

The Tennessee Employees Charitable Campaign



2020

Coordinator's Guide

Joining Together – Making a Difference

Campaign Dates:

October 28 – November 22

<http://tn.gov/hr/topic/charitable-campaign>



JOINING TOGETHER – MAKING A DIFFERENCE

- **Welcome to the 2020 TECC**
- **Campaign Planning Checklist and Setting Donation Goals**
- **Administrating the TECC with Self-Service**
- **Quick Reference Guide/Brochure/2020 Pledge Form Sample**
- **Charitable Organization Contact List**

WELCOME TO THE 2020 TECC!

Thank you for serving as a TECC Coordinator for this year's Tennessee Employees Charitable Campaign!

Many of you served as TECC Coordinators for the 2019 TECC. As a result of your efforts, **934** state employees pledged **\$201,439.99** to charitable organizations, an increase from last year's total! It is gratifying to see that employees in State government do what they can to help their fellow Tennesseans, even with the economic pressures they may be facing.

For those of you who are new to the TECC, this is a wonderful opportunity to help your agency as well as the more than 1,000 charitable organizations in our state. These organizations represent community services, social justice issues, medical research, and environmental concerns affecting all Tennesseans. Your skills and enthusiasm will be key to inspiring others to participate.

Your primary goal as TECC Coordinator is to give every employee in your department the opportunity to contribute to the charity or charities of his or her choice. As these difficult economic times affect us all, these agencies rely even more heavily on programs like the TECC for assistance. By ensuring that your co-workers receive quality information about the TECC, its federations and independent charities, you will help them understand the value of their gift and they may be more likely to donate to these important causes.

This guidebook will help you plan your campaign from start to finish. The federations and independent charities listed in the back of this booklet are available and willing to help you manage this responsibility and make it fun and rewarding. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

The theme of the TECC is ***Joining Together - Making a Difference***. We are pleased that you and your agency will help conduct this campaign, and we thank you for being on our team! Together, we can make more of a difference than we could ever hope to do alone.

CAMPAIGN PLANNING CHECKLIST

Good organization is the key to a successful campaign. The following checklist can help you plan your campaign from the launch through its conclusion.

Task	Person(s) Responsible	Target Date	Date Completed
Attend the TECC coordinator planning meeting.			
Review these materials thoroughly.			
Determine the assigned persons and target dates for this checklist.			
Meet with your department's leadership to obtain commitment and involvement.			
Recruit a campaign committee to share the workload, including representatives from all divisions and facilities, as well as all "levels" (management, supervisors, front line staff, and part-time staff). Include those with special talents in communications and data processing.			
Develop in-house publicity, including promoting your kick-off event and the department's goal through posters, office bulletin boards, newsletters and email footers.			
Develop and implement your plan for your kick-off event			
Send a letter from your department head/appointing authority announcing the campaign.			
Hang posters in high-traffic locations.			
Schedule a meeting and invite the participating charitable organizations to speak and share information about how donated dollars are working in your community. See the contact information in the back of this guidebook.			
Distribute official TECC campaign materials to every employee.			
Be prepared to answer questions about donating in Edison, including providing training material.			
Share final results with employees.			
Develop and implement a "Thank You" program.			

SETTING DONATION GOALS

As the TECC Coordinator for your agency, you should strive to increase pledge totals from the 2020 campaign by 4%. If you do not know your agency's pledge totals from 2020, please use the TN_PY_TECC_TOTALS query. Please help us reach and exceed our goal!

ADMINISTRATING THE TECC WITH SELF-SERVICE

As the TECC Coordinator, it is important that email communications to employees in your agency have the information they need to donate. Make sure email communications have information about:

- ✓ Campaign Dates
- ✓ Charitable Organizations
- ✓ Donation Information
- ✓ How to donate using Edison Self Service

Campaign Dates: October 28th – November 22nd

Charitable Organizations: The **TECC Brochure** contains a list of all the charitable organizations participating in this year's campaign.

Donation Information:

- Employees can choose 1, 2, or 3 charitable organizations to donate to.
- May donate **MONTHLY** (Jan-Dec) **OR ONE-TIME** (deduction will occur in January). They CANNOT combine these options for the same charity.
- Club member information (BUCK A WEEK) is a guideline for giving only. Alternative amounts are welcome and acceptable.
- All donations are through Edison. No checks or cash.
- An employee in bankruptcy cannot participate in the TECC as Central Payroll is unable to process his or her pledge.
- Once an employee donates through Edison, the employee must contact their respective agency coordinator to make changes.

How to donate using Edison Self Service:

- **TECC Self-Service Quick Reference Guide** - 1 sheet document on how donate using Edison Self-Service
- **TECC Automation Training Video** – 6 minute on how to donate using Edison Self-Service

TECC Donation Reporting

Coordinators will have the ability to use queries in Edison to pull TECC donation data in there agency. Information from queries can be used to track the following...

- Total Number of Donors
- Total Amount Pledged
- Total Number of Employees Solicited
- Average Gift
- Per Capita Gift
- Participation Percentage

TN_PY_TECC_TOTALS – this query will give you Total Number of Donors and Total Amount Pledged

TN_PY_TECC_TOTAL_EE – this query will give you Total Number of Employees in an Agency solicited.

You can compile the results of both queries in one spreadsheet and in excel calculate Participation Percentage.

Entering Employee Donations

Once an employee donates using Edison Self-Service, the employee will have to contact their respective TECC coordinator to make changes before the campaign ends.

1. Have the employee fill out and sign the **2020 Pledge Form** with donation changes.
2. Search for the employee's TECC information in Edison (HCM>Workforce Administration>TN Charitable Campaign)
3. Update the employee's donation information and notify the employee that the updates have been made.
4. Keep the pledge form for your records.

*****The Quick Reference Guide, 2020 TECC Brochure, and the 2020 TECC Pledge Form can all be found on the TECC website*****

<https://www.tn.gov/hr/employees1/charitable-campaign.html>



edison
A Bright Idea for State Government

State of Tennessee

Quick Reference Guide
Tennessee Employees Charitable Campaign

Navigation to new TN Employees Campaign

HCM > SELF SERVICE > PAYROLL AND COMPENSATION > TN CHARITABLE CAMPAIGN

Select up to three (3) different charities to receive your contribution.

Select a Charity	Select a Pledge Charity	Check if Deduction Frequency	Pledge Amount	Number of Deductions	Total Pledge Amount
B. Youth Encouragement Serv. > Youth Encouragement Services		<input type="checkbox"/>	\$10.00	1	\$10.00
		<input type="checkbox"/>			\$0.00
		<input type="checkbox"/>			\$0.00
Grand Total:					\$10.00

Click Here to Print Payroll stubs *Click Here to Print Payroll stubs* *Click Here to Print Payroll stubs*

Choose a Deduction Frequency: One-Time or Monthly
This indicates how often the deduction will come from your check.

Enter a Pledge amount and verify the totals

Click Continue to save and advance to the next page

Do you want your contribution to be anonymous? This means you do not want your contact information shared with the charity organization(s) you contribute to. If so, be sure to check the box indicating you want your gift to be anonymous.

This charitable donation is anonymous.

Select a Charity	One-Time	Monthly	Total Pledge Amount
B. Youth Encouragement Serv. > Youth Encouragement Services	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00
	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Grand Total:			\$10.00

Click Here to Print Payroll stubs *Click Here to Print Payroll stubs* *Click Here to Print Payroll stubs*

Be sure to review the charity, frequency of the deduction, the amount of deduction and grand total. If everything is as you selected, check the authorize the payroll deduction box and click the Submit button.

For tax deduction purposes, be sure to print the confirmation page as a receipt and any paycheck stubs reflecting your contribution. Visit the various help links to know more about the Participating Charitable Organizations, the TECC Website, and to contact your agency TECC coordinator for assistance.

Impacting lives of fellow Tennesseans by supporting charitable organizations



TENNESSEE EMPLOYEES CHARITABLE CAMPAIGN



JOINING TOGETHER



2020



MAKING A DIFFERENCE

COMMUNITY HEALTH CHARITIES
COMMUNITY SHARES
UNITED WAYS OF TENNESSEE
INDEPENDENT CHARITIES

2020 Tennessee Employees Charitable Campaign Pledge Form

Donor Information

Name _____ Dept. _____ Employee ID # _____
(used for state payroll purposes only)

Please acknowledge my gift. (If you choose to leave the section below blank, your gift will be marked anonymous.)
 Referring this year? Please check this box if you would like to receive further communications from your designated charities.
 This is my FIRST YEAR participating in the TECC!

Address _____ City _____ State _____ Zip _____

Home email address _____
Your favorite charity would like to thank you for your gift but will be unable to do so if you leave the information above incomplete.

You may select up to three (3) different charities to receive your contribution. Please review the brochure and complete one, two or three of the lines below for your designation(s).

Charity Designation

You may only choose to designate your gifts as monthly OR one-time. You may not combine the options.

	Monthly (Jan-Dec)	OR	One-Time (Jan only)
Organization Name _____	\$ _____	OR	\$ _____
Organization Name _____	\$ _____	OR	\$ _____
Organization Name _____	\$ _____	OR	\$ _____
Organization Name _____	\$ _____	OR	\$ _____

GRAND TOTALS: Total - Monthly Amount Column \$ _____ x 12 = \$ _____
OR Total - One Time Gift Column \$ _____

Be a Club Member!

Volunteer Club Member (\$50 a month equals at least \$600.00 annually)
Mockingbird Club Member (\$30 a month equals at least \$360.00 annually)
Iris Club Member (\$10 a month equals at least \$120.00 annually)
Buck-A-Week Club Member (Grand total equals at least \$51.96 annually - only \$4.33 per month!)

You may deduct the annual gift grand total from your 2020 federal taxes. For deduction purposes, be sure to keep this receipt and any paycheck stubs reflecting your contribution.

Authorize

I authorize my payroll deduction as indicated on this pledge form (signature required below):
Signature: _____ Date: _____

Thank you for your contribution! Please return this form to your charitable giving coordinator.

For tax purposes, nothing of substantial value was given in return for this contribution.

CHARITABLE ORGANIZATIONS CONTACT LIST

Below is a contact list for the participating charitable organizations. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

Independents	Contact Person		Telephone Number	Email Address
A Secret Safe Place for Newborns of Tennessee, Inc.	Kayla	Ridenour	865-254-2208	kayla@secretsafepacetn.org
ADFAC (Aid To Distressed Families of Appalachian Counties, Inc.)	Annette	Cacheiro	865-425-0256	annie@adfacs.org
Allies for Substance Abuse Prevention of Anderson County, Inc. / dba ASAP of Anderson	Donna	Kelsey	865-457-3007	donna@asapofanderson.org
American Cancer Society, Inc.	Michelle	Chappell	304-794-9610	Michelle.Chappell@cancer.org
Children's Center of the Cumberlands	Angel	Sexton	423-569-8900	angelsexton@highland.net
Cremona Strings Ensemble Too and Development Group, INC.	Lisa	Spells	615-226-1265	cremonastrings@yahoo.com
FACES: The National Craniofacial Association	Kim	Fox	423-266-1632	kim@faces-cranio.org
Governor's Early Literacy Foundation	Dustin	Jacobsen	931-266-8553	info@governorsfoundation.org
Guy Anthony Spells, Sr. Scholarship Fund	Lisa	Spells	615-226-1265	spells.scholarship@netzero.net
Habitat for Humanity of Tennessee	Colleen	Dudley	615-512-1922	colldudley@bellsouth.net
Humane Association of Wilson Co	Angela	Chapman	615-418-7003	director@newleashonline.com
Humane Society of Clarksville/Montgomery County	Stacey	Hopwood	931-249-2472	HSCMC.treasurer@gmail.com
Manna's Hana Riding Center, Inc	Bobbie	Abell	931-537-6322	mannahana@gmail.com
Monroe Harding, Inc.	Mariela	Moscoso	629-888-0717	marielamoscoso@monroeharding.org
Mustard Seed Ranch	Tammy	Depperschmidt	931-525-7333	tammy@mustardseedranchtn.org
Salvus Center, Inc.	Patricia	McPherson	615-321-4171	patriciam@mcphersonconsulting.org
Second Harvest Food Bank of Northeast Tennessee, Inc.	Lee	Walker	423-279-0430	lwalker@netfoodbank.org
Tennessee Baptist Children's Homes	Kim	Burke	615-482-6355	kburke@tennesseechildren.org
Tennessee Court Appointed Special Advocates Association, Inc.	Lynne	Farrar	615-220-3990	lynne@tncasa.org
Tennessee Foster Care Association	Grace	Davis	615-268-1167	gracedavis.tfcac@gmail.com
Tennessee Right to Life Education Fund Inc.	Ed	Albin	615-298-5433	ealbin@tnrtl.org
Tennessee Voices For Victims	Verna	Wyatt	615-513-8707	verna.wyatt@tnvoicesforvictims.org
Tennessee Wildlife Federation	Zach	Barnhart	615-353-1133	zbarnhart@tnwf.org
Thistle and Bee Enterprises Inc	Eli	Cloud	901-871-3713	ecloud@thistleandbee.org
Youth Encouragement Services	Patricia	McPherson	615-321-4171	patriciam@mcphersonconsulting.org
A Secret Safe Place for Newborns of Tennessee, Inc.	Kayla	Ridenour	865-254-2208	kayla@secretsafepacetn.org
ADFAC (Aid To Distressed Families of Appalachian Counties, Inc.)	Annette	Cacheiro	865-425-0256	annie@adfacs.org
Allies for Substance Abuse Prevention of Anderson County, Inc. / dba ASAP of Anderson	Donna	Kelsey	865-457-3007	donna@asapofanderson.org
American Cancer Society, Inc.	Michelle	Chappell	304-794-9610	Michelle.Chappell@cancer.org
Children's Center of the Cumberlands	Angel	Sexton	423-569-8900	angelsexton@highland.net
Cremona Strings Ensemble Too and Development Group, INC.	Lisa	Spells	615-226-1265	cremonastrings@yahoo.com
FACES: The National Craniofacial Association	Kim	Fox	423-266-1632	kim@faces-cranio.org
Governor's Early Literacy Foundation	Dustin	Jacobsen	931-266-8553	info@governorsfoundation.org

Federations	Contact Person		Telephone Number	Email Address
Community Health Charities	Shelly	Douglas	405-942-1660	sdouglas@healthcharities.org
Community Shares, Inc.	Jessica	McDuffie-Massey	615-433-6650	jessica@communitysharestn.org
Monroe County United Way Fund, Inc.	Caylen	Matoy	423-337-7690	caylen.matoy@unitedway.org
Roane County United Way	Dina	Jackson	865-882-7711	djackson@unitedwayroane.org
United Way Elizabethton/Carter County	Crystal	Carter	423-547-6975	Director@uwayecc.org
United Way of Anderson County	Naomi	Asher	865-483-8431	naomi@uwayac.org
United Way of Benton County	Jo	Jones	731-441-2299	unitedwaybenton@gmail.com
United Way of Blount County	Emily	Mantooth	865-982-2251 ext. 16	emantooth@unitedwayblount.org
United Way of Bristol TN-VA, Inc.	Lisa	Cofer	423-968-4912	debbie@unitedwaybristol.com
United Way of Franklin County	Jeannie	Amacher	931-308-7308	uwfc@att.net
United Way of Greater Chattanooga	Elizabeth	Williams	423-752-0376	elizabethwilliams@uwchatt.org
United Way of Greater Kingsport	Lori	Miller	423-378-3409	lmiller@uwaykpt.org
United Way of Greater Knoxville	Susan	Hager	865-582-4084	hagers@unitedwayknox.org
United Way of Greater Knoxville dba United Way of Grainger County	Judy	Fenton	865-582-4082	Fentonj@unitedwayknox.org
United Way of Greater Knoxville dba United Way of Jefferson County	Judy	Fenton	865-582-4082	fentonj@unitedwayknox.org
United Way of Greater Knoxville dba United Way of Union County	Judy	Fenton	865-582-4082	fentonj@unitedwayknox.org
United Way of Greene County	Wendy	Peay	423-639-9361	uwgreene@embarqmail.com
United Way of Hamblen County	Gary	Matthews	423-581-8601	unway@musfiber.com
United Way of Hawkins County	Teresa	Buttry	423-272-7379	uwayhawkinstn@att.net
United Way of Highway 55	Jennifer	Neel	931-455-5678	jneel@highway55unitedway.org
United Way of Humphreys County	Nioka	Curtis	931-296-4588	unitedwayhumphreys@gmail.com
United Way of Loudon County	Judy	Fenton	865-582-4082	fentonj@unitedwayknox.org
United Way of Maury County	Laura	Truelove	931-381-0100	unitedwayofmaurycounty@gmail.com
United Way of McMinn & Meigs Counties	Stephanie	Linkous	423-745-9606	uwaymc@bellsouth.net
United Way of Middle Tennessee, Inc.	Jamie	Wallace	615-780-2414	jamie.wallace@uwmn.org
United Way of Rhea County	Christine	Ralph	423-775-5633	cralph@rheaunitedway.org
United Way of Rutherford and Cannon Counties	Amy	Painter	615-893-7303	Amy.Painter@yourlocaluw.org
United Way of Sevier County	Kathy	Voncannon	865-366-3335	kathyvoncannon@uwosc.org
United Way of Sumner County	Steve	Doremus	615-461-8371	steve@unitedwaysumner.org
United Way of the Greater Clarksville Region	Valerie	Guzman	931-647-4291	vguzman@uwgcr.org
United Way of the Mid-South	Diana	Bedwell	901-433-4341	diana.bedwell@uwmidsouth.org
United Way of the Ocoee Region Inc.,	Tanya	Mazzolini	423-479-2020	tanyamazolini@unitedwayocoe.org
United Way of Washington County Tennessee	Mitzi	Malone	423-220-1229	mmalone@uwowc.org
United Way of West Tennessee, Inc.	Pat	Ross	731-422-1816	patross@unitedway.tn.org