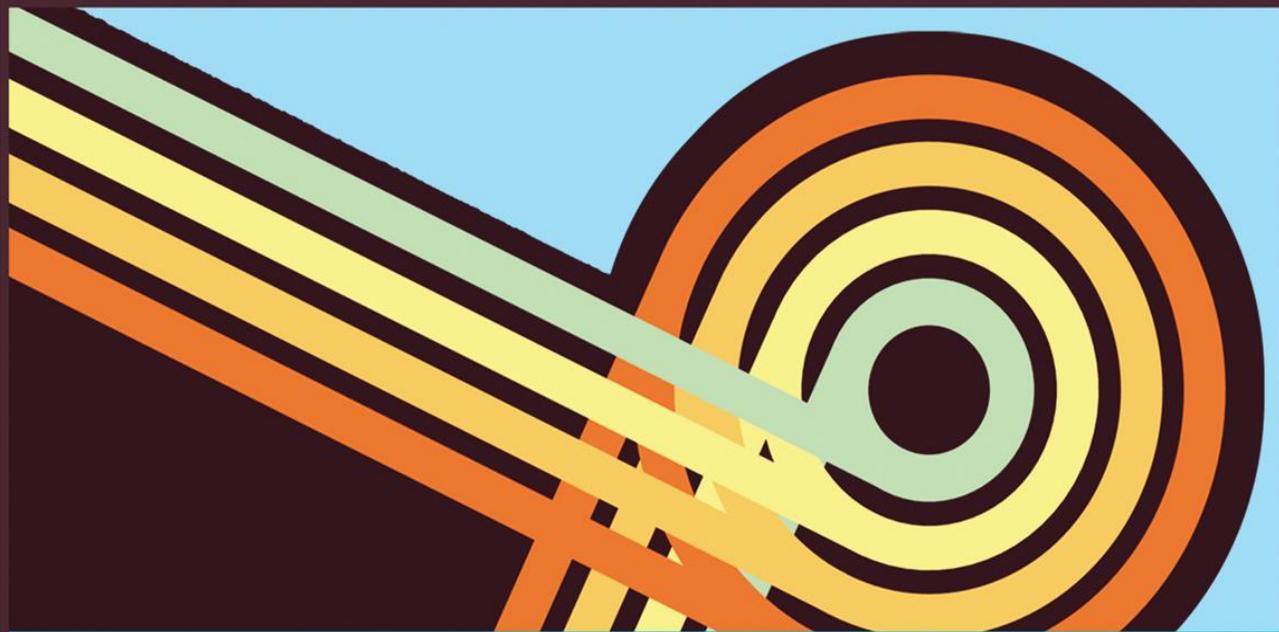


State and University Employees Combined Appeal
Charitable Giving Campaign

SECA 2016

LOOKING FORWARD



GIVING BACK

September 7 through November 2

Visit the SECA website at www.secaillinois.org

 State of Illinois
Department of Central Management Services



2016 SECA
State and University Employees Combined Appeal
Looking Forward – Giving Back
September 7 - November 2, 2016

MISSION STATEMENT

We present opportunities for those involved in state service to contribute their financial support, time, talents, and knowledge to the community at large.

We endeavor to enhance the quality of life as we invest in service communities.

We provide a singular, ethical and secure manner in which individuals can donate to the charitable causes of their choice.

www.secaillinois.org

[Administrative Code - Joint Committee on Administrative Rules \(JCAR\)](#)

Welcome

The 2016 Campaign ***Looking Forward-Giving Back*** is close at hand! We would like to welcome all of the new Ambassadors and Liaisons and thank you to all our returning members!!! This year promises to be a one of the best campaigns ever, but we need your support to reach our goals.

You are about to begin a wonderful experience and will use your skills and talents to help make an impact on the lives of Illinoisans. The SECA Advisory Board and Charity Federations would like to thank all of you for volunteering to be part of this campaign. With your commitment, we can achieve our goal.

Please don't hesitate to contact any of the Advisory Board Members or Charity Federations listed with any questions or concerns. We are here to help you in any way you need.

SECA is the only approved charity payroll deduction solicitation of state employees. This campaign is a once-a-year volunteer workplace giving campaign that allows employees to conveniently give to the charity or charities of your choice. SECA combines the efforts of Charitable Federations with hundreds of member charities into one campaign. This combined effort saves time and money for your state government and the charities receiving contributions. Since the beginning of the SECA Campaign, state and university employees have raised over \$76 million for charitable causes.

100% of the SECA donation go directly to the charities!

The efforts of SECA volunteers make this campaign one of the most fiscally responsible in the country. The Charitable Federations pay for all of the costs associated with SECA. Last year the administrative cost was 3.2%. These funds provide for the creation and printing of the resource guide, leadership recognition items, donor recognition items, Ambassador training and awards, campaign audit, IT support, postage and supplies. All of the charitable federations share in the administrative cost proportionate to their designations in the campaign. **NO STATE FUNDS ARE USED!**

[Voluntary Payroll Deductions Act of 1983](#)

The Voluntary Payroll Deductions Act of 1983 created the employees' charitable giving campaign. The Joint Committee on Administrative Rules (JCAR) outlines how the program is implemented.

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Looking Forward – Giving Back
September 7, 2016 - November 2, 2016

Ambassadors Matter
Thank you!

Again, thank you for serving as an Ambassador of your Agency for the SECA Campaign. You are the most important part of this annual fundraising effort. Being an Ambassador is crucial to the success of SECA. Without you, we could not fund the programs that provide needed services in our communities around the state, the country, and the world. Your support and enthusiasm will be essential in inspiring others to participate so we can make life a little brighter for many of those less fortunate. Remember that every person and every dollar makes a difference.

Whether this is your first time as an Ambassador or you have coordinated your campaign multiple times, this handbook will provide you with information so you can get the most out of your campaign. Just follow the steps for conducting a successful campaign and you are guaranteed to have great success. If you need more information, the SECA Advisory Board members are available to you.

Ambassador Role

As an Ambassador, your role is to be the face of the SECA Campaign in your agency/university and to:

- Set your agency goal.
- Get Support from the TOP!
- Build and Support your Liaison team.
- Plan for the distribution of materials.
- Plan special events to keep SECA on the minds of employees.
- Check and complete forms.
- Recognize and thank your donors and volunteers.
- Keep track of contributions for distribution of Leadership Giving recognition items.
- Work with your agency/university payroll division on how they need the original copy of the pledge forms.
- Learn as much as you can about the SECA Campaign.
- Have fun!

Check out the SECA website at: www.secaillinois.org

SET YOUR GOAL!!

Review past years goals and set this year's goal and 100%. Review what worked and what didn't and make this year better!!

- Set a participation goal for your agency. Aim for 100% personal contact.
- Be enthusiastic, knowledgeable, and excited about your campaign.

GET SUPPORT FROM THE TOP!

Utilize your management team to make your campaign successful by:

- Ask management to send letters to staff announcing the campaign and encouraging staff to participate. (Sample letter attached)
- Keep management informed by reporting comparisons of this year versus previous years.

- Publish a letter in your agency newsletter and/or intranet about supporting the SECA Campaign.
- Invite management to all of your campaign events.
- Ask management to judge events, etc.

BUILD AND SUPPORT YOUR LIAISON TEAM

Liaisons are volunteers in your agency/university that you choose to help you with and support your campaign. The most effective campaigns are run by volunteers who each have their own strengths to balance out each other's weaknesses. Take a look at your coworkers. Do you know someone who is brilliant at design, who plans the staff events, who are continually being pointed out in meetings? Recruit these coworkers to be a part of your team. Give your liaisons a specific role such as marketing, event planning, solicitation, etc. For large agency/universities, select a Liaison for each office location.

SELECT YOUR LIAISONS WITH THESE QUALITIES

- People/Idea Oriented
- Organized
- Enthusiastic

DISTRIBUTION OF MATERIALS:

- Pass out donation forms to each employee individually and let them know you are there to help. Thank everyone in advance for contributing!!!
- Attach a personalized message to the forms
- Place SECA posters in highly visible areas.
- Listen and answer all questions or concerns. Do not assume that people already know about SECA. Be prepared to share information about our mission and our member charities. If you do not have answers, contact any of the SECA Board Members or the SECA Executive Coordinator.
- Make people aware that participation, not amount, matters.
- All donations are Tax deductible.
- Ask! The #1 reason people do not give is that they were never asked.
- Let people know about the convenience of giving through payroll deduction/on-line giving/ one time donation
- Provide a link to the SECA website: www.secaillinois.org

EVENTS

- Review your agency/university past campaign events to identify strengths and weaknesses.
- Schedule charity speakers during your campaign events. Contact information for each Charity is in the back pages of this book.
- Create calendar invites for all of your SECA fundraisers. Do not forget employees who work offsite, travel extensively, or are on alternate shifts.
- Send reminders periodically during the campaign of events and time frames.
- Find employees in your agency that benefited from the hard work of member charities in the SECA Campaign, or those who volunteer for those organizations. Ask them if they would share their story in an employee newsletter or on your agency's intranet home page.

FUNdraising Ideas:

- | | |
|--------------------------------------|--------------------------|
| Bake Sales | Kiss the Pig |
| Balloon Popping | Lunch & a Movie |
| Balloon-o-Gram | M&M / Jellybean Jar |
| Book/Media Sale | Monday Night Football |
| Candy Grams | Parking Spot |
| Car Wash | Penny Wars |
| Carnival Games / Olympics | Photo Booth |
| Chili Cook-off | Pie to the Face |
| Cookbook sale | Pumpkin Carving |
| Craft Bazaar | Pet/Owner Lookalike |
| Cutest Pet Contest | Popcorn/Drink Sale |
| Decorating Contest | Quilt Auction |
| Dog Treats | Remote Control Car Races |
| Dunk Tank | Silent Auction |
| Flamingo Flocking | Soda Sales |
| Flower Power | Talent Contest |
| Golf Tournament or Putt-Putt Contest | Team Sports Competition |
| Halloween Costume Contest | Trivia Contest |
| Ice-Cream Social | Walk-a-thon |
| Karaoke Club | |

Tips for making your special event a success:

- | | |
|-----------------------------------|-------------------------------|
| Prepare in advance | Put up Flyers |
| Publicize | Ask for handouts from Charity |
| Ask for donations from co-workers | Use your Liaisons |
| Send Emails | |

CMS Ethics Officer has approved requesting and obtaining donations from businesses for SECA. A donation request letter can be obtained from the SECA Executive Coordinator. These prizes are not sought after for any exchange of any State favor. This activity is in compliance with the Ethics Act and Gift Ban section. The sole purpose of acquiring the items is to help promote the SECA campaign by the use of door prizes or drawings. **If you are in doubt about your agency's approval, ask your agency's ethics officer.**

Please note: CMS Legal has stated that SECA has not been given the authority by statute to hold a raffle.

How to Have a SECA Charity Fair in Your Agency: Strategies for Success

To help increase participation in the SECA campaign, it is very important that your employees understand the federations and charities that benefit from SECA.

To accomplish this, planning a Charity Fair for your employees is a great opportunity to get representatives from the charities that SECA represents in to your workplace. These representatives are very knowledgeable about the charity they work for and how to educate the community on the work they do each year with the donations they receive.

There are 12 main federations representing over 2,200 agencies from which you may choose to donate. Each of these agencies will have informational brochures, videos, and giveaways to offer your employees at your charity fair to help understand their mission.

To set up a charity fair in your agency, there are steps you can take to host a successful event.

Choose the Location, Date and Time for a Charity Fair:

- Decide on an appropriate location. This could be a large meeting room, training room, lobby, cafeteria, etc. where employees can move around freely and where there is plenty of space for the individual charities to set up their stations. If you only have a small area, plan on having a speaker from one or two charities come in and talk about how they have benefited from one of the charities. Personal experiences can make an impression on employees.
- Make sure you have approval from your building manager or who is in charge of scheduling the space you want to use.
- Select a date and time for your fair. Please plan on a short fair (2 hours is enough time for everyone to attend) during a time that coworkers will most likely attend. Once you have an idea of where and when the charity fair will take place, follow the proper procedure to secure the space for the date and time you need it. If you need to fill out a solicitation request with your administrator/legal department, plan this well in advance so all approvals will be in place. Some agencies list the procedure for a solicitation request in the Employee Handbook for their agency. If you do not know how to get the proper approvals, check with your agency's ethics officer.
- Advertise well, in advance and often. Have a theme, complete with decorations and special refreshments. Combine with another event or fundraiser. Food always attracts a crowd!

Contact the Federations:

- In your Ambassador Training Packet there is a SECA Charity Resource Guide. You may use this to contact the federations with the date and time you would like for them to come to your event. Or, while you are at the training session, pick up contact information from the charity representatives that are present. They should have a sign-up sheet at their station to get your

contact information. Please contact the federations so that they can invite all of the charities. Try to give a month's notice to charities, and invite all of the charities (note that the main address may not be in your area but they may have a branch in your town).

- You should discuss what kind of materials you would like to have available for your employees (posters, brochures, booklets, giveaways, etc.). Ask the charity representatives if they would like to put together some gifts to use as door prizes or drawings. Each charity may want to do their own or go in together for one or more large baskets of goodies. Depending on the number of employees you expect to attend the fair, you may want to have several small gifts and one or two larger gifts. This will help to attract more of your employees. Use a passport or bingo-type card to fill up and offer drawings for visiting a certain number of tables (most charities are happy to provide a few small items themselves).
- A few days before the event you will need to touch base with the charity representative or contact person to confirm their attendance. Also, make sure the area will be ready in time for your charities to come in and set-up. Confirm the date, time and address, as well as parking and security information, with each of your charity representatives. Provide a point of contact with a mobile phone number and email. Please have nearby parking as they will be bringing in bulky items. Please ask to reserve a section of parking for them for this event.

Host the Event:

- On the day of the event, get there a little early to help out or answer any questions. Make sure the representatives know where the restrooms, water fountains, and soda or snack machines are if they need them. Please also offer them Wi-Fi passwords, if possible. Please don't ask them to set up an hour in advance—they can set up a table in just a few minutes.
- Provide tables, chairs and electricity. Provide enough room to stand in front of the table (so that they are not blocking other tables and not having to hide behind their display). They are there to meet and talk with the attendees.
- If your office has a petty cash fund, ask if you can put in a request to offer the representatives some bottled water, bagels, a basket of fruit, or some other refreshment before the event starts. You might want to put up some balloons or other decoration to attract your employees to the area. This is completely optional and dependent on the time and resources available to you.
- Allow/encourage staff to step away from their desks to visit the fair—this should come from management.
- Last of all, have fun! The more informed your employees are, the more often you will get them to think, "Maybe I would like to get involved this year!"

How to Ask Cheat Sheet

- Present SECA information to employees in whichever way works best - mail boxes, desk drops, or employee meetings. The most effective way is always face-to-face giving you a few minutes to personally talk with your coworker.
- Ask to be on the agenda at team or department meetings to talk about the campaign.
- Regardless of what else you say at department meetings, MAKE SURE YOU ASK FOR A GIFT!!! It does not have to be a hard-sell. It can be easy: "As you look through the booklet, you will see there are many organizations to support. I made a gift to the charity of my choice and I hope you can do the same."
- Make people aware that participation, not amount, matters. Generally, if participation increases, the dollars will follow. This is about engaging employees in something larger than themselves.
- Highlight all the choices in the Campaign - there is something for everyone.
- Let people know about the convenience of giving through payroll deduction – either one time or from each paycheck through payroll deductions.

Suggested Talking Points

- It is time for the annual SECA Campaign.
- You can give through payroll contribution – either one time or spread out over the year. You will not notice the amount taken from your paycheck, but the causes you are supporting will greatly appreciate your help.
- The amount you give does not matter – it is your participation that counts. Every gift - no matter what size - makes a difference.
- There are over 1,800 organizations from which to choose. All gifts are tax-deductible.
- If you already make charitable contributions outside the SECA Campaign, check if your charity is listed and switch to payroll giving.

MYTH: This is not our workplace campaign; it is the Governor's campaign.

BUST: SECA was established by law and is regulated and administered by an employee group (SECA ADVISORY BOARD) from Illinois state government. **ALL SECA contributions go directly to the SECA charity of your choice. Nothing goes to the Governor's Office or general revenue funds. One-time donations in the form of a check or money order are made out to the charity and sent directly to them. The Comptroller's office cuts a**

check each payroll period directly to the Charity Federation for payment of charitable payroll deductions.

- MYTH:** If I disclose my name, the charities will use it to send me spam or junk mail.
BUST: You can request that your donation be **anonymous** and your name and address are specifically prohibited from being sold to any other source.
- MYTH:** My charitable donations are not large enough to make a difference.
BUST: Small gifts from multiple donors add up and they also provide charities with a broad base of support. This is particularly true when donors continue to give what they can afford year after year.
- MYTH:** I do not agree with what some of these charities do. I will not have any of my money go to support issues I find offensive.
BUST: The beauty of the SECA process is that all donors can CHOOSE exactly to which organization your money goes.
- MYTH:** All the money we give goes to support big salaries for charity big shots.
BUST: Most charities do not have outrageous salaries for anyone. Be a responsible donor and check into the charity to which you donate. The internet has a variety of programs that you can search. The SECA Charity Federations and member charities are required each year to provide information to the Illinois Comptroller's Office to ensure they are a qualified not-for-profit.
- MYTH:** I am obligated to continue my pledge even if I need to cancel it later in the year because my financial situation changed.
BUST: You can stop your SECA payroll deduction at any time by contacting your agency's payroll office.
- MYTH:** The State of Illinois is broke but it funds the SECA program.
BUST: The 12 main SECA Charity Federations are assessed an annual fee to cover the costs of printing all the SECA Campaign materials and any other expenses incurred by the SECA program. In 2014 the administrative fees to conduct the SECA program was 2.8% of the total donations.
- MYTH:** It is better to give directly to a charity than through a federation.
BUST: Member charities are guided by the philosophy that handouts may satisfy people's immediate needs, but to escape severe poverty, people need a hand up — assistance that will teach them to be successful on their own. History shows that this kind of investment is beneficial for both the U.S. and developing countries. In the 1960s,

countries such as Brazil, Korea, Taiwan and Turkey were primary recipients. Today, they are valuable trade partners generating more than \$100 billion in trade with our country.

MYTH: Giving to the world's poor is not a wise investment.

BUST: An average gift for workplace donors is \$25/month vs. \$16/month for other donors! Workplace campaigns provide average donors the opportunity to plan, budget, and track their annual donations to charities in one place through a single transaction.

MYTH: Donors will give more outside of their workplace giving campaign.

BUST: Your SECA donation IS tax deductible. To take advantage of the deduction you must claim this on your tax return.

MYTH: My SECA donation is not tax deductible.

BUST: Federations provide assistance to charities in many aspects of their workplace development. For example:

- Marketing Strategy - Creating and delivering programs that listen to and speak to the concerns of donors, as well as cut through the clutter of messages appealing for action and help
- Workshops - Helping member organizations, SECA, state, local and corporate volunteers benefit from greater employee engagement in workplace giving campaign; more fully understand and comply with federal, state and local regulations governing these campaigns; and track recent trends in corporate and individual philanthropy.
- Application Services - Assistance to ensure accurate completion of members' applications for participation in workplace giving programs, submission of applications for members, and completion of any necessary appeals.
- Fiscal Services - Collection and distribution of pledge data and funds to member charities in an efficient and effective manner with both additional and consolidated information.
- Campaign Assistance and Promotion - Liaison with employer-based campaigns, companies, and donors in order to expand the pool of funds potentially available to our member charities. Also, publicizing the services of member charities to potential donors in the workplace.
- Campaign Metrics and Analytics – Assist member charities in evaluating individual and all campaigns in which they participate.

- MYTH:** Federations do not do anything but take money from charities.
- BUST:** Federations are essentially subcontractors for charities' development departments. Charities contract with Federations for workplace giving because they are able to do it more efficiently than the charity – normally, less than 1/3 what it would normally cost the charity. A majority of the Federations follow the criteria of the Better Business Bureau (BBB) Wise Giving Alliance.

Tips on Handling Objections

Listen for Objections

Encourage the person with concerns to communicate fully. The more information you have the better you will be able to respond to their concerns.

Acknowledge the Objection

Using phrases like “I understand your concerns” or “that is an important consideration” helps the person feel understood and respected.

Answer the Objection

In responding to an objection, you are supplying missing information that educates the person and clears up his or her concerns. If you do not have the information you need to respond to the objection immediately, let the person know you will get additional information and get back to them as soon as possible.

Effective Responses to the Most Common Objections

Spouse Already Gives

Listen: My spouse gives to the workplace campaign where he/she works, so there is not any need for me to contribute.

Acknowledge: I understand what you are saying. You feel there is no need for you to contribute to the same fundraising effort.

Answer: Giving is a personal matter and the satisfaction that each of us feels when we donate is uniquely personal. Each individual's contribution is based on his/her ability to give. You may each want to share a portion of your weekly income to help others. That way, you are both can get the satisfaction of doing your share to improve the quality of life in your community locally, nationally, and internationally.

Does Not Want to Support Specific Agency/Services

Listen: I do not want to give because I do not want any of my money going to ____ agency or ____ service.

Acknowledge: I can understand your concern that some of your gift will be targeted to an agency or service of which you do not approve.

Answer: Did you know that with our campaign, that if you have a strong preference for a certain agency/service, you could choose to donate solely to that one? That way your gift will go to a charity or cause in which you believe.

Pressured to Give

Listen: I feel like I am being pressured to give to the campaign.

Acknowledge: I understand your concern.

Answer: No one should be forced to give. I personally do not want to be pressured into giving and I am not going to pressure you. I give because of the critical need for services in the community, our nation, and around the world. Pressure defeats the very idea of voluntary giving. Please take a look at the giving choices and see if there is not a charity or cause to which you would feel good contributing to.

Duplicates Government Service

Listen: I do not see any sense in giving to the charities in this campaign when the government takes care of the need with my tax dollars.

Acknowledge: I understand.

Answer: Here in the United States, voluntary contributions have played an important role in helping people help themselves. In the area of human services, the government provides many services statewide, but many critical services are under-funded or lacking completely. Private funds are used where needed, sometimes where government efforts can't reach and sometimes to further the work of the government.

Prefers to Give Directly

Listen: I prefer to give directly, since the campaign takes overhead off the top.

Acknowledge: I respect that you want your selected agency to get the maximum value from your gift.

Answer: A direct cash gift is always appreciated by any agency. However, a gift via payroll deduction through this campaign makes a support commitment for an extended period of time. This pledge is frequently used to qualify for grants or special program funds from other sources and thus increase value. It also reduces member organizations' reliance on other more costly methods of fundraising. Also, the organizations listed in the booklet and online all choose to be part of the SECA Campaign. Workplace giving is a very efficient way to raise money.

Can't Afford to Contribute

Listen: I am already on a tight budget. How can I afford to give?

Acknowledge: That is a very realistic concern for you and many other contributors.

Answer: Even a modest weekly amount can help. There is no gift too small and every gift makes a difference. Giving through payroll deduction makes your contribution easier because you can spread it out over the year. Essentially, it has low impact on your cash flow and high impact on the needs of the community and the world.

Notes:

COMPLETING THE PLEDGE FORM

Contributor Information

Fill in name, agency/university, email, home address, ID number or SS# (for payroll) if applicable,

Payroll Deduction

Complete the payroll deduction portion, indicating the TOTAL amount you want to contribute PER PAY PERIOD.

- Choose the organization(s) to which you wish to contribute and print the 7-digit code number on the organization code/agency code boxes line provided (this number is listed in the current year's SECA Charity Book).
- In the "amount per pay" section, indicate the amount you wish to contribute to the organization(s) and/or each charity (per pay period). Indicate the total amount per pay for the charities in the last line of the section.
- You may select up to three charities per Federation.
- If you wish to contribute to more than three federations, you will need to complete a second pledge form.

On line 5, please indicate the total amount per pay to be deducted. On line 6, indicate the number of pay periods from which the amount is to be deducted. On line 7, indicate the ANNUAL PAYROLL DEDUCTION amount (line 5 times line 6). Sign and date the form. In order for the payroll office to make a payroll deduction, your signature must be present.

One-Time Direct Gift

You may do a one-time payroll deduction (CHECK WITH YOUR AGENCY IF THIS IS ALLOWED) or contribute to any or all of the charities by check or money order. Indicate the charity in the "organization code" section, the specific charity, if any, in the "agency code" section, and the amount of the gift in the "amount" section. On line 8, please indicate the TOTAL AMOUNT of your one-time direct gift. **Please make your check payable to the charity and NOT TO SECA. Any check made payable to SECA will be returned to the contributor. Your check must include the 7 digit charity number in the memo section. Checks without this information will be returned.**

Total SECA Gift

Indicate the total SECA gift by adding lines 7 and 8.

Release of Information for Recognition and Leadership Giving

Each donor has the option to choose to be anonymous or to be recognized by the charity to which the donor made a donation by checking the Release of Information box on the pledge form.



State and University Employees Combined Appeal
PLEASE TYPE OR PRINT LEGIBLY

Name: Last Generous First Jackie MI S
 Employer: HFS
 Home Address: 123 Yellow Brick Rd
 City: Springfield State: IL Zip: 62702

123-45-6789
 Social Security # or ID # Required for Payroll Deduction
 Email: M.Donor@mynet.com

PAYROLL CONTRIBUTION

I wish to contribute through SECA by payroll deductions the pay amounts shown below.
 (A minimum of \$2.00 per period is requested to reduce administration costs.)

1) ORGANIZATION CODE				AGENCY CODE				AMOUNT PER PAY
1	1	1		9	9	9	9	\$20.00
TOTAL AMOUNT PER PAY FOR THIS ORGANIZATION								

3) ORGANIZATION CODE				AGENCY CODE				AMOUNT PER PAY
TOTAL AMOUNT PER PAY FOR THIS ORGANIZATION								

2) ORGANIZATION CODE				AGENCY CODE				AMOUNT PER PAY
2	2	2		7	7	7	7	\$20.00
TOTAL AMOUNT PER PAY FOR THIS ORGANIZATION								

4) ORGANIZATION CODE				AGENCY CODE				AMOUNT PER PAY
TOTAL AMOUNT PER PAY FOR THIS ORGANIZATION								

Use this years codes.
 Some change every year.

5) Total per Pay (Total Lines 1 – 4).	\$40.00
6) Number of Pay Periods.	24
7) Annual Payroll Deduction Total (Lines 5 Times Line 6).	\$960.00

This is the number of pay periods in a year. (Normally 24 or 26)

I authorize my employer to deduct from my paycheck the amount recorded in line 7 beginning with the January 2017 pay period.

Signature: J Generous Date: 25 Sept. 16

ONE-TIME DIRECT GIFT

I wish to donate to the listed charities by writing a personal check or money order made payable to the organization of my choice.
 (No checks made payable to SECA.)

ORGANIZATION CODE				AGENCY CODE				AMOUNT
1	1	1		9	9	9	9	\$20.00
8) Total One-Time Direct Gift								

(Please include the organization and agency code on your check)

TOTAL SECA GIFT
 (Total Lines 7 and 8)

\$980.00

Thank You!

RELEASE OF INFORMATION

If you check this box, your name and address will be sent to the charity(ies) To which you contribute so that they may send you an acknowledgement. For contributions of \$250.00 or more you will receive a leadership gift and have your name listed on the SECA website as a Leadership Giver.

Check this box to release information.

FOR OFFICE USE ONLY

Agency # _____
 Pay Code # _____

RECEIVING / PROCESSING PLEDGE FORMS

Pledge forms that are properly completed will be processed in a timely manner. Incorrect forms have to be returned to the Ambassador, who then must return them to the donor, creating a delay in the processing procedure.

- Review pledge forms and ensure they are filled out correctly and in their entirety.
- Make sure the *Release of Information/Leadership Giving* box has been checked for donations of \$250 or more.
- Make 3 copies
 - Give 1 back to the donor as a receipt
 - Send 1 to SECA Executive Coordinator for processing,
 - Keep 1 copy for your record, and
 - If Payroll Deduction - the original copy should go to your agency's payroll office
- Remember to BLOCK OUT Social Security Numbers before sending to CMS, whether you are mailing or scanning the forms.
- Separate Pledge Forms into two categories –

One Time Donation	Payroll Deduction
Batch up to 40 forms	Batch up to 40 forms
Complete Transmittal form	Complete Transmittal Form
Make sure you include your name, agency, & telephone #, and total \$ amt. on each transmittal form	Make sure you include your name, agency, & telephone #, and total \$ amt. on each transmittal form

IF the employee contributed both ways,
prepare a **SEPARATE** transmittal form and
batch for this donor.

- Perform an audit of each batch. (Count the number of forms and calculate the total dollar amount of contribution in each batch).
- Send verified batches to CMS via:

MAIL: Tina Scott, CMS
SECA Executive Coordinator
401 S Spring St, Room 711
Springfield, IL 62706

Or

ELECTRONICALLY: SECA@illinois.gov

SECA CONTRIBUTION TRANSMITTAL FORM

Ambassador: _____ Agency/University: _____
Email Address: _____ Agency Code: _____
Mailing Address: _____ Telephone: _____

Please Check One:

- PAYROLL DEDUCTION
- ONE-TIME DIRECT GIFT
- FUNDRAISER/EVENT

Date: _____ # of Forms: _____

TOTAL AMOUNT: _____

LIMIT 40 PLEDGE FORMS PER TRANSMITTAL FORM

This form is to be completed and submitted with batches of not more than 40 completed pledge forms. Batches are to be submitted separately.

- _____ Batch payroll deductions, one time direct gifts and fundraiser/events separately.
- _____ Review all pledge forms to ensure completed
- _____ Keep a copy of all forms submitted including this Transmittal Form

DO NOT SEND CASH

Send to:

Tina Scott
SECA Executive Coordinator
Department of Central Management Services
401 S. Spring St., Room 711
Springfield, IL 62706
Payroll Deductions may be submitted to: SECA@illinois.gov

A copy of this transmittal form will be returned to you from the SECA Office upon verification.

Verified by: _____

Verified by: _____

LEADERSHIP GIVING

Keep track of your leadership givers. List contributors who donated at least \$250 and who have checked the "YES" I would like to be RECONGNIZED box on the pledge form under the RELEASE OF INFORMATION/LEADERSHIP GIVING SECTION. A fillable version of this form will be sent in your kickoff email and will also be available on the SECA website.

SECA Leadership Giving Awards

Agency/University Name: _____

First Name	Last Name	Level 1 (Gold) \$1,000 and over	Level 2 (Silver) \$500-\$999	Level 3 (Bronze) \$250- \$499	Desires Recognized Y or N

Leadership Giving

Bronze: Membership is achieved by an annual gift of \$250 to \$499.

Silver: Membership is achieved by an annual gift of \$500 to \$999.

Gold: Membership is achieved by an annual gift of \$1000 and over.

Distribute these Leadership Giving items at the conclusion of the campaign.

Submit this form at the end of the Campaign to:

Tina Scott
SECA Executive Coordinator
Department of Central Management Services
401 S. Spring St., Room 711
Springfield, IL 62706
seca@illinois.gov

AGENCY/UNIVERSITY AWARDS

There are 4 categories of agency/university awards:

EXCEPTIONAL GIVING – Exceed the amount donated the previous year.

SUSTAINABLE GIVING - Donates 90-100% from the previous year.

DIVISION AWARD – Given to the agency or university that had the highest percentage in number of donors based on the number of employees in the agency/university.

MOST CREATIVE FUNDRAISER – Voted on by the SECA Board and presented to the agency/university who submits their creative fundraiser.

Campaign Summary

Review your campaign with your Liaisons

Discuss your successes and challenges with your Liaisons.

What special events were the most popular?

What special events collected the most donations?

What can be improved for next year?

- At the end of the campaign, send emails or post messages with the campaign results.
- Thank employees for their generosity and the role they played in making the SECA Campaign a success.

RECOGNIZE AND THANK YOUR LIAISONS

**Sample Letter from
Agency Head to
All Employees**

To All (ENTER YOUR AGENCY/UNIVERSITY NAME HERE) Employees:

Since its inception in 1983, the State and University Employees Combined Appeal (SECA) has given state and university employees the opportunity to give generously and selflessly to hundreds of charities supporting our communities all over the world.

Knowing that (ENTER YOUR AGENCY/UNIVERSITY NAME HERE) employees recognize their responsibilities to their communities, both local and abroad; along with their continued involvement in SECA each year is deeply heartening.

Participating in the SECA Campaign each year empowers us to make the changes needed for the greater good of all, individually and as a whole. Each and every one of us has the privilege of choosing one or more charities and donating whatever we can afford to give. Even the smallest donations can make the difference in the lives of many.

All of us working together can make a *Looking Forward-Giving Back!*

Sincerely,

(AGENCY HEAD SIGNATURE HERE)

My name is (name) I work for (work agency). SECA is an annual campaign which allows state and university employees an opportunity to donate. Monies raised provide crucial services to those who otherwise would be without. All charities involved are tax exempt under Section 501 (c) (3) of the Internal Revenue Code.

This year the workplace charitable campaign runs from September 7 through November 2, 2016. In order to be as successful as we can I was wondering if (business name) would participate in SECA by donating (request for donation)? (State how the donation will be used) Any donations are greatly appreciated and tax deductible. I will be happy to provide you with SECA's tax identification number upon request.

If you have any questions or need additional information, please let me know.

Thank you for your time and consideration for this worthwhile event.

(Your name)

Sample Email and/or Letter to Your Staff

It is the time of year when the State and University Agencies Combined Appeal (SECA) gets underway. This year's theme is "Looking Forward – Giving Back" and runs from September 2 – November 7. This year's events include (list your events); attached is a listing of event dates and times. For information regarding any of these, please contact (your) SECA Liaison (List Your Liaison's name).

What is great about SECA is you can contribute and help a charity that is meaningful to you whether it is helping older adults in need, prevent child abuse, or finding cures for disease. There are so many different opportunities to make a difference. The SECA website has been updated www.secaillinois.org. On the website you can click on the Charities tab and it will allow you to **Search for Member Organizations** <http://www.illinois.gov/seca/Pages/SearchResults.aspx>. You may either type in the charity name or code to find out if the charity of your choice is in the 2016 SECA campaign. I have attached a copy of the fillable 2016 SECA Pledge form for your convenience.

The needs of the charities are greater than ever, so I hope you will find it in your heart to give to the charity of your choice - whether it's through a one-time gift, spread over time through payroll deduction or participation in some of this year's scheduled fund raising raffles and events in our headquarters.

All pledge forms should be sent back to (Ambassador). Should you have any specific questions about any of the information, please don't hesitate to give me a call at (Phone #).

Thank you
(Your Name)
SECA Ambassador for the (Your Agency)

GLOSSARY

Advisory Board – The SECA Advisory Board is created by statute. The members of the SECA Advisory Board are state and university employees. The Board Members can serve up to two three-year terms in an unpaid capacity. The Board is responsible for creating and implementing all aspects of the SECA Campaign.

Agency Code – On the pledge form, this is the 4 digit number for the specific member charity to which the donor will donate.

Ambassador – A state or university employee who is the main contact in charge of organizing and running the SECA Campaign at their agency or university.

Charity Code Number – On the pledge form, this is the 7 digit number that is the combination of the AGENCY CODE (3 digits) and ORGANIZATION CODE (4 digits).

Charity Fair – A gathering of several SECA charities at one location (e.g. state agency break room, conference room, etc.) with informational tables set up so that state and university employees can visit to learn more about the charities

Leadership Givers – An employee who chooses to be RECOGNIZED by the charities and donates the following amounts: \$250-499; \$500- 999; \$1,000 or more.

Leadership Spreadsheet – This is the EXCEL spreadsheet that each Ambassador needs to complete to identify your agency's/university's Leadership Givers.

Liaison – A state or university employee who assists the agency's Ambassador with administering the SECA program at that location. An agency or university may have a Liaison in each section or building. There is no limit to the number of Liaisons at an agency/university.

Organization Code – On the pledge form, this is the 3 digit code for the main Charity Federation.

One-time Direct Gift – An employee may choose to write a check directly to a SECA charity with a one-time donation. This must be designated on the pledge form.

Payroll Deduction – An employee may choose to donate to the charity (ies) of his/her choice by completing the Pledge form and designating how much money should be deducted from each pay period.

Pay Periods – The number of times per calendar year that an employee gets paid.

Payroll Office – Each state agency and university has a payroll office that needs to receive originals of any pledge forms that ask for a payroll deduction.

Pledge Form – The form used by each contributor to designate to which charity to donate to. The form is used for payroll deductions and one-time contributions.

Release of Information – This is the section on the pledge form where the donor checks the box to be anonymous, which means their name will not be shared with the charity to which they donated. For donations of \$250 or more (Leadership Giving) the donor chooses to be RECOGNIZED or ANONYMOUS.

PLEASE NOTE: ONLY ONE BOX MAY BE CHECKED.

SECA – The acronym used for the (S) State and University (E) Employees (C) Combined (A) Appeal.

Special Events – Any activity planned by an agency or university to promote the SECA campaign. (Bake sale, chili cook off, used books sales, charity fair, etc.)

Transmittal Form – The form used by Ambassadors to tally amount of pledge forms when sending batches of no more than 40 forms to SECA for processing.

CHARITY FEDERATION INFORMATION

CHARITY FEDERATION REPRESENTATIVES

American Cancer Society

1801 Meyers Road
Oakbrook, IL 60181
JoAnn Salerno, 630-932-1141
Joann.Salerno@cancer.org
Cori Dyer, 312-960-2340
Cori.Dyer@cancer.org
Katie Champion
Katie.Champion@cancer.org

American Heart Association

208 S LaSalle, Suite 1500
Chicago, IL 60604
Shelby Darnell, 312-476-6617
Shelby.Darnell@heart.org

America's Charities

14150 Newbrook Dr, Ste 110
Chantilly, VA 20151
Jennifer Watkins, 703-674-5375
jwatkins@charities.org

Black United Fund Inc.

1809 E 71st Street, S-200
Chicago, IL 60649
Theresa Adams, 773-324-0494
Tadams@bufi.org
Iris Dunmore
Iris@bufi.org

Community Health Charities

1218 Windsor Drive
Normal, IL 61761
David Selzer, 312-382-0198
Dselzer@healthcharities.org
Elizabeth Selzer, 309-531-0194
Eselzer@healthcharities.org
Rick Mesj, 312-382-0198
Rmesi@healthcharities.org

Community Shares of Illinois

17 North Wabash, Suite 670
Chicago, IL 60602
Linda Moses, 312-994-5867
Lmoses@cs-il.org
Keri Hathhorn, 312-994-5885
khathhorn@cs-il.org

Community Shares of Illinois

415 S Adalia
Springfield, IL 62704
Susan Bramlet-Lavlin, 217-898-3152
Sbramlav@aol.com

EarthShare Illinois

35 E Wacker Drive, S-1600
Chicago, IL 60601-2110
Thomas Jacks, 312-795-3740
Tom@earthshare.org

Global Impact

PO Box 10
Red Hook, NY 12571
Tom DeCoursey, 703-717-5217
Tom.Decoursey@charity.org

Global Impact

532 Sandburg
Manteno, IL 60950
Renee Tabor, 708-945-5966
reneetabor226@gmail.com

Independent Charities of America

1100 Larkspur Landing Circle, S-340
Larkspur, CA 94939
Cathy Miller, 415-925-2600, ext. 124
Cmiller@maguireinc.com

Special Olympics Illinois

500 Waters Edge, #100
Lombard, IL 60148
Michelle Jensen, 630-942-5617
mjensen@soill.org

United Negro College Fund (UNCF)

105 W Adams St, Suite 2400
Chicago, IL 60603
Lisa Rollins, 312-845-2210
Lisa.rollins@uncf.org

United Way of Central Illinois

1999 Wabash, S-107
Springfield, IL 62704
John Kelker, 217-726-7000
jkelker@uwcil.org
Jessica Becker, 217-726-7000
jbecker@uwcil.org

United Way of Metro Chicago

333 S. Wabash, 30th Floor
Chicago, IL 60604
Ken Krull, 312-906-2214
Ken.Krull@uw-mc.org

Organization	Contact Info	Resources Avail	Speakers Avail	Giveaways	Volunteer Ops	Other
American Cancer Society	JoAnn Salerno 630-932-1151 joann.salerno@cancer.org Jenny Connors jenny.connors@cancer.org	www.cancer.org or illinoisCancerHelp.org Literature, DVD, YouTube links, Our Patient Navigation Program offers free advice answering all questions related to cancer and helping patients & family members focus on getting well, and could possibly open a new door for treatment options. 800-227-2345	Yes, call with specific requests. Work with local volunteers throughout the 10 regional offices.	Please call for options. 10 regional offices in Illinois with different options.	Please see website www.cancer.org for geographic breakdown	Regional Offices: Springfield, Peoria, Champaign, Rockford, Marion, Tinley Park, Batavia, DuPage, Lake, and Chicago.
American Heart Association	Contessa Gibson 312-476-6651 contessa.gibson@heart.org	www.heart.org Health & Wellness Education Brochures and Resources	Yes, can cover most of the state. Please call or email with specific requests.	Please call for options. Often varies per year, please call with desired quantities.	Yes, please visit: www.heart.org/HEARTORG/volunteer/volunteerForm.jsp	Chicago, IL Springfield, IL
America's Charities	Regina Hendrix 609-646-5263 RHendrix@charities.org Jennifer Watkins 703-222-5375 JWatkins@charities.org	www.charities.org Success stories, and campaign newsletter online	Yes, call with specific requests.	Pens, mugs, grocery totes, ID kits, staplers	Yes, many member charities use volunteers. Call for details.	N/A
Black United Fund	Calvin Cook calvin@bufi.org	www.bufi.org seven minute DVDs	Yes, can cover most of the state	Pens and mugs	Call for details	N/A
Community Health Charities of Illinois	Lizzy Selzer 309-454-2773	Stories of caring at www.healthcharities.org; campaign toolkit at www.illinois.healthcharities.org; 5 minute DVD available (please call) or 30 second download from www.healthcharities.org	Yes, can cover most of the state	Band-Aid dispensers, jar openers, note pads, pens, balloons	Possibly - call for details on member charity events	Member charity events on www.illinois.healthcharities.org
Community Shares of Illinois	Chicago: Keri Hathhorn 312-379-0190 Downstate: Susan Bramlet-Lavin; khathhorn@cs-il.org 217-898-3152 sbramlav@aol.com Linda Moses lmoses@cs-il.org	www.cs-il.org	Yes, can cover most of the state	Calendars, post-its, pens	Yes, many member charities use volunteers. Call for details.	N/A

Earth Share Illinois	Tom Jacks 312-795-3740	Please see www.earthshare.org PSA video (file emailed to contact directly upon request). To learn more about ESIL, please visit www.earthshareillinois.org or connect on Facebook at www.facebook.com/EarthShare	Yes, can cover most of the state. Contact the ESIL office to coordinate a speaker.	Pencils made from recycled currency, pens, bookmarks and brochures	Yes, many member charities use volunteers. Call for details. Contact the ESIL office to coordinate a speaker.	Have limited larger giveaway items for drawings and/or raffles.
Global Impact	Tom DeCoursey 845-757-2252 tom.decoursey@charity.org Renee Tabor 708-945-5966 reneeetabor226@gmail.com	Please see www.charity.org , click on Workplace Giving, then Campaign Resources, Success Stories, photos, video, \$ buys and fact sheets.	Yes, please call with specifics.	Pens, jar openers, coasters	No	Have limited larger items for drawings and/or giveaways. Please call for options.
Independent Charities of America	Catherine Miller 415-925-2600 cmiller@maguireinc.com	www.independentcharities.org	Yes, generally statewide. Please call with specific requests.	Limited items from members; keychains, pens, notepads	No	Will try to provide speakers and materials when requested.
Special Olympics Illinois	Shelley Chenoweth schenoweth@soill.org	www.soill.org	Yes, generally. Please call with requests. Global Messengers are athletes trained to speak.	calculators, magnets, lens wipes	175 events annually all over the state. Please see www.soill.org or call for details.	Special Olympics have 22,000 athletes in their program. They pay nothing to compete, thanks to donations like those from the SECA campaign.
United Negro College Fund	Lisa Rollins 312-845-2206 lisa.rollins@uncof.org	www.uncof.org	Please call for specific requests.	Pens, key rings, brochures	Please see www.uncof.org	
United Way of Central Illinois (Springfield, IL)	John Kelker 217-726-7000 jkelker@uwcil.org Jessica Becker jbecker@uwcil.org	Local video with testimonials, posters, brochures, goal posters, www.springfieldunitedway.org or www.liveunited.org	Yes, please call with details.	Pens, posters, brochures, NFL schedules, other items.	Many member organizations use volunteers.	Please call for any questions or needs for any United Way in Illinois.
United Way of Metropolitan Chicago	Ken Krull 312-906-2214 Ken.krull@uwmc.org	www.us-mc.org	Please call for specific requests.	Please call for specifics	Yes many of member charities use volunteers.	Call with any questions or needs.

American Cancer Society (907-0000)

- When we started 102 years ago, cancer was a certain death sentence. Today, thanks in part to our work, 2 out of 3 people will survive.
- We are the only major charity focused on defeating *all* cancers because we've found progress against one type leads to breakthroughs for other cancers.
- We are the largest not-for-profit investor in cancer research, with a focus on funding young investigators with innovative ideas -- 46 of whom later earned Nobel prizes.
- We are the only organization to conduct groundbreaking prevention studies. Our latest, CPS-3, is assessing how things like genetics and lifestyle choices affect your cancer risk.
- Cancer is the leading cause of death in the U.S. among working age adults, so we teach people steps to prevent cancer and stay well.
- One in two women diagnosed with breast cancer reaches out to us and we provide free services to help them – and *all* cancer patients – get well.
- We have played a role in nearly every cancer research breakthrough in recent history, taking cancer from deadly to treatable, and treatable to preventable.
- When you enjoy smoke-free bars and restaurants, know that our grassroots volunteers helped us push for lifesaving laws protecting you from secondhand smoke.
- Even with all this progress, cancer is expected to claim 580,000 lives, including your loved ones. Silence won't finish the fight – only action will. Please join us!

SECA donations...

- Fund groundbreaking research leading to new ways to prevent, treat and cure cancer.
- Operate a 24/7 Cancer Information Call Center that provides free personalized information, answers and support to nearly 1 million callers a year.
- Provide access to free cancer screenings to thousands of people who lack health insurance.
- Offer free rides to cancer patients who need help getting to medical appointments and treatments.
- Give new wigs, hats and scarves to those who lose their hair during treatment.
- Provide free classes covering tips and tricks to deal with treatment side effects.
- Connect cancer patients with more than 6,000 promising new treatments through our free clinical trials matching service.
- Provide disadvantaged cancer patients with case management services to help them navigate their cancer experience.
- Offer hands-on cancer education so everyone can learn how to reduce cancer risks.

American Heart Association (913-0000)

- Building healthier lives, free of cardiovascular diseases and stroke.
- By the year 2020, to improve the cardiovascular health of all Americans by 20% while reducing deaths from cardiovascular diseases and stroke by 20%. If we meet this goal, we will save 718 lives each day from heart disease and 145 lives from stroke. That's 863 lives every day... 315,000 lives saved each year!
- We are the leading funder of cardiovascular research after the federal government.
- In 2014 we funded nearly \$129.1 million for research, since 1949, we have invested \$3.5 billion!
- Research we funded nationwide has led to advances such as CPR, pacemakers, bypass surgery, the heart-lung machine and surgical techniques to repair heart defects.
- 13 scientists funded by the AHA have won Nobel Prizes, including nine for research we wholly or partially funded.
- Our Get with the Guidelines quality improvement program has impacted the lives of 2 million patients – and counting – by helping hospitals treat patients according to evidenced-based guidelines proven to improve health outcomes.
- Only an electric shock can restart a stopped heart. For each minute without defibrillation, a cardiac arrest victim's odds of survival decrease by 7-10%. AEDs save lives! The AHA advocated placing AEDs in public places such as airports and golf courses. Chicago O'Hare International Airport just had its 88th save with an AED!
- Effective bystander CPR, provided immediately after cardiac arrest, can double a victim's odds of survival. Our CPR Anytime products train people in this lifesaving skill in just 22 minutes! Our kits have a return rate of 3 people being trained per one kit.
- 2,500 heart attacks and 2,100 strokes occur each day. By days end half of these people will have lost the fight.
- Cardiovascular disease is the Nation's number 1 killer. It causes 1 in every 3 deaths; 2,157 Americans die of CVD each day - one every 40 seconds.
- 88% of sudden cardiac arrests occur at home.
- Nearly 40% of Americans think they have ideal heart health, **only 1% really does!**
- Stroke is the number 5 leading cause of preventable disability in the U.S. It kills nearly 129,000 people a year, that's about one death every 4 minutes.

SECA donations...

- Make it easier for people to find AEDs in public places. Donations cover the costs of placing identification stickers in public places, directing people to these devices that can save someone's life.
- Teach children how to avoid obesity and live longer, stronger lives through our nutrition and exercise educational materials.
- Fund pre-doctoral fellowships to help a medical student begin a career in heart or stroke research. Research is the starting point for all scientific advances.
- Save lives by training members of your community on essential CPR skills using our innovative CPR Anytime self-directed personal CPR kit.
- Educate healthcare providers about Get with the Guidelines-Outpatient or any of our programs that continually improve clinical care.
- Mobilize women with our Go Red for Women movement and empowers them to take charge of their heart health with a personal record tracker and other health information.

America's Charities (910-0000)

As a Federation we...

- Are a coalition of some of the nations most respected and well-known nonprofit organizations.
- Give hope to families and children at-risk, support education, help find cures for diseases, and give comfort to those with life-threatening illnesses.
- Work to develop the spirit of giving at the workplace by offering a broad range of nonprofits reflecting the diversity of the American people.
- Provide member organizations with the financial resources required to meet emerging needs.
- Thoroughly review our members annually in order to meet the requirements for membership in America's Charities and ensure each organization meets the standards of participation in national and local workplace giving programs.
- Lead in workplace giving solutions, delivering innovation and technology to charitable giving campaigns.
- Thrive on generating sustainable income through workplace giving.
- Inspire employers and individuals to reach their philanthropic goals and support charities of their choice.

SECA donations...

- Serve and protect children.
- Conduct and fund medical research.
- Insure civil and human rights.
- Feed the hungry.
- Support education.
- Help troubled teens.
- Provide job training.
- Preserve the environment.
- Give sanctuary to abused and abandoned animals.
- Serve the sick and disabled.
- Improve the quality of life for families in need.
- Give support to those with rare diseases.

Black United Fund of Illinois, Inc. (950-0010)

Our member charities...

- Provide services for children and fathers.
- Create new possibilities for education.
- House and train homeless men and women.
- Provide jobs for youth and parents without skills.
- Deliver arts and culture outlets and direction to artists.
- Tutor, mentor and train for jobs and business ownership.
- Distribute food and meals to thousands of people in need.
- Build and support healthy drug-free communities in Illinois.
- Break the cycle of domestic violence and abuse.
- Link youth to productive futures.
- Empower men and women who currently are or are at risk of becoming homeless.

SECA donations...

- Your \$100 donation provides shelter for three homeless families at Matthew House.
- Your \$100 donation provides healthy food sampling and nutrition training for three 3rd-5th grade classrooms by Real Men Charities, Inc.
- Your \$100 donation will provide a week's worth of social justice workshops to 25 youth by the Kenwood Oakland Community Organization.
- Your \$50 donation will send one girl to camp where she will step outside her comfort zone, learn new skills and bond with other girls in a safe space through Global Girls, Inc.
- Your \$50.00 donation helps supply homeless students with uniform shirts for the school year at Betty Shabazz International School.
- Your \$50 donation provides dance costumes for 5 dancers at the MUNTU Dance Theater.
- Your \$50 donation provides slightly used clothing for 10 women from the National Hook Up of Black Women.
- Your \$25 donation helps feed 5 youth for five weeks in after school programming focused on conflict resolution by the Black Star Project.
- Your \$25 donation supports 5 parents at Clara's House Shelter with transportation for a week.
- Your \$25 donation helps get an individual food and clothing for a week at Freedom in Holiness Mission.
- Your \$10 donation provides transportation for a youth at the Dime Child Foundation.
- Your \$10 donation helps 3 women and their children be educated on social and nutritional adjustments for families at the African Women's Organization.
- Your \$5 donation provides a used book a month for a year at the Community Christian Alternative Academy.
- Your \$5 donation helps to fund nutrition education sessions for 5 individuals one Saturday at Interfaith House.

Community Health Charities (800-5500)

As a Federation we...

- Susan G Komen for the Cure is the nation's largest funding source for breast cancer research.
- Thanks to St. Jude Children's Research Hospital children diagnosed with Acute Lymphoblastic Leukemia (ALL) have a 94% survival rate.
- The Illinois Eye Bank received 2,000 donated corneas that were used to save the eyesight of 1,000 people in Illinois.
- The Lupus Foundation of America – Illinois chapter provides the Resources for Lupus program to help patients on a one to one basis with everything from diagnosing lupus and finding a doctor, to questions about health insurance and financial assistance.
- MS Navigators provided by the National Multiple Sclerosis Society have the resources to provide people with Multiple Sclerosis with the latest information to help them deal with their challenges.
- The Sickle Cell Disease Association of Illinois coordinates a federal Newborn Screening Program (NBSP) that enhances follow-up services for infants who test positive for sickle cell disease, including support to coordination among community-based agencies.
- Spinal Cord Injury Association of Illinois provides information and resources for people paralyzed by trauma and medical conditions, family members, and health care and related professionals that serve the Spinal Cord Injury community.
- Ronald McDonald House Charities of Central Illinois provides a supportive home away from home for families with children receiving medical care.

SECA donations...

- Supply t-shirts and education materials to new moms before they leave the hospital to reduce the number of babies who die from SIDS.
- Provide liver education program for schools. Students learn about the liver and what to do to keep their liver healthy.
- Provide mobile screening to screen for kidney disease.
- Provide depression and mental illnesses screening and provide a statewide suicide prevention campaign called "It Only Takes One".
- Provide smoking cessation programs and helped in passing the no smoking legislation in the state of Illinois.
- Prevent preterm birth by educating women with healthy pregnancies about the importance of waiting at least 39 weeks to give birth.
- Provide education and family support groups for Alzheimer patients and care givers.
- Are instrumental in making sure that diabetes supplies and education are included in comprehensive insurance coverage.
- Provide a \$100 grant to anyone who has been diagnosed with Leukemia or Lymphoma.
- Produce a comprehensive, free tool kit for the school community to help educators and administrative staffs effectively interact with students with autism.
- Created a program to encourage manufacturers to design easy to open products and packaging.
- Provide free, personal and private websites that connect people experiencing a significant health challenge to family and friends, making each health journey easier.

Community Shares of Illinois (903-0000)

Our member charities...

- Provide a safe haven for animals.
- Empower people who currently are or are at risk of becoming homeless.
- Distribute food to thousands of people in need.
- Build and support healthy drug-free communities.
- Break the cycle of domestic violence and abuse.
- Promote accessible healthcare for all.
- Provide affordable housing and support services for low and moderate income people.

SECA donations...

- Your \$100 donation will help Forever Home Feline Ranch spay or neuter and vaccinate a cat.
- Your \$100 donation will fund a day of camp for a child impacted by cancer at Gilda's Club Chicago.
- Your \$100 donation will allow WUIS Public Radio to repair and update out-of-date recording and broadcasting equipment.
- Your \$100 donation will help purchase textbooks for a Chicago Coalition for the Homeless college scholarship student who experienced homelessness in high school.
- Your \$50 donation will allow Champaign County Health Care Consumers to provide case management to an individual in need of health care and wrap-around services.
- Your \$50 donation will pay for a class to visit the woods at Lincoln Memorial Garden.
- Your \$50 donation will provide interview attire and preparation for a StreetWise client.
- Your \$50 donation will provide a week's groceries for three families from Wesley Evening Food Pantry.
- Your \$25 donation will help Friends of Sangamon County Animal Control pay for gas to transport animals to rescues.
- Your \$25 donation will produce a Chicago Metropolitan Battered Women's Network training manual to educate professionals on how to work with survivors.
- Your \$25 donation will provide a light fixture for a Habitat for Humanity home.
- Your \$10 donation will provide one round of antibiotics for a sick cat or dog at Animal Protective League.
- Your \$10 donation will help AIDS Foundation of Chicago provide five meals for a low-income person living with HIV/AIDS.
- Your \$10 donation will help Prevention First send drug prevention messages to 10,000 youth, parents, educators, and community members.

EarthShare Illinois (909-0000)

Illinois environment at a glance...

- The first aquatic invasive species in the Great Lakes was the sea lamprey in the 1830s. Now more than 180 invasive species are in the region, and 10 more are “knocking on the door”. A study conducted for The Nature Conservancy found that aquatic invasive species cost the Great Lakes region significantly more than \$100 million a year. (Alliance for the Great Lakes)
- Illinois, Indiana, Iowa, Michigan, Ohio, and Wisconsin account for 20% of the carbon pollution in the United States. The Midwest alone is responsible for more global warming pollution than most countries across the globe except for China, India, Russia, and Japan. (Environmental Law & Policy Center)
- Illinois ranks 48th in the nation when it comes to publicly accessible open space per capita in state and national parks. (Illinois Association of Park Districts)
- Illinois ranks 32nd the nation in acres conserved and Illinois ranks 6th in the Midwest in acres conserved. (Land Trust Alliance)
- Locally grown food can be 3-10 days fresher than food shipped in from far away. When you eat locally grown foods soon after harvest, it is fresher and riper because it is picked closer to peak. Studies have shown that the nutrient levels of food are highest closer to the time they are harvested. (FamilyFarmed.org)
- The United States is a net food importer, and over 95% of the food we eat in Illinois is not raised in Illinois. (The Land Connection)
- Illinois livestock operations produce over 10 million tons of waste annually. Waste is often stored improperly or in structures that leak. The waste is eventually applied to farm fields, but over-application and polluted runoff occur. (Prairie Rivers Network)
- The Illinois Waste Characterization and Generation Study estimated that approximately 35% of material in Illinois is recycled and 1.5% composted. This study provided numbers that indicate that Illinois also generates 19% more waste per capita than the average state in the United States. Illinois landfills will not last forever and, using the 2012 disposal rates, it is expected that the landfills will have a capacity that will last for another 26 years. (Illinois Environmental Council)

SECA donations...

- \$1 per pay period can plant 25 trees to help reduce carbon dioxide in our atmosphere.
- \$2 per pay period can provide one year of guided nature exploration to a preschool student in a Pre-K or Head Start program.
- \$4 per pay period can care for floodplains and riverbanks that help filter harmful pollution out of our drinking water.
- \$5 per pay period can purchase and plant a fruit tree for an urban orchard, providing a community with up to 150 pounds of fresh fruit a year for decades.
- \$6 per pay period can protect ten acres of forest and all the life within it.
- \$10 per pay period can fund ongoing recovery efforts in the Gulf of Mexico.

Global Impact (901-0000)

Our charity partners...

- Annually provide emergency relief and sustainable solutions to over 400 million people.
- Hold a common ground in that they believe in giving a “hand up not a hand out.”
- Many of our charities help children in impoverished countries to overcome starvation and malnutrition.
- Help create jobs and small businesses within communities so that they become self-sustaining.
- Open hospitals to save the lives of people who might otherwise die from preventable illnesses.
- Reach out to help victims of natural disasters throughout the world.
- Help millions of people protect themselves from HIV/AIDS.
- Provide education to children and adults, decreasing the occurrence of illiteracy.

SECA donations...

- Help victims of natural disasters and civil conflict.
- Deliver immunizations and antibiotics for children.
- Help young girls get out of trafficking situations.
- Provide safe drinking water for communities in need.
- Give food to families in need.
- Help women give safe childbirth.
- Educate children and adults.
- Improve overall health within communities.
- Enhance economic development by providing job training and micro loans.
- Provide environmental sustainability.
- Help millions of people worldwide protect themselves against HIV/AIDS.
- Offer hope to people who otherwise would not have resources to change their lives.

Independent Charities of America (911-0000)

Our member Charities...

- Protect pets, wildlife, and endangered species, teach people to treat animals with respect, provide humane training of animals as helpmates and companions to people in need.
- Heighten public awareness of children's issues and the solutions to their problems. Strive to give children all over the world a fighting chance at a brighter tomorrow and a more fulfilling future.
- Protect the environment, educate about the benefits of sustainable solar energy and help conserve and protect the nation's hiking trails, fisheries, rivers, coastal areas and oceans.
- Work in every area of the world to ease suffering of people affected by war, famine, natural disaster and epidemic.
- Provide schools with better classroom tools, tutors for struggling students, role model mentors, teacher Scholarships, Music and arts education, and after-school enrichment programs. They also give scholarships to needy students, teach young people about leadership, provide family literacy programs and promote educational programs for those with learning disabilities.
- Assist veterans and their families, providing scholarships for the children of military personnel, funding memorials and museums to honor those who have served their country.
- Work to protect endangered animals and their habitat; to provide sanctuary for rescued and threatened species; to keep oceans and rivers safe and thriving; and to defend the "wild" in wildlife.
- Provide women with economic opportunity, scholarships, job training, small business development and freedom from sexual harassment and discrimination.

SECA donations...

- Help a working poor woman decently feed her children.
- Train a hearing dog for a deaf person who could otherwise not afford one.
- Honor a fallen Marine.
- Fund Research toward a Cure for Cancer.
- Help spay or neuter and feed homeless cat or dog.
- Provide basic treatments, tests and immunizations against preventable childhood diseases in other countries.
- Provide life-changing reconstructive surgeries on a child's face.
- Provide rides to hospitals for 14 sick and injured veterans who have no means of getting there for care and treatment.
- Provides backpacks filled with school supplies for children in the United States and Kenya.
- Provides coats, blankets and shoes to keep children warm in Appalachia.

Special Olympics Illinois (905-0000)

Our member Charities...

- Sports is a powerful force. It can shift the focus from disability to ability, from isolation to involvement. We offer the highest quality Olympic-style sports training and competition for people with intellectual disabilities all around the world. This changes attitudes and changes lives.
- There is no cost for an athlete to participate.
- Allows athletes to develop self-esteem, physical fitness, courage and experience joy by participating in the program.
- Over 22,000 athletes (ages 8+) and 20,000 young athletes (ages 2-7) participate in Illinois.
- There are over 45,000 volunteers and nearly 5,000 coaches throughout the state.
- 295 competitions occur annually.
- There are 19 Olympic style sports that athletes can compete in.
- Our Athlete Leadership Program empowers athletes to share their message and allow them to participate in roles previously considered non-traditional, like Athlete Board Members, Global Messengers and Athlete Coaches.
- Special Olympics was founded in 1968 with the first games held at Soldier Field.
- We do not receive funding from the Joseph P. Kennedy Jr. Foundation.

SECA Donations...

- Enable us reach more athletes, raise more resources and ultimately improve athlete experiences.
- Support coaching, transportation and equipment for their chosen sport.
- Provide on-site medical teams, meals, facilities and security for their events.
- Provide gold, silver and bronze medals.
- Support our role as the world's largest public health organization for people with intellectual disabilities by allowing us to provide free health exams and care at our events.
- Help send athletes to National and World Games, where they meet hundreds of athletes from across the country and around the world.

Our sports events bring together a large and inclusive community of athletes, supporters and families, coaches, volunteers and many others. The athletes are at the center of it all -- to the shared joy of themselves, their families and their communities. These events help us all rediscover the purity of sports -- and real athletic pursuits -- based on true Olympic ideals.

United Negro College Fund (900-0000)

- 71 years of helping to provide bright futures to low income young Americans who would not otherwise afford a higher education
- 400,000 students have been able to graduate college thanks to UNCF's support
- 60,000 young people are going to college right now with the help of UNCF. Since 62% are from families with annual incomes under \$25,000, many would be unlikely to attend college without the support of UNCF
- 8,000 UNCF students graduate with bachelors, masters and doctorate degrees each year
- 400 scholarship and internship programs are under the administration of UNCF, so that even students from low and moderate income families can afford tuition, books and housing
- 60% of UNCF students are the first in their families to attend college, potentially breaking a multi-generational cycle of underachievement.
- 90.56% of every dollar we raise is spent on student support and scholarships
- 90,000 students applied to UNCF for financial aid last year. We need your support to help them realize their dreams of going to college

SECA donations...

- Provide operating funds for UNCF's 38 member colleges.
- Help to raise funds for Emergency Student Aid.
- Provide training for the next generation of American workers.
- Grant more than 8,000 undergraduate, graduate and doctoral degrees from our colleges and universities each year.
- Play a major role in graduating students who many thought were not capable of completing college degrees.
- Provide an opportunity to expand access to science, technology, engineering and mathematics disciplines to young minority men and women who deserve to become innovators in our world.
- Provide support to 60,000 students a year.
- Make sure that minorities get the help they need to attend college and graduate.
- Strengthen student support and development by allowing the UNCF model to serve as the number one provider of student support to underrepresented students.
- Aid UNCF in its endeavor to assist its member institutions to increase the number of bachelor's degrees awarded in the spring of 2015 by 50%.
- Help with advocating by providing an excellent opportunity to introduce key workers and coordinators to as many charities as possible.

United Way (100-0000)

As a state association...

- United Way is the largest private funder of health and human services in Illinois.
- United Way of Illinois is comprised of 51 local United Ways.
- United Way of Illinois provides advocacy to support the health and human service sector.
- United Way of Illinois is partnering with the State of Illinois to expand 2-1-1 services for information and referrals.

SECA donations...

- Support local services working together to create long-lasting community change by helping children and youth achieve their potential, promoting financial stability and family independence and improving people's health.

Local United Ways...

- Local United Ways are independent, 501(c) 3, not-for-profit organizations. **Each United Way is listed separately, by county, in the SECA book.**
- Donors should refer to their county listing and use the 7-digit SECA code listed for your local United Way and/or its partner agencies.
- Local United Ways advance the common good by addressing the needs of your community.
- Local United Ways operate independently, bringing together people and organizations to identify, assess and address your community's health and human service needs.
- Each United Way is led by local volunteers and works to meet the immediate needs of families while developing long term solutions based upon the priorities of your community such as: Education, Financial Stability and Health – the building blocks for a good quality of life.

Local United Ways...

- Support emergency services that are available 24/7, 365 days a year.
- Ensure homeless and transitional housing programs are available.
- Support programs providing food and provisions to individuals in crisis.
- Fund shelter and support services for individuals and families who are victims of domestic violence.
- Support afterschool services to homeless children providing mentoring and tutoring services.
- Fund child development programs for children of working parents.
- Provide mentoring to children from single parent and special needs families.
- Provide assistive technology and educational support for children with disabilities.
- Support clinics providing dental and vision services to low income families.