

# How to Participate in the 2018 UH State Employee Charitable Campaign (SECC)

## **OBTAIN A PLEDGE FORM**

The correct form will have at the top “Higher Education Authorization Form” and have “Houston 33” in the top left corner. You can obtain the form by (1) contacting your department or college SECC coordinator or (2) by calling the Office of Neighborhood and Strategic Initiatives at 832-842-5090 or (3) requesting a form through the <http://uh.edu/secc> website.

## **FILL OUT THE PLEDGE FORM**

Instructions for filling out the four parts of the form are on the back of the form.

1. Provide identification information requested.
2. Indicate how you want to be acknowledged and give your home address.
3. Explain how your gift should be distributed.

-- Select **recipients for your gift from the eligible charitable organizations listed** in the 2018 Mini Directory, and the Complete 2018 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.

4. **Select a payment option: One-time gift OR monthly payroll deductions.** Cash will not be accepted and there is no online giving.

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**[OVER]**

**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).
- \_\_\_ For a check or money order **make payable to: “ State Employee Charitable Campaign”**
- \_\_\_ Keep the pink copy of your completed pledge form.
- \_\_\_ **Turn in the white and yellow copies of your completed pledge form along with your check or money order** to (1) your department or college SECC coordinator OR (2) Room 223, Ezekiel W. Cullen Bldg., OR (3) send by campus mail to:

**University of Houston  
Office of Neighborhood and Strategic Initiatives  
4302 University Drive, E. Cullen Bldg. Room 212  
Houston, Texas 77204-2018  
Attn: Elwyn C. Lee**

**PAYROLL DEDUCTION**

- 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 2019.

Biweekly 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.

**\_\_\_ DO NOT PROVIDE YOUR SOCIAL SECURITY NUMBER; instead PROVIDE YOUR UH PeopleSoft ID NUMBER**

- \_\_\_ Authorize the payroll deduction by signing your name above “Employee Signature”.
- \_\_\_ Keep the pink copy of the completed pledge form.
- \_\_\_ **Turn in the white and yellow copies of your completed pledge form** to your department or college SECC coordinator OR deliver to Room 223 Ezekiel W. Cullen Bldg. OR send by campus mail to:

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