



## **2024 State Employee Charitable Campaign (SECC) Virtual Kick-Off & Coordinator Orientation**

Wednesday, October 23, 2024 2:00 P.M. - 3:00 P.M.

**Microsoft Teams**

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## **WELCOME & INTRODUCTIONS**

**Dr. Elwyn C. Lee**

Vice President for Neighborhood & Strategic Initiatives & UH SECC Chair

**Dr. Karl A. Hearne**

Executive Assistant to the Vice President for Neighborhood and Strategic Initiatives  
UH SECC Campaign Co-Chair

# What is the SECC

- In 1993, Texas state legislation created the State Employee Charitable Campaign (SECC), a statewide annual effort that allows employees of universities and other state agencies to give to many of their favorite charities through a workplace giving campaign which features the option of payroll deduction.
- University of Houston employees have an outstanding tradition of participation in this annual campaign. From the start of SECC, our UH community has contributed over \$3,889,714 dollars that directly benefited local and national organizations and charities.

# What is the S.E.C.C.

- Charities eligible under the SECC campaign range from health and human services, environmental programs, human rights, and educational programs for children, to support programs for the elderly.
- There are neighborhood, local, state, and even national organizations. Many of these organizations have or will be assisting families and individuals who have experienced hardship or deprivation. Each approved charity meets specific legal and operational standards that have been reviewed by teams of state employees, so you can be confident that your contribution will be distributed to the organization and for the purpose that you select.

# How Charities Are Admitted

- Annual Application
- Local Campaign Manager Review
- Houston: Online Local Employee Committee (LEC) Review
- LEC Admissions Meeting
- Appeals with State Policy Committee if denied by LEC

# How Charities Are Admitted

- Those charities that wish to participate must meet stringent legal requirements, and then be reviewed in great detail by teams of state employees to ensure:
  - They are recognized by the IRS as 501(c)(3) nonprofit organizations and registered with the Secretary of State.
  - They are audited (or reviewed) annually by an accountant in accordance with generally-accepted auditing standards.
  - They provide direct or indirect health and human services.
  - They spend no more than 25 percent of funds raised on administration and fundraising.

# Why It is Important

Total Raised In 2023:

**\$4,834,174:** statewide SECC

**\$208,603:** Houston region

**\$60,020:** UH Campus

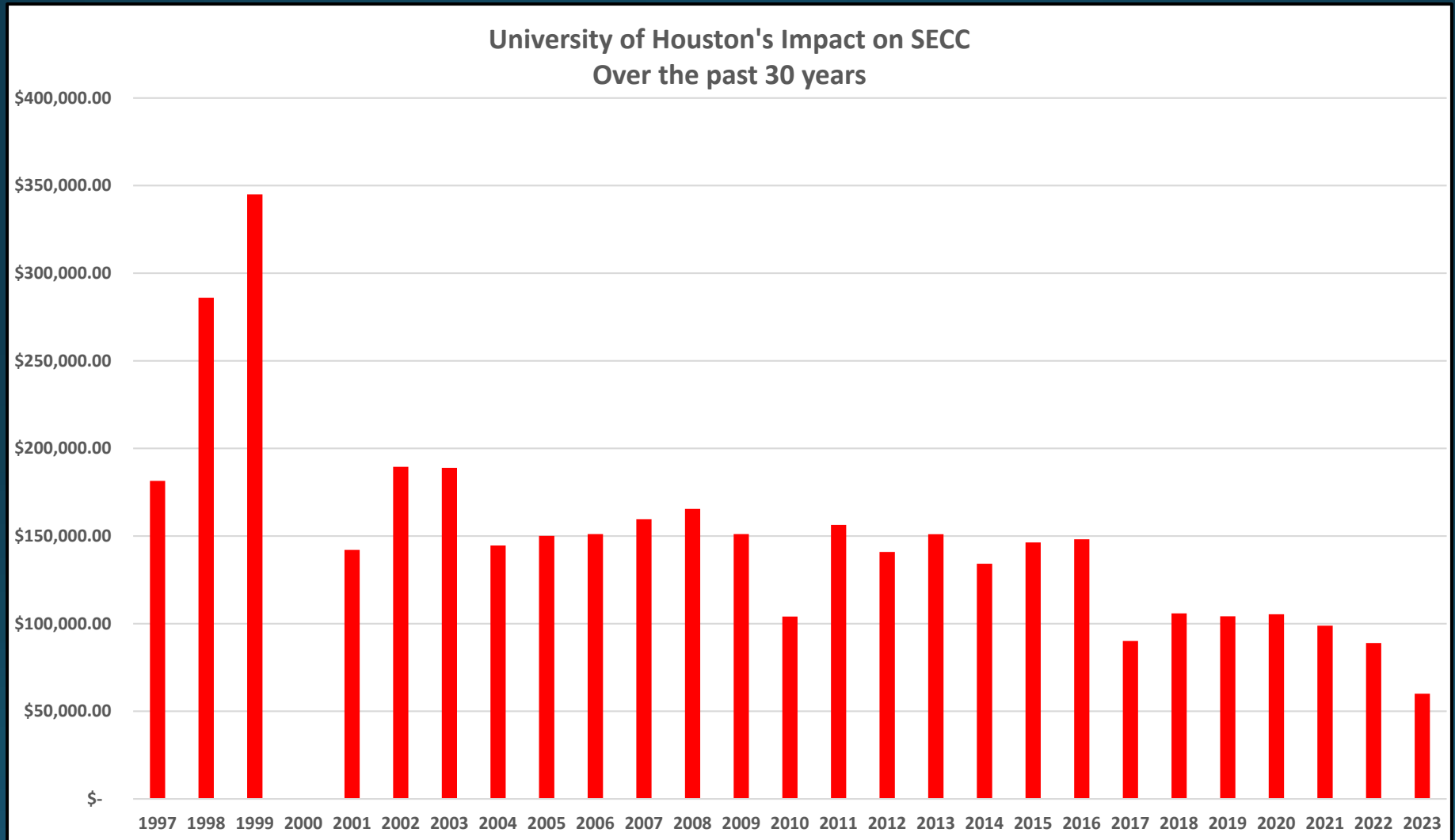
Since 1993:

**\$209 million:** statewide SECC

**>\$8,234,841:** Houston region

**\$3,889,714:** UH Campuses

# The UH Impact on S.E.C.C.



# Coordinator Roles & Responsibilities

1. Attend the SECC virtual coordinator orientation meeting on **Wednesday, October 23, 2024** from 2-3:00 p.m. via Microsoft Teams
2. Serve as a liaison between your division, college or area and to the Office of Neighborhood & Strategic Initiatives (NSI) during the 2024 SECC period
3. Be enthusiastic about the campaign
4. Encourage participation within your area
5. Distribute campaign materials (pledge forms, mini directories, and instruction sheets) to area UH benefits eligible faculty and staff
6. End area campaign solicitations by **Thursday, October 31, 2024**
7. Submit all pledge forms and donations and report area results to the Office of Neighborhood & Strategic Initiatives (NSI) by **Friday, November 8, 2024**

**THANK YOU for volunteering to coordinate in this year's campaign. We cannot be successful without YOU!!!!!!**




# Overview of UH SECC Website and Campaign Materials

- UH SECC Website: [www.uh.edu/secc](http://www.uh.edu/secc)
- 2024 Official UH SECC Kick Off Campaign Letter
- Pledge Form
- [A mini-directory of agencies included in this year's campaign \(.pdf\)](#)
- [A more comprehensive directory that lists more detailed information about each agency \(.pdf\)](#)
- [Contact information for how to obtain your pledge form](#)
- [Pledge form instruction sheet \(.pdf\)](#)
- [Additional Online Resources](#)

# The Pledge Form

HIGHER EDUCATION VERSION SECC AUTHORIZATION FORM (Give online at <a href="http://secc.texasadvinc.org">secc.texasadvinc.org</a> if your agency permits/participates)		CAMPAIGN AREA (select your campaign area) ENTER LOCAL CAMPAIGN AREA NAME OR REGION #	CONTROL NO. FOR OFFICE USE ONLY — ACCOUNT #
PREFIX			
LAST NAME			SUFFIX (jr., Ph.D., etc.)
FIRST NAME	M.I.	WORK PHONE	
WORK EMAIL ADDRESS			
UNIVERSITY			
COLLEGE OR DIVISION	DEPARTMENT	SECC COORDINATOR'S NAME	COORDINATOR'S PHONE #



**PAYMENT OPTIONS ... select and complete one giving method:**

☐ **ONE-TIME GIFT** (attach cash, or check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN — enter gift amount at right)  
\$

☐ **PAYROLL DEDUCTION**  
TOTAL MONTHLY GIFT (must match 3 group subtotals below, if designating) \$  x PAY PERIODS PER YEAR (select appropriate) 9 12 = TOTAL ANNUAL GIFT (Total Monthly Gift x Pay Periods) \$

AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules (see back for details). I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

SIGNATURE (authorizing payroll deduction)  DATE  EMPLOYEE ID NUMBER

**HOW I WISH TO DESIGNATE MY GIFT ... minimum donation per group is \$2.00 per pay period:**

EACH CHARITY IS ASSIGNED A SIX-DIGIT CODE; the first two digits of each charity code corresponds to its charitable group (federation) code. TO DESIGNATE: Enter a current year six-digit code followed by a gift amount. BY STATUTE: You may designate to charities within (3) charitable groups, or designate up to (6) charities within a single charitable group. THE TOTAL OF ALL DESIGNATED GIFT AMOUNTS (SUBTOTALS 1 + 2 + 3) must match either TOTAL ONE-TIME GIFT or TOTAL MONTHLY GIFT (in PAYMENT OPTIONS section).

first two digits of all codes within this group must match	first two digits of all codes within this group must match	first two digits of all codes within this group must match
CHARITY or FEDERATION CODE	CHARITY or FEDERATION CODE	CHARITY or FEDERATION CODE
CHARITABLE GIFT AMOUNT	CHARITABLE GIFT AMOUNT	CHARITABLE GIFT AMOUNT
CHARITY or FEDERATION CODE	CHARITY or FEDERATION CODE	CHARITY or FEDERATION CODE
CHARITABLE GIFT AMOUNT	CHARITABLE GIFT AMOUNT	CHARITABLE GIFT AMOUNT
CHARITABLE GROUP (SUBTOTAL 1)	CHARITABLE GROUP (SUBTOTAL 2)	CHARITABLE GROUP (SUBTOTAL 3)

**RECOGNITION & ACKNOWLEDGEMENT**

☐ SELECT IF YOU WISH TO RECEIVE ACKNOWLEDGEMENT FROM YOUR CHARITY(IES) & PUBLIC RECOGNITION FOR YOUR GIFT. **OPTION NOT SELECTED = YOUR NAME & DONATION WILL BE CONFIDENTIAL.**

MAILING ADDRESS

CITY

STATE

ZIP

PERSONAL EMAIL ADDRESS

# Pledge Form Instructions

Visit [www.secc texas.org](http://www.secc texas.org) for more information. **THANK YOU FOR YOUR SUPPORT!**

**TERM AND EXPIRATION OF PAYROLL DEDUCTION** ... This authorization is effective December 1 of the current year year (or, for employees hired mid-year, immediately upon receipt by your payroll office). If you are paid once monthly, this authorization expires with the pay period ending November 30 of next year. If you are paid twice monthly, this authorization expires with the pay period ending December 15 of next year. If you are paid every other week by an institution of higher education, this authorization expires with the 25th consecutive payroll period after the start of the campaign year.

**DESIGNATING YOUR CONTRIBUTION (optional)** ... You may designate your contribution to a particular charity, charitable group (federation), multiple charities or federations, by entering the assigned current year six-digit charity code(s) in the "How I Wish to Designate My Gift" section. **BY STATUTE: You may designate to charities within (3) charitable groups or designate to as many as (6) charities within a single charitable group.** Minimum donation per group is \$2.00 per pay period.

## DISTRIBUTION OF YOUR CONTRIBUTION:

- **UNDESIGNATED CONTRIBUTIONS** — Undesignated contributions will be divided among all charities selected by donors in a given SECC campaign area, using the percentage method described in the "Designated Contributions" section below.
- **DESIGNATED CONTRIBUTIONS** — Because it is almost impossible to account for donations lost through such things as an employee leaving or transferring, a percentage method is used to distribute designated funds. At the end of each year's campaign, the percent of funds pledged to each charity within a specific SECC campaign area is calculated. Each charity then receives that percentage of what is eventually collected. Undesignated pledges are shared with all participating charities using the same percentage. For a detailed description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).
- **DESIGNATING CONTRIBUTIONS TO CHARITIES IN ANOTHER REGION** — To designate part or all of your contribution to a charity(ies) in another region, refer to the online listing of charities on [www.secc texas.org](http://www.secc texas.org).

**IRS STATEMENT** ... In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair market value of any "premium" received be subtracted from your payment amount.

**CHANGE OR CANCELLATION** ... If you find it necessary to change or cancel your pledged amount during the year, please notify your payroll office and your Local Campaign Manager in writing.

**YOUR SUPPORT IS VOLUNTARY** ... The SECC strongly discourages coercion. Giving is a personal decision and the SECC respects your choice to give, to select which charities or charitable groups receive your gift (if you wish to designate), as well as your choice not to give.

## PAYMENT OPTIONS ... select and complete one giving method:

☐ **ONE-TIME GIFT** (attach cash, or check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN — enter gift amount at right)
 
 TOTAL ONE-TIME GIFT  
 (must match 3 group subtotals below, if designating)  
 \$   

OR

☒ **PAYROLL DEDUCTION**

 TOTAL MONTHLY GIFT  
 (see month 3 group subtotal below, if designating)  
 \$   25  .00

x ~~X~~ 9 0 12 = \$   225  .00

**AUTHORIZATION FOR PAYROLL DEDUCTION** — I voluntarily authorize the deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules (see back for details). I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

Jane E. Doe 10-15-XX 00123456789  
 SIGNATURE (authorizing payroll deduction) DATE EMPLOYED (MONTH)

## HOW TO DESIGNATE YOUR GIFT (EXAMPLE) ... minimum donation per group is \$2.00 per pay period:

Refer to the SECC directory or website to find the current year SIX-DIGIT CODE for each charity or federation you select. (REMEMBER: The first two digits of all codes WITHIN A GROUP must match.)

ENTER A GIFT AMOUNT FOR EACH CODE. Minimum donation PER GROUP (per month) is \$2.00.

First two digits of all codes within this group must match	First two digits of all codes within this group must match	First two digits of all codes within this group must match
CHARITY IN FEDERATION CODE	CHARITY IN FEDERATION CODE	CHARITY IN FEDERATION CODE
020504 \$ <span style="border: 1px solid black; padding: 2px 10px;">  3  .00</span>	330730 \$ <span style="border: 1px solid black; padding: 2px 10px;">  6  .00</span>	360000 \$ <span style="border: 1px solid black; padding: 2px 10px;">  2  .00</span>
024006 \$ <span style="border: 1px solid black; padding: 2px 10px;">  3  .00</span>	330426 \$ <span style="border: 1px solid black; padding: 2px 10px;"> 12  .00</span>	<span style="border: 1px solid black; padding: 2px 10px;">  </span> \$ <span style="border: 1px solid black; padding: 2px 10px;">  </span>
<span style="border: 1px solid black; padding: 2px 10px;">  </span> \$ <span style="border: 1px solid black; padding: 2px 10px;">  </span>	<span style="border: 1px solid black; padding: 2px 10px;">  </span> \$ <span style="border: 1px solid black; padding: 2px 10px;">  </span>	<span style="border: 1px solid black; padding: 2px 10px;">  </span> \$ <span style="border: 1px solid black; padding: 2px 10px;">  </span>
CHARITABLE GROUP (SUBTOTAL 1) \$ <span style="border: 1px solid black; padding: 2px 10px;">  6  .00</span>	CHARITABLE GROUP (SUBTOTAL 2) \$ <span style="border: 1px solid black; padding: 2px 10px;"> 13  .00</span>	CHARITABLE GROUP (SUBTOTAL 3) \$ <span style="border: 1px solid black; padding: 2px 10px;">  2  .00</span>

**THE TOTAL OF ALL DESIGNATED GIFT AMOUNTS (SUBTOTALS 1 + 2 + 3)**  
**MUST MATCH EITHER "TOTAL ONE-TIME GIFT" or "TOTAL MONTHLY GIFT" (in Payment Options).**

# How To Participate

## Step 1: Obtain a pledge form

The correct form will have at the top “Higher Education Version SECC Authorization Form”. You can obtain the form in one of the following ways:

- by contacting your department or college SECC coordinator
- by calling the Office of Neighborhood and Strategic Initiatives at 832-842-5090
- by [requesting a form online](#) or [downloading a fillable form](#)

# How to Participate

## Step 2 Complete the pledge form

- Instructions for filling out the four parts of the form are on the back of the form.
- Provide identification information requested.
- Indicate if you want to be acknowledged and give your home address if so.
- Explain how your gift should be distributed.
  - Select recipients for your gift from the eligible charitable organizations listed in the 2024 Mini Directory and the Complete 2024 Directory of Charities
  - Each charitable organization has a SIX DIGIT CHARITY CODE: the first two digits correspond to its charitable group. There are 19 charitable group codes. If you are giving to several organizations please note that you can only select organizations within three charitable groups.
- Fill in the SIX DIGIT CHARITY CODE for each charitable organization you want to receive a gift and the gift amount. There is a minimum donation of \$2 per charitable organization.
- Select a payment option: One-time gift **OR** monthly payroll deductions. **Cash is not accepted. We offer one-time credit and debit card giving options.**

# How To Participate

## Step 3: Select a Payment Option

### **One-time gift by check or money order**

- A completed pledge form must accompany each check or money order. Fill in all appropriate blanks, including the institution's name (University of Houston).
- Make your check or money order payable to: "State Employee Charitable Campaign"

### **• Payroll deduction**

**Do not provide your social security number;** instead provide your MyUH (PeopleSoft) ID.

- A completed pledge form is required.
- Specify on the pledge form the Total Monthly Gift, the number of Pay Periods Per Year (9 or 12) and the Total Annual Gift.
- **Deductions will take effect on paychecks paid out January 2025.**
- Bi-weekly employees will have deductions taken from the first paycheck of the month. Faculty on 9-month assignments can select payroll deductions for 9 months.
- All other employees will have 12 monthly deductions.
- There is no one-time payroll deduction.
- The UH/SECC deduction will be the last deduction taken prior to any direct deposit of pay.
- Authorize the payroll deduction by signing your name above "Employee Signature".

# How To Participate

## Step 4: Return Your Pledge Form and Payment

Keep a copy of the completed pledge form.

- Return your completed pledge form (with check or money order if appropriate) in one of the following ways:
  - Hand it in to your department or college SECC coordinator or
  - **Deliver to Room 223 E. Cullen Bldg. or send by campus mail to:**

**University of Houston  
Office of Neighborhood & Strategic Initiatives (NSI)  
Ezekiel W. Cullen Building  
4302 University Drive Room 212  
Houston, Texas 77204-2018  
Location: Room 223  
Attn: Elwyn C. Lee**

# Contact Us

## **Dr. Elwyn C. Lee**

Vice President for Neighborhood and Strategic Initiatives

Chair, UH SECC Campaign

223 Ezekiel Cullen Building

Houston, Texas 77204-2018

832-842-5090 (office)

[eclee@uh.edu](mailto:eclee@uh.edu)

## **Dr. Karl A. Hearne**

Executive Assistant to the Vice President Neighborhood & Strategic Initiatives (NSI)

223 Ezekiel Cullen Building

Houston, TX 77204-2018

832-842-5090

[kahearne@central.uh.edu](mailto:kahearne@central.uh.edu)



# Contact Us

## **Local Campaign Manager: Emma Cravey**

106 E. 6<sup>th</sup> Street, Suite 900-116  
Austin Texas 78701

512-472-5518

[houstonsecc@earthshare-texas.org](mailto:houstonsecc@earthshare-texas.org)

## **State Campaign Manager: Greg Bennett**

106 E. 6<sup>th</sup> Street, Suite 900-116  
Austin Texas 78701

512-694-2872

[greg.bennett@uwtexas.org](mailto:greg.bennett@uwtexas.org)

# We Cannot Be Successful Without YOU!

