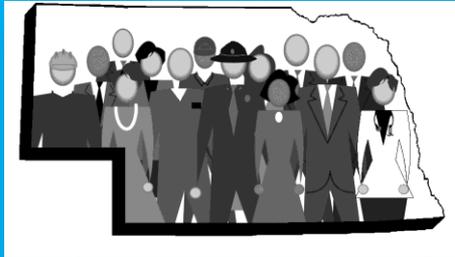
Step 2 – Create your plan

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

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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.



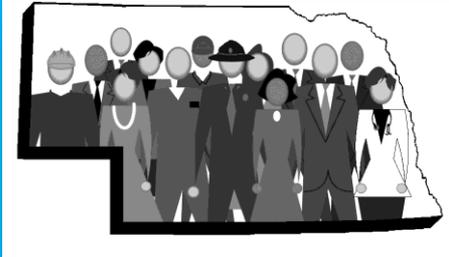
Publicize your campaign dates and events well in advance through employee newsletters, bulletin boards and email.

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.

Show the video and ask an Agency Speaker to share how contributions have helped.



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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 and Governor's support and explains purpose of the meeting

5 minutes

Show the Video.

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

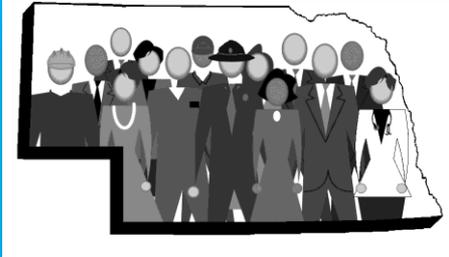
Wrap up by Coordinator.

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

Thank everyone.



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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.)

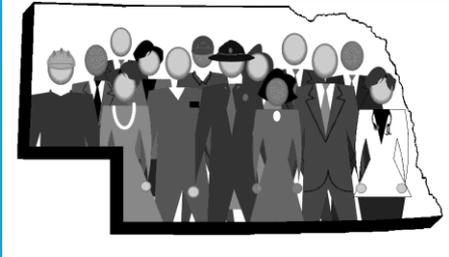
- Make sure the employee kept the **pink copy**
- Keep the **yellow copy** to be entered into Employee Work Center
- Send the **white copy with the confidential envelope to Stacey Dvorak at AS – State Personnel**

The campaign ends on **August 29**, 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 3rd** to count towards this year's challenge.

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Step 4 - Campaign Completion

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

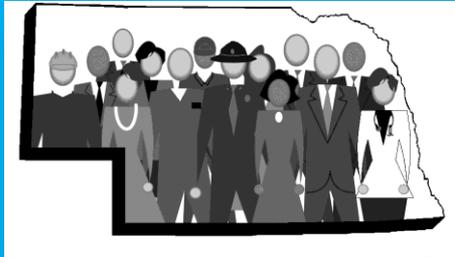
Post thank you messages **BOLDLY** in visible areas. Suggestions are bulletin boards, break rooms, or emails.

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.



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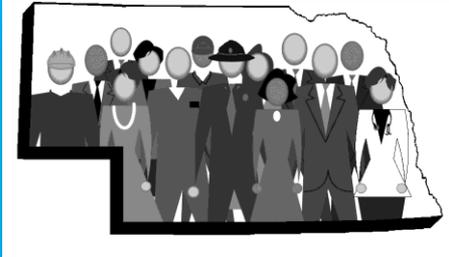
Federations for 2014



Community
Services Fund
of Nebraska



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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.

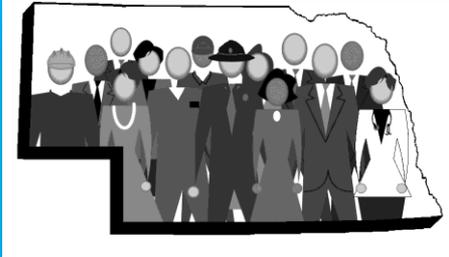
United Way's goal is to create long lasting changes by addressing the underlying causes of these problems.

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

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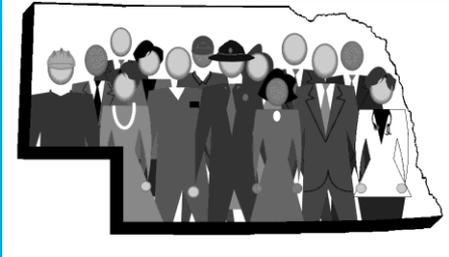


Community Health Charities of Nebraska

- 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 21 health agencies working to improve health & wellness in NE
- Donations are used for patient & family support, advocacy, education & research.
- 100% of dollars designated go to full member agencies
- CHC-NE administrative costs are a low 5.2%.
- One in three Nebraskans will be diagnosed with a chronic illness this year.



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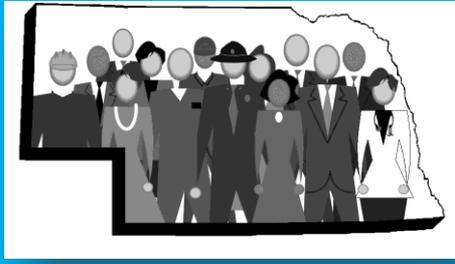
Community
Services Fund
of Nebraska

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 48 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.



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How my dollars are distributed...

An employee can donate contributions in two different ways:

- Designated**
- Undesignated**



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How my dollars are distributed...

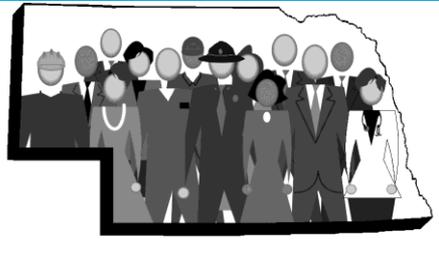
What are Designated Contributions?

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> <table border="0"> <tr> <td>Community Health Charities</td> <td>\$</td> <td>.</td> </tr> <tr> <td>Community Services Fund</td> <td>\$</td> <td>.</td> </tr> <tr> <td>United Way</td> <td>\$</td> <td>.</td> </tr> </table> <p>B. Specific agencies:</p> <table border="0"> <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: \$ <u>2.50</u> multiplied by number of pay periods: X <u>24</u> (24 biweekly or 12 monthly) equals the total annual payroll deduction of: 60.00</p> <p>or</p> <p>Express Giving</p> <table border="0"> <tr> <td><input type="checkbox"/> \$3 a pay period</td> <td rowspan="4">multiplied by number of pay periods (24 biweekly or 12 monthly)</td> <td rowspan="4">equals total annual payroll deduction</td> </tr> <tr> <td><input type="checkbox"/> \$6 a pay period</td> </tr> <tr> <td><input type="checkbox"/> \$9 a pay period</td> </tr> <tr> <td><input type="checkbox"/> \$12 a pay period</td> </tr> </table> <p><input type="checkbox"/> Cash/Check (please enclose): _____ made payable to: Charitable Giving Campaign</p> <p>Total Annual Donation: 60.00</p>	<input type="checkbox"/> \$3 a pay period	multiplied by number of pay periods (24 biweekly or 12 monthly)	equals total annual payroll deduction	<input type="checkbox"/> \$6 a pay period	<input type="checkbox"/> \$9 a pay period	<input type="checkbox"/> \$12 a pay period
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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).

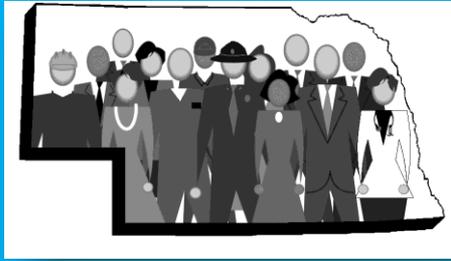
Dollars received from this employee would then be sent to those charities for use.

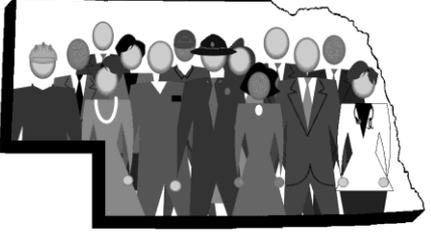
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<input type="text"/>	\$ _____																	

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.

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How my dollars are distributed...

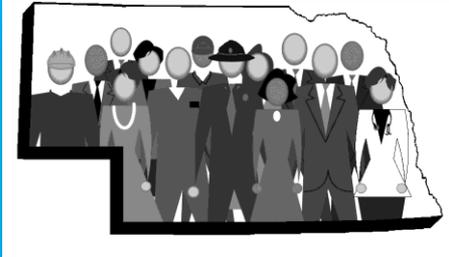
What are Undesignated Contributions?

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.

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How my dollars are distributed...

What happens to Undesignated Contributions?

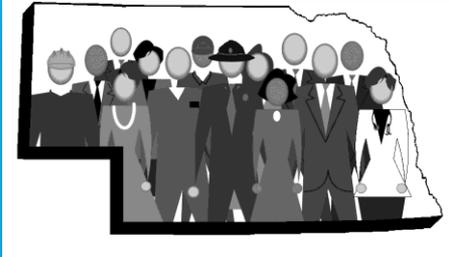
After distribution each independent federation involved in the campaign has their own policies and procedures for handling undesignated contributions as outlined below.

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.



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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.

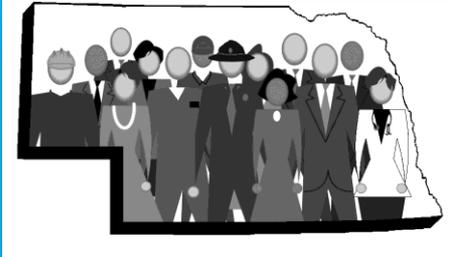
Community Health Charities of Nebraska has an equal distribution option (*707W Equal Distribution to all CHC-NE agencies*) that divides any contribution equally among all of the CHC-NE member agencies.

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.



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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

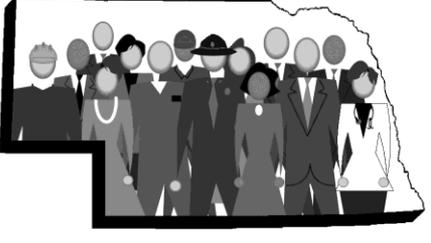
Then undesignated contributions will be divided in the same proportion.

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

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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.**



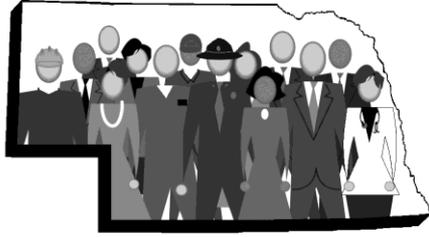
Policy only allows official materials distributed by AS-State Personnel to be used for this campaign. Participating charities will not be allowed to handout their materials.



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2014 Charitable Giving Campaign

- | | | |
|---|---|--|
| 688 Mid-Plains United Way (602) 332-1870 | 701WLCES WLC Support - \$1,000 gift** | 704 Blue Valley Community Action Partnership |
| 689 Building a strong caring community by supporting local programs that impact the basic needs and self-sufficiency of our children and families. | 701WLLC WLC Leader - \$1,500 gift** | 704 Community Action Partnership of Lancaster and Goswold County |
| 690 Adopt a Backpack | 701C American Red Cross - Condonaker Chapter | 704 Family & Youth Involvement Center |
| 691 Community Action - Headstart 3 yr | 701D The City of Lincoln | 704 Family & Youth Involvement Center |
| 692 Community Action Utilities | 701E Asian Community and Cultural Center | 704 Boys Street of America Condonaker |
| 693 Community Connections | 701F Boys & Girls Club of Lincoln/Lancaster County | 704 K&L Concrete |
| 694 Lincoln County CASA | 701G CASA of Lancaster County | 704 New Beginnings |
| 695 North Plains Senior Center | 701H Catholic Social Services | 704 Power Foster Group/Support Program |
| 696 North Plains Teenagers | 701I CIDA&S Youth Services | 704 Redefined & Renewed |
| 697 Law/Omniscare Abuse | 701J Child Advocacy Center | 704 Saint County Area Transit |
| 698 The Connection | 701K Center for People in Need, Inc. | 704 Saint County Agg Services |
| 699 Wish A May | 701M Child Guidance Center | |
| | 701N City Impact | |
| | 701O Community Action Partnership of Lancaster and Goswold Counties | |
| 699 NorthPlains United Way, Inc. (602) 371-1040 | 701P Community Action Partnership of Lancaster and Goswold Counties | |
| www.northplainsunitedway.com | 701Q Community CROPS | |
| For 49 years, we have provided a network of social health human services through a cost-effective fund raising and allocation process (backed by volunteers), emphasizing effectiveness and accountability. | 701R El Centro de la Americas | |
| | 701Q Family Service Association of Lincoln | |
| | 701S Food Bank of Lincoln, Inc. | |
| | 701S Lincoln Public Schools - Families Learning in Partnership | |
| | 701T Fresh Start, Inc. | |
| | 701U Good Neighbor Community Center | |
| | 701V Good Neighbor Community Center | |
| | 701W Good Neighbor Community Center | |
| | 701X The HUD - Central Access Point for Young Adults | |
| 699A American Red Cross Northeast Nebraska Chapter | 701Y Inland Center, Inc. | |
| 699B Nebraska Health Specialist, Inc. | 701Z League of Human Dignity, Inc. | |
| 699C Act of Norfolk | 701A Legal Aid of Nebraska | |
| 699D Big Brothers/Big Sisters | 701B LightHouse | |
| 699E Home Care Transitions | 701C Lincoln Library | |
| 699F Old Scout - Prairie Hills Service Center | 701D Lincoln Medical Education Partnership | |
| 699G East County Transitions | 701E Lincoln Public Schools - Families Learning in Partnership | |
| 699H Medicare Center | 701F Midway Community Center | |
| 699I Meets in Wheel | 701G Mid-Tabor Kitchen & Outreach | |
| 699J Nebraska Community Health Care Clinic | 701H Nebraska Family Center | |
| 699K Nebraska Family YMCA | 701I People's City Mission | |
| 699L Northeast Nebraska Child Advocacy Center | 701J The Salvation Army Lincoln, Nebraska | |
| 699M Oats Consulting International | 701K St. Monica's Home | |
| 699N Read Ahead Norfolk | 701L Tanika, Inc. | |
| 699O Salvation Army | 701M Transitions Mentoring Program | |
| 699P Student Health Fund Council | 701N Voice of Hope Lincoln, Inc. | |
| 699Q Transitions - Norfolk Chapter | 701P Volunteer Partners | |
| 699R Operation Great Start Teen Program | 701Q Wilcox Community Center | |
| 699V The Zone AfterSchool Program | 701R YWCA Lincoln | |
| 699W 2-1-1 Nebraska | | |
- **The member agency has provided an opportunity consistent to the act of the Nebraska Charitable Contribution Deduction on the 2014, 2015, and 2016 tax returns. All funds collected under these returns of donors, new income families, children, unemployed and those needing job skills and transportation services.

2014 Charitable Giving Campaign

- Over 400 ways to change a life...and the one that speaks to you!*
- | | | |
|--|--|-----------------------|
| 707Q Nebraska Kidney Association Inc. | 708AM Nebraska Children and Families Foundation | 709 Waynes United Way |
| 707R Project Harmony Child Protection Center | 708AN Nebraska Children's Home Society | 709 Waynes United Way |
| 707S Quality Living, Inc. | 708AO Nebraska Domestic Violence Sexual Assault Coalition | 709 Waynes United Way |
| 707T Nebraska Alliance of the Susan G. Komen | 708AP Nebraska Sports Council | 709 Waynes United Way |
| 707U A.L.S. Association Keith Workgroup | 708AQ Nebraska Trails Foundation | 709 Waynes United Way |
| 707V Chapter 7 | 708AR Nebraska for Civic Reform | 709 Waynes United Way |
| 707W The Leukemia & Lymphoma Society | 708AS NET Foundation for Public Health | 709 Waynes United Way |
| 707X United Cerebral Palsy of Nebraska | 708AT NET Foundation for Public Health | 709 Waynes United Way |
| 707Y Equal Distribution to All CIRC-VSE agencies | 708AV Nonprofit Association of the Midlands | 709 Waynes United Way |
| | 708AW Open Door Mission | 709 Waynes United Way |
| | 708AX Community Health Clinics of Nebraska - Unincorporated | 709 Waynes United Way |
| | 708AY Ocular | 709 Waynes United Way |
| | 708AZ Partnership for a Healthy Lincoln | 709 Waynes United Way |
| | 708BA People's Health Center | 709 Waynes United Way |
| | 708BB Planned Parenthood of the Heartland | 709 Waynes United Way |
| | 708BC The Foundation Center | 709 Waynes United Way |
| | 708BD Senior Foundation | 709 Waynes United Way |
| | 708BE ServVolunteers an AdHoc Fund of the Nebraska Community Foundation | 709 Waynes United Way |
| | 708BF Values for Children in Nebraska | 709 Waynes United Way |
| | 708BG Volunteers of America - Western Nebraska | 709 Waynes United Way |
| | 708BH Equal Distribution to all 57 Community Service Fund members and the Community Services Fund operating fund | 709 Waynes United Way |
| | 708C ACT of Nebraska | |
| | 708D American Center of Nebraska (ACN) | |
| | 708E Braille Inlay Association of Nebraska | |
| | 708F The Braille Behavioral Health Capital Human Service | |
| | 708G Center for Rural Affairs | |
| | 708H CenterLink | |
| | 708I Club With A Heart | |
| | 708J Blue Stains of the Ruth Sokoloff Theater | |
| | 708K Foundation for Lincoln City Literacy | |
| | 708L Girl Scouts Spirit of NE Unincorporated Service Center | |
| | 708M The Goodwill Foundation | |
| | 708N Horst Nebraska | |
| | 708O Horst United for Animals | |
| | 708P Homes of Hope | |
| | 708Q Humanitas Nebraska | |
| | 708R The Justice League of Lincoln | |
| | 708S Kansas for Our Neighbors-Nebraska (KFOR-NE) | |
| | 708T Leadership Lincoln, Inc. | |
| | 708U E2UM Community Radio 89.3 FM | |
| | 708V Lincoln Children's Museum | |
| | 708W Lincoln Children's Zoo | |
| | 708X Lincoln Community Playhouse | |
| | 708Y Lincoln/Lancaster County Habitat for Humanity | |
| | 708ZA Lincoln Parks Foundation | |
| | 708AB LIXX Center for the Arts | |
| | 708AC Make a Wish Nebraska | |
| | 708AD The Mediation Center | |
| | 708AE Mental Health Association of Nebraska | |
| | 708AF Midlands Mentoring Partnership | |
| | 708AG M-Work | |
| | 708AH Mothers Against Drunk Driving | |
| | 708AI The Names Conservancy in Nebraska | |
| | 708AJ Nebraska Applied | |
| | 708AK Nebraska Conservancy for the Education of Young Children | |
| | 708AL Nebraska CASA Association | |



Over 400 ways to change a life

life

find the one that speaks to you!

Nebraska State Employee Charitable Giving Campaign August 4-29, 2014

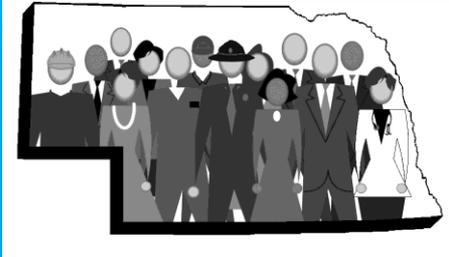
Serving the Public Beyond the Job

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 4 – 29, 2014



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

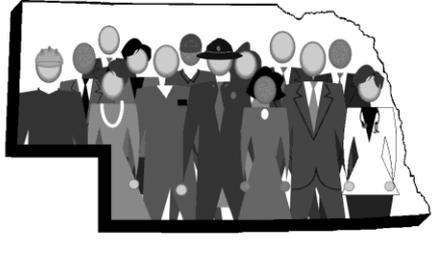
Each Special Project Coordinator will be sent a poster(s) to be displayed in a visible location.



Serving the Public Beyond the Job

Nebraska State Employee Charitable Giving Campaign

August 4 – 29, 2014



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 ID number: _____

Employee ID#: _____

Pat Smith
 687 Nebraska United Way
 707 Community Health Charities
 708 Community Services Fund

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.

A. Umbrella groups:

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

B. Specific agencies:

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

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

D. Express Giving
 \$3 a pay period
 \$5 a pay period
 \$10 a pay period
 \$15 a pay period

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

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

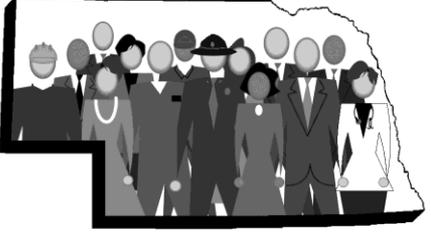
Please enter the total donation amount for the charity/organization here.

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) _____

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

Serving the Public Beyond the Job



Nebraska State Employee
Charitable Giving Campaign

August 4 – 29, 2014



Common Errors on Pledge Cards

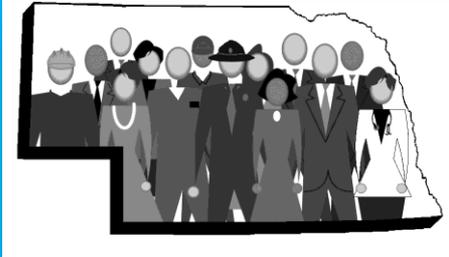
Remember this year, you can open your employee's pledge cards. Please take a moment before sending in your agency's pledge cards to double check that all the information is correct.



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 4 – 29, 2014



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

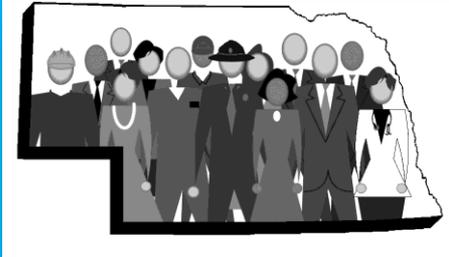


All pledge forms received by **noon on Friday** will be counted for the following weeks total.

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 4 – 29, 2014



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.



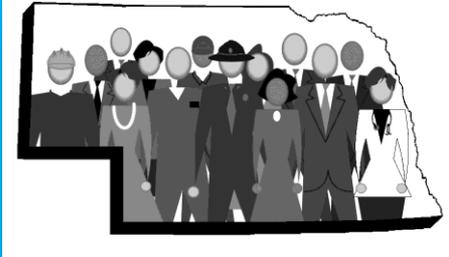
Public Sector Campaign Speaker Request Form
Please complete this form to request an agency speaker
Fax: (402) 441-6088 Or Email: sborecky@unitedwaylincoln.org
If you need to schedule more than one meeting, please copy this form
This form must be submitted five (5) business days prior to the employee 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 4 – 29, 2014



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

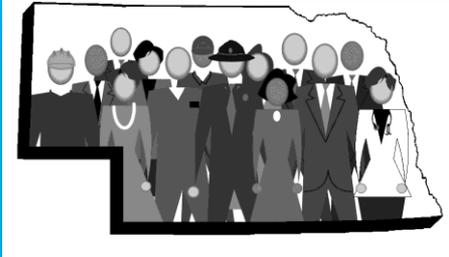


Stacey Dvorak

402-471-4112

stacey.dvorak@nebraska.gov

Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 4 – 29, 2014



Congratulations Nebraska State Employees!

For the last five 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



Over 400 ways to change a **life**
....find the one that speaks to you!

2014
Governor's
Charitable Giving Challenge
August 4 - 29, 2014

2013

Thank
you!



In **2013** we reached over
\$500,000 in contribu-
tions for the second year in a
row. Our final
results: **\$567,442.28**
with 4,287
participants!

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

Nebraska State Employee Charitable
Giving Campaign has been recognized as
the **NUMBER ONE** campaign for
the **5th Consecutive Year** by the
Lincoln and Lancaster County United Way.

Serving the Public Beyond the Job

Governor's Charitable Giving Challenge

2014 Recognition Picnic - Friday, September 19, 2014

5 Team Trophies

Champion of Dollars

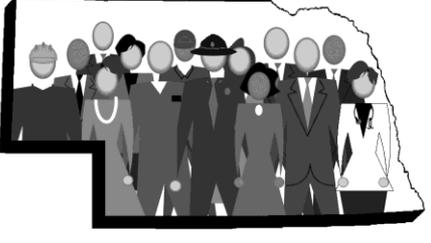
Champion of Givers

Champion of New Participants

Champion of New Dollars

Champion of Creativity





Nebraska State Employee
Charitable Giving Campaign

August 4 – 29, 2014

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

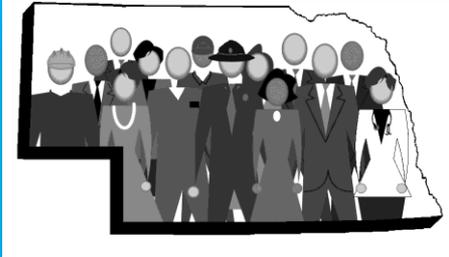
For employees whose leadership gift starting at \$1500 is leading the way to make a difference in our Nebraska Communities.

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 4 – 29, 2014



Important Dates and Deadlines 2014 Charitable Giving Challenge

August 4 – 29, 2014

2014 Charitable Giving Campaign

September 3, 2014

All pledge forms turned into Stacey Dvorak (must be postmarked by August 29)

September 3, 2014

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.

September 3, 2014

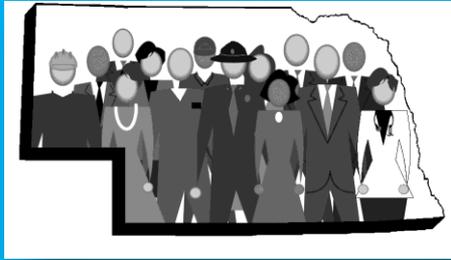
MVP and All Star Nominations are due to Stacey Dvorak

September 19, 2014

2014 Charitable Giving Recognition Picnic

Serving the Public Beyond the Job





Nebraska State Employee

Charitable Giving Campaign

August 4 – 29, 2014



Coaches Report

Due September 3, 2014

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 September 3, 2014

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 September 3, 2014

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 Governor's Picnic.



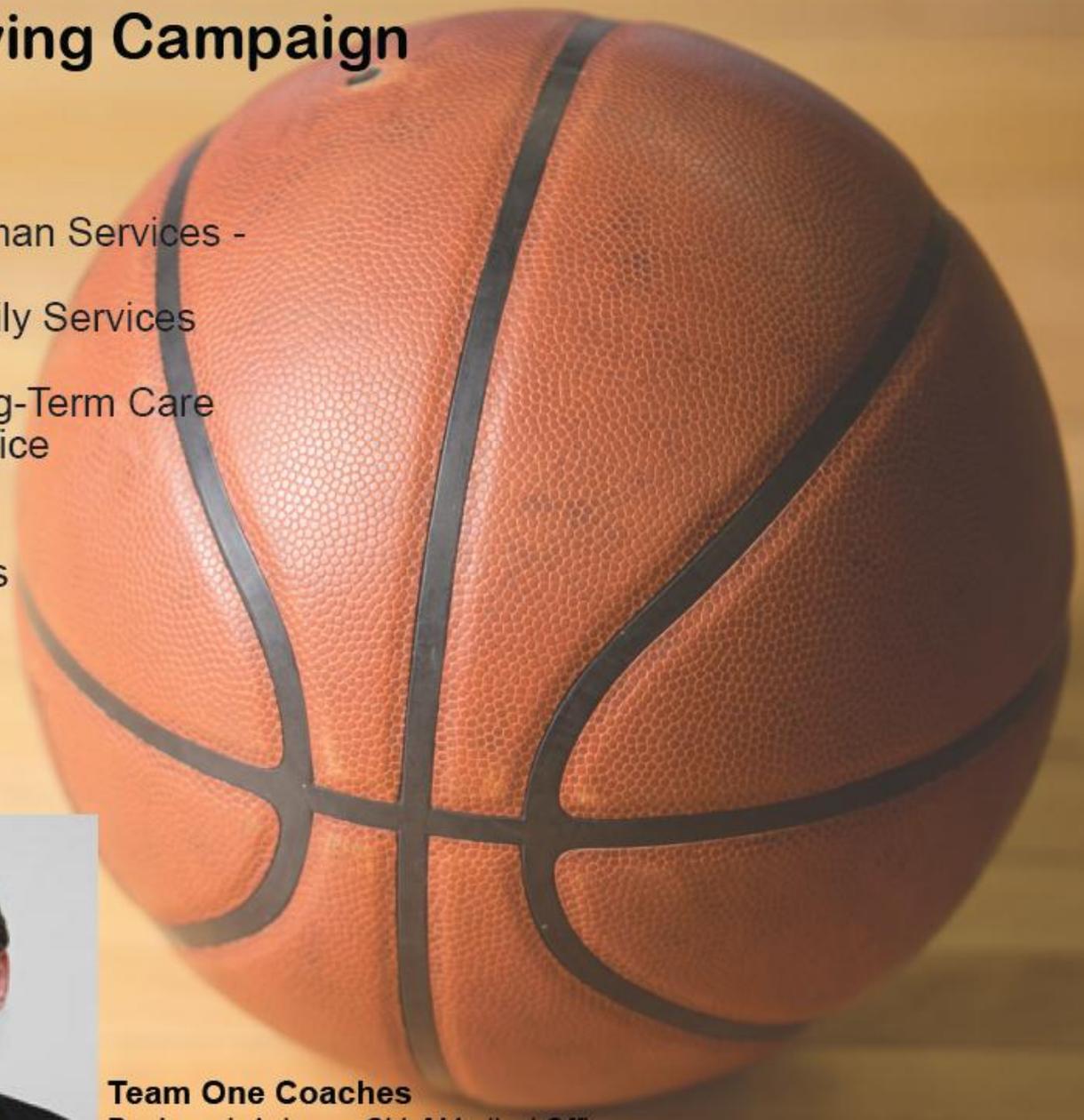
Serving the Public Beyond the Job

2014 Charitable Giving Campaign

Team One Lineup

Players

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 Coaches

Dr. Joseph Acierno, *Chief Medical Officer*

DHHS - Division of Public Health

Thomas Pristow, *Director*

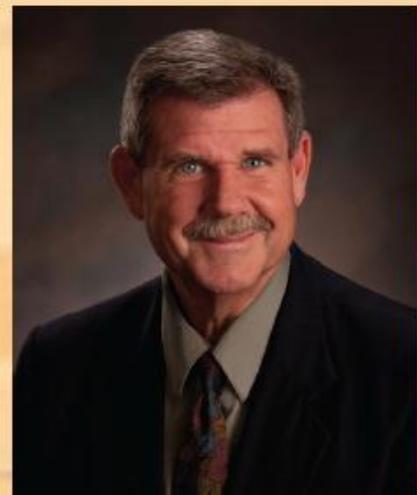
DHHS - Division of Children and Family Services

2014 Charitable Giving Campaign

Team Two Lineup

Players

Department of Correctional Services
Parole Board



Team Two Coach

Michael Kenney, *Director*
Department of Correctional Services

2014 Charitable Giving Campaign

Team Three Lineup

Players

Department of Roads



Team Three Coach
Randy Peters, *Director*
Department of Roads

2014 Charitable Giving Campaign

Team Four Lineup

Players

Administrative Services
AS - State Budget Office
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

Col. David Sankey, *Superintendent*
Nebraska State Patrol

2014 Charitable Giving Campaign

Team Five Lineup

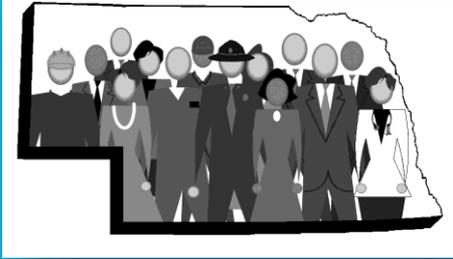
Players

Department of Aeronautics
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



Team Five Coach

Brian Dunnigan, *Director*
Department of Natural Resources



Nebraska State Employee
Charitable Giving Campaign

August 4 – 29, 2014



Keys to your Success...



Educate

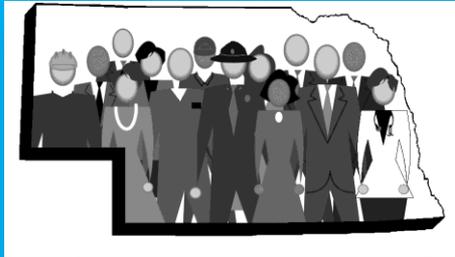
Communicate

Have Fun

And Celebrate!



Serving the Public Beyond the Job



Nebraska State Employee Charitable Giving Campaign

August 4 – 29, 2014



How do you... Educate and Communicate

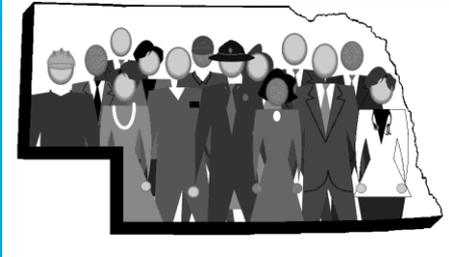
Tips and Tricks from other agencies and organizations...



- 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 4 – 29, 2014



How do you... Have Fun and Celebrate!

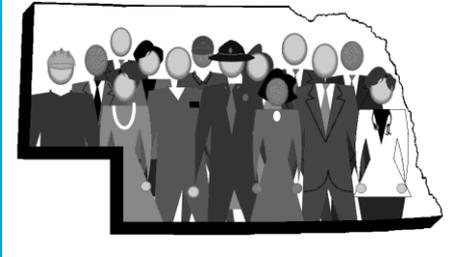
Tips and Tricks from other agencies and organizations...



- 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 4 – 29, 2014



Questions Concerning the Governor's 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



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