

# 2016 SECC Pre-Season Leadership Training



## New Ambassador Session

# SECC INTRODUCTION & VSUW PARTNERSHIP

Linda Stiles

SECC, Executive Director

Kiana Sears

Valley of the Sun United Way



# AGENDA

- ▶ Overview
- ▶ Online/Offline Donation Training
- ▶ Cash Handling & Special Events Procedure Overview
- ▶ Resources Introduction
- ▶ Speed Dating

# MISSION OF THE SECC

- ▶ The fund raising program (workforce campaign) established by the Governor and pursuant to Executive Order No. 2005-20.
- ▶ Non-profit, tax exempt, charitable organizations supported through voluntary contributions from the general public, who are primarily providing direct health and human services, environmental services and/or historical preservation services.
- ▶ Fiscal Agent: Valley of the Sun United Way

*"State of Arizona employees engaging in civic responsibility through a system of designated charitable giving."*

# OVERVIEW OF CHARITY APPLICATION PROCESS

## Criteria for Independent Charities and Federations

- IRS Charitable Organization 501(c)(3)
- List of Current Board Members
- Documentation of Services Provided
- Location of Services Provided
- Financial Statements
- Completed 990
- Audit & CPA Opinion (over 500K)
- Letter from CPA (under 500K)
- Administrative Overhead 25% or less
- Signed Certifications Document

The charities must apply annually



# SECC HISTORY

Campaign funds are raised by the State of Arizona employees in support of over 400 charities. In the past 23 years, State Employees have raised over \$25 million to support charities across the State, nation and world.

# 2015 CAMPAIGN ACCOMPLISHMENTS

Over 3,500 state employees donated more than \$742,000 to help SECC organizations.

Employees participated in more than 80 special events.

# SECC ADMINISTRATIVE COSTS

- ▶ SECC operates with up to 10% admin/overhead costs and at least 90% directly donated to SECC charities
- ▶ If the SECC operations do not use the 10% allocation; the remaining is donated directly to SECC charities
- ▶ Each charity is carefully vetted to ensure it meets the 25% admin/overhead costs maximum

# CAMPAIGN AMBASSADOR'S PURPOSE

MAKE A HANDS ON DIFFERENCE IN YOUR COMMUNITY

ENCOURAGE OTHERS TO FOSTER COMMUNITY  
RESPONSIBILITY

STRENGTHEN RELATIONSHIPS WITH YOUR CO-WORKERS

DEMONSTRATE YOUR LEADERSHIP SKILLS

SHARPEN YOUR PROJECT MANAGEMENT SKILLS

# ONLINE GIVE SYSTEM PREVIEW

[HTTPS://ARCHIVESECC.AZ.  
GOV/DONATE/DEFAULT.AS  
PX](https://archiveecc.az.gov/donate/default.aspx)

# Arizona State Employee Charitable Campaign



## SECC Login



EIN (9 digits):

Y.E.S Password:

Log In

# Arizona State Employee Charitable Campaign



## Welcome to the SECC Click and Give Site!

The Click N Give System allows you to electronically select the charities to whom you'd like to donate. You can choose to donate on the Click N Give System via Credit or Debit Card, or through payroll deductions.

Thank you for supporting the 2015 SECC Campaign!

- Click [here](#) to make your donation today!
- Click [here](#) to view your previous donations.

Nonprofit Organizations		Contributions for LINDA STILES (Not LINDA STILES? <a href="#">Click here</a> )	
<input type="text" value="Search"/>		Enter contribution amounts: <input type="radio"/> Annual <input type="radio"/> Pay Period <b>Undesignated</b> ( <a href="#">More info</a> ) \$ <input type="text" value="0"/>	
<b>Search Nonprofit Organizations</b>  By Text: <input type="text"/> By Service Provided: <input type="text"/> By ST-Code: <input type="text"/> By Location: <input type="text"/> <input type="button" value="Search"/>		Total \$0.00  <b>Tip:</b> Check off each nonprofit you wish to donate to using the lists on the left.  When you have found all of your nonprofits enter your designations in the form above and click continue.	
<< First < Previous <b>1</b> 2 > Next > Last >>		<input type="button" value="Continue"/>	
<input type="checkbox"/> <b>Adoptable Children (North American Council)</b>			
	<b>ST-Code:</b> <b>Services Provided:</b> Children, Human Services, Youth (teens) <b>Location:</b> County, National <b>Website:</b> <a href="http://www.nacac.org">www.nacac.org</a> <b>Phone:</b> 651-644-3036 More than 100,000 foster children need adoptive families. Your donation helps us find loving parents for these children, support adoptive families and raise adoption awareness. <b>Percentage:</b> none provided		
<input type="checkbox"/> <b>Army Heritage Center Foundation</b>			
	<b>ST-Code:</b> <b>Services Provided:</b> Education, Historical Preservation <b>Location:</b> County, National <b>Website:</b> <a href="http://www.armyheritage.org">www.armyheritage.org</a> <b>Phone:</b> (717) 258-1102 Honor American Soldiers and their Families, preserve their memories, and educate the public about their service and sacrifice. Enrich the Center's exhibits, programs, and outreach. <b>Percentage:</b> 40%		

## Arizona State Employee Charitable Campaign



[HOME](#) [INSTRUCTIONS](#) [LOGOUT](#)

Nonprofit Organizations		Contributions for LINDA STILES (Not LINDA STILES? <a href="#">Click here</a> )	
<input type="text" value="Search"/>		Enter contribution amounts: <input type="radio"/> Annual <input type="radio"/> Pay Period <b>Undesignated</b> ( <a href="#">More info</a> ) \$ <input type="text" value="0"/>	
<b>Search Nonprofit Organizations</b>  By Text: <input type="text"/> By Service Provided: <input type="text" value="Health"/> By ST-Code: <input type="text"/> By Location: <input type="text"/> <input type="button" value="Search"/>		Total \$0.00  <b>Tip:</b> Check off each nonprofit you wish to donate to using the lists on the left.  When you have found all of your nonprofits enter your designations in the form above and click continue.	
<< First < Previous <b>1</b> Next > Last >>		<input type="button" value="Continue"/>	
<input type="checkbox"/> <b>Envision Therapeutic Horsemanship</b>			
	<b>ST-Code:</b> <b>Services Provided:</b> Children, Health, Human Services, Mental Health, Youth (teens) <b>Location:</b> County <b>Website:</b> <a href="http://envisiontherapy.org">envisiontherapy.org</a> <b>Phone:</b> 480-262-3434 Envision Therapeutic Horsemanship provides equine-assisted activities to facilitate positive change in the lives of people with visible and invisible disabilities through the use of the horse. <b>Percentage:</b> 24.2%		
<input type="checkbox"/> <b>Foothills Caring Corps</b>			
	<b>ST-Code:</b> <b>Services Provided:</b> Health, Human Services, Seniors <b>Location:</b> County <b>Website:</b> <a href="http://www.FoothillsCaringCorps.com">www.FoothillsCaringCorps.com</a> <b>Phone:</b> 480-488-1105 Assist adults 65+ & disabled 18+ NE Maricopa. Phone & home visits, hot-noon meals, respite care, minor home repair, van & medical transports, grocery shopping & medical equipment loans <b>Percentage:</b> 22%		
<input type="checkbox"/> <b>Miracle League of Arizona</b>			

# Arizona State Employee Charitable Campaign



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## Nonprofit Organizations

Search

### Search Nonprofit Organizations

By Text:

By Service Provided:

By ST-Code:

By Location:

County of Interest:

<< First < Previous 1 Next > Last >>

#### Yavapai Food Council



**ST-Code:**  
**Services Provided:** Children, Food, Other (explain), Seniors, Youth (teens)  
**Location:** County  
**Website:** [www.yavapaifoodcouncil.org](http://www.yavapaifoodcouncil.org) **Phone:** 9282548172  
 Yavapai Food Council supports those who feed the hungry including food banks, schools, and child hunger programs. We secure and mobilize resources to ensure that those in need receive emergency food.  
**Percentage:** 18%

<< First < Previous 1 Next > Last >>

## Contributions for LINDA STILES (Not LINDA STILES? [Click here](#))

Enter contribution amounts:

Annual  Pay Period

**Undesignated** ([More info](#)) \$

Total \$0.00

**Tip:** Check off each nonprofit you wish to donate to using the lists on the left.  
 When you have found all of your nonprofits enter your designations in the form above and click continue.

# Arizona State Employee Charitable Campaign



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## Contributions for LINDA STILES

(Not LINDA STILES? [Click here](#))

Residence Zip Code:

Email Address:

Please check the box if you are interested in being contacted to learn more about volunteer opportunities at your selected charity/charities.

ST Code	Organization Name	Annual (26 pay periods) Amount	Volunteer Info
	Undesignated	\$52.00	

**TOTAL: \$52.00**

The information above accurately represents the organization(s) and annual donation amount(s) I wish to contribute.

I Agree  I Disagree

(You must Agree to Continue)

# Arizona State Employee Charitable Campaign



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## Payment Method

Choose one of the payment methods below.

If you wish to pay with cash, or a paper check, you must use the [printed pledge form](#).

Contribution total amount due is **\$52.00**

- Payroll Deduction:** Amount is divided into 26 equal paycheck deductions  
Payroll deductions can only be submitted during the fall campaign.
- Credit / Debit Card:** One-time payment for full amount

[Back](#) [Continue](#)

## State Employees Charitable Campaign

Order Number 1497

Total: **\$52.00** USD

### Pay with Credit Card or Log In

[PayPal](#) Secure Payments

Country:	<input type="text" value="United States"/>
First Name:	<input type="text" value="LINDA"/>
Last Name:	<input type="text" value="STILES"/>
Credit Card Number:	<input type="text"/>
Payment type:	<input checked="" type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Expiration Date:	<input type="text" value="mm"/> / <input type="text" value="yy"/> CSC: <input type="checkbox"/> <a href="#">What's this?</a>
Billing Address Line 1:	<input type="text" value="1700 W. Washington"/>
Billing Address Line 2: (optional)	<input type="text"/>
City:	<input type="text" value="Phoenix"/>
State:	<input type="text" value="AZ"/>
ZIP code:	<input type="text"/>
Home Telephone:	<input type="text" value="555-555-1234"/>
Email:	<input type="text" value="LINDA.STILES@AZDOA.GOV"/>

ALREADY HAVE A  
PAYPAL ACCOUNT?

[Log In](#)

[Review Donation and Continue](#)

[Return to State Employees Charitable Campaign.](#)

PayPal protects your privacy and security.  
For more information, read our [User Agreement](#) and [Privacy Policy](#).

# Arizona State Employee Charitable Campaign



Contributions for \$52.00

At SECC, We know there are many ways to help. If you do any volunteer work for non-profits, please let us know.

I volunteer  hours per month.

Contribution total:

# Arizona State Employee Charitable Campaign



## Contribution Confirmation Receipt - SECC Campaign Year 2014

If you chose payroll deduction method, the first deduction will occur on January 9, 2015.

**KHALA STANFIELD, thank you for your contribution!**

### Contribution Summary

Date: 9/16/2014

ST Code	Organization Name	Annual Amount	Volunteer Info
12583	Alice's Place, an Empowerment Center	\$52.00	No
Total:		<b>\$52.00</b>	

Method of payment is **Credit / Debit Card**

The transaction will be shown as "Arizona State Employees Charitable Campaign" on your statement.

No goods and/or services were provided in connection with this contribution.

# PAPER PLEDGE FORM & SPECIAL EVENTS FORM

# PLEDGE CARDS DOCUMENTING CASH/CHECK RECEIPTS

- ▶ When one-time cash/check donations are received, a pledge card(s) must be completed by the employee(s) indicating the total amount of the donation and charity selection
- ▶ The total of all pledge card(s) should equal the total deposited amount
- ▶ The deposit receipt from the bank and actual pledge card(s) shall be transmitted with the SECC cash/check envelope cover sheet provided to agencies to the SECC office.
- ▶ A copy of the pledge card(s) or deposits can be maintained by the agency if desired

# SPECIAL INSTRUCTIONS & REMINDERS

- ▶ Make sure pledge cards are legible, make sure it is signed
- ▶ If the credit card is selected, ensure the authorization signature has been completed
- ▶ Campaign charity list can be accessed online and keyword searches can be performed in database
- ▶ Remind employees that we cannot permit charity write-ins
- ▶ Best option for giving – ONLINE through Click and Give System
- ▶ Ask everyone to give and thank everyone even if they don't give

## State Employees Charitable Campaign Pledge Card

Name	Employee Identification Number	Home Zip Code
State Agency	Email	

**PAYROLL DEDUCTION CONTRIBUTION:**

I choose payroll deduction (26 pay periods) of the following amount per pay period.

- \$ 25.00     
  \$ 20.00     
  \$ 15.00     
  \$ \_\_\_\_\_ - other payroll deduction amount     
  **\$38.47 – Leadership Giver**  
 \$10.00     
  \$5.00     
  \$2.00     
  \$ \_\_\_\_\_ - Super Giver (equals one hour of pay per pay period)

**CASH or CHECK CONTRIBUTION:**

I choose to make my onetime gift by:  Check \$ \_\_\_\_\_ (amount) Check # \_\_\_\_\_  
 Cash \$ \_\_\_\_\_ (amount)

\*Any gift under \$1 per pay period must be given as a onetime cash or check donation

**CREDIT CARD CONTRIBUTION:**

I choose to make my onetime gift by:  Visa     MasterCard     Discover     Amex (\$25 minimum transaction required)

\$ \_\_\_\_\_ (amount) Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Authorizing Credit Card Charge

**Charity Selection** (Maximum selection 10 charity selections)

Direct my contribution to: *See SECC website for charity choices*

SECC Code _____	Charity _____	Total annual amount _____
SECC Code _____	Charity _____	Total annual amount _____
SECC Code _____	Charity _____	Total annual amount _____

- Undesignated **\*\*SECC highly encourages a charity designation, if undesignated SECC Executive Committee will select the 1-2 beneficiaries at campaigns end**  
 I am interested in being contacted to learn more about volunteer opportunities at my selected charity/charities.

By signing this form, I attest that the above payroll cash, check, or credit card donation was made by me for the stated charities.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

No goods and/or services were provided in connection with this donation.

State Employees  
Charitable Campaign



# State Employees Charitable Campaign Employee **Cash/Check/Money Order** Pledge Card(s) Transmittal

(Please print clearly)

SECC Steering Committee Contact	SECC Ambassador Contact	ADOA SECC Office
Name	Name	<b>Khala Stanfield</b>
Agency	Agency	<b>Dept. of Administration</b>
Address	Address	<b>100 N. 15<sup>th</sup> Ave Suite 402</b>
		<b>Phoenix, AZ 85007</b>
Phone	Phone	<b>602-542-7770</b>
Date	Date	Date

**Number of Pledge Cards Enclosed:** \_\_\_\_\_

**Amount enclosed:** \_\_\_\_\_

**Bank Deposit Slip enclosed**

**Do NOT** send cash or checks – Make deposit and attach original receipt to this form.  
Send documentation to the SECC Office.

**Do NOT** enclose more than 50 pledge cards per envelope



# State Employees Charitable Campaign Employee Payroll Deduction Pledge Card(s) Transmittal

(Please print clearly)

SECC Steering Committee Contact	SECC Ambassador Contact	ADOA SECC Office
Name	Name	<b>Khala Stanfield</b>
Agency	Agency	<b>Dept. of Administration</b>
Address	Address	<b>100 N. 15<sup>th</sup> Ave Suite 402</b>
		<b>Phoenix, AZ 85007</b>
Phone	Phone	<b>602-542-7770</b>
Date	Date	<b>Date</b>

Number of Pledge Cards Enclosed: \_\_\_\_\_

Do **NOT** enclose more than 50 pledge cards per envelope

Send documentation to the SECC Office.



# CASH AND CHECK HANDLING PROCEDURES



- ▶ The individual(s) charged with handling cash and donations are personally responsible and liable
- ▶ Written procedures on all cashiering and cash control policies should be maintained by each agency
- ▶ Cash must be properly safeguarded (safe, locked desk, locked file cabinet) and recorded.
- ▶ All safe combinations and keys should be restricted to only a number of essential employees

# CASH/CHECK DEPOSITS



The image shows a Chase Bank deposit slip. At the top left is the Chase logo and the word "DEPOSIT" in large letters. To the right, there are checkboxes for "CHECKING", "SAVINGS", and "CHASE LIQUID". Below this, there are fields for "Today's Date", "Customer Name (Please Print)", and "Sign Here (If cash is received from this deposit)". A large "X" is marked in the signature area. There are also fields for "N13000-CH (Rev. 0712) 30485161 10/13" and "Start your account number here". On the right side, there is a grid for recording deposits, with columns for "CASH", "CHECK", "TOTAL FROM OTHER SIDE", "SUBTOTAL", "CASH BACK", and "TOTAL \$". At the bottom, there is a MICR line with the number "⑈ 293965900⑈ ⑆50000 10 20⑆".

- ▶ Daily deposits are encouraged
- ▶ Accounted for by at least two employees
- ▶ All checks received must be restrictively endorsed within one week & must be restrictively endorsed "For Deposit Only, SECC"
- ▶ Personal checks must not be cashed or used as an IOU to replace cash
- ▶ Deposits must be made into our Chase Bank account or dropped off at the SECC office. (Contact SECC office for bank information)
- ▶ If daily deposits can't be done, we suggest:

Agencies fewer than 1,000 employees:

- ▶ Shall deposit receipts of \$500.00 or more daily or when the deposit amount reaches \$500.00 a deposit shall be made that day

Agencies more than 1,000 employees:

- ▶ Shall deposit receipts of \$1,000.00 or more daily or when the deposit amount reaches \$1,000.00 a deposit shall be made that day

# DONATIONS OF GOODS AND/OR SERVICES

- ▶ You are responsible to keep all donated items safeguarded and locked
- ▶ Keep a record of the donation (vendor who donated, its purpose, how it was used, value of donation)
- ▶ At end of campaign, send final list to SECC office
- ▶ Keep SECC office informed throughout the campaign of vendors who donate so they can be listed on website

# CREDIT CARD & SENSITIVE INFORMATION PROCEDURES

## Manual Credit Card Donation

- ▶ BE CAUTIOUS WITH PLEDGE CARDS!
- ▶ Develop a pledge card storage system
  - ▶ Use the same safe or storage system as cash/check
- ▶ Maintain adequate record of pledge cards received and pledge cards turned into SECC
- ▶ Ensure no pledge card with sensitive data is left out for open viewing at ANY TIME!

## State Employees Charitable Campaign Pledge Card

Name	Employee Identification Number	Home Zip Code
State Agency	Email	

**PAYROLL DEDUCTION CONTRIBUTION:**

I choose payroll deduction (26 pay periods) of the following amount per pay period.

- \$ 25.00     
  \$ 20.00     
  \$ 15.00     
  \$ \_\_\_\_\_ - other payroll deduction amount     
  \$38.47 – Leadership Giver  
 \$10.00     
  \$ 5.00     
  \$ 2.00     
  \$ \_\_\_\_\_ - Super Giver (equals one hour of pay per pay period)

**CASH or CHECK CONTRIBUTION:**

I choose to make my onetime gift by:  Check \$ \_\_\_\_\_ (amount) Check # \_\_\_\_\_  
 Cash \$ \_\_\_\_\_ (amount)

\*Any gift under \$1 per pay period must be given as a onetime cash or check donation

**CREDIT CARD CONTRIBUTION:**

I choose to make my onetime gift by:  Visa     MasterCard     Discover     Amex (\$25 minimum transaction required)

\$ \_\_\_\_\_ (amount) Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_

Authorization Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Authorizing Credit Card Charge

**Charity Selection** (Maximum selection 10 charity selections)

Direct my contribution to: *See SECC website for charity choices*

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

Undesignated **\*\*SECC highly encourages a charity designation, if undesignated SECC Executive Committee will select the 1-2 beneficiaries at campaigns end**

I am interested in being contacted to learn more about volunteer opportunities at my selected charity/charities.

By signing this form, I attest that the above payroll cash, check, or credit card donation was made by me for the stated charities.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

No goods and/or services were provided in connection with this donation.

State Employees  
Charitable Campaign

# SPECIAL EVENTS PROCEDURES

## Special Events Dollars

- ▶ SECC funds may not be withdrawn from either the budget or pledges to reimburse setup costs
- ▶ Reimbursements should be made prior to the funds being deposited into the SECC account at Chase Bank (Contact SECC office for account information)
- ▶ Receipts need only be issued to individuals who ask for them

***\*\*All special events must be approved by the SECC office if requiring the use of the fiscal agent 501(c)3 number\*\****

Event posters, flyers, emails or other written event notifications shall contain one of the following statements:

- ▶ Funds raised for no specific charity, the statement shall read: "All net proceeds benefit the SECC"
- ▶ Funds raised for a specific SECC approved charity, the statement shall read: "All net proceeds benefit (enter the name of the charity)"
- ▶ Upon approval of the event, all written SECC event notifications shall also contain the following statement: "The SECC Campaign is conducted in partnership with its fiscal agent, the Valley of the Sun United Way, 501(c)(3), 86-0104419"
- ▶ Upon completion of the event money shall be deposited in the SECC account at Chase Bank
- ▶ Special event documentation should be sent to the SECC office. It should be accompanied by the Chase Bank deposit receipt and the Special Event template form



# State Employees Charitable Campaign Special Event Deposit Form

(Please print clearly)

SECC Steering Committee Contact	SECC Ambassador Contact	ADOA SECC Office
Name	Name	<b>Khala Stanfield</b>
Agency	Agency	<b>Dept. of Administration</b>
Address	Address	<b>100 N. 15<sup>th</sup> Ave Suite 402</b>
		<b>Phoenix, AZ 85007</b>
Phone	Phone	<b>602-542-7770</b>
Date	Date	<b>Date</b>

**CHARITY CHOICE**

Direct my contribution to: See SECC link <https://secc.az.gov/participating-charities> for charity choices.

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

SECC Code \_\_\_\_\_ Charity \_\_\_\_\_ Total annual amount \_\_\_\_\_

**Description of Event and Date:** \_\_\_\_\_

**Amount enclosed:** \_\_\_\_\_

**Bank Deposit Slip enclosed**

**Do NOT send cash or checks – Make deposit and attach original receipt to this form.  
Send documentation to the SECC Office.**



# MY SECC RESOURCES

<https://secc.az.gov/ambassadors-corner/materials>

<https://secc.az.gov/ambassadors-corner/posters>

<https://secc.az.gov/ambassadors-corner/templates>

# TIME SPEED DATE!



**3 minutes per date**

**Partner 1: Potential Problem**

**Partner 2: Potential Solution**

**SWITCH ROLES 1.5 minutes each**



# BEST PRACTICES?

# 2016 SECC Pre-Season Leadership Training



## Combined Ambassador Session

# WELCOME

David Doss  
President and CEO  
OneAZ Credit Union

# KEYNOTE ADDRESS



Norma Salas  
Phoenix Rescue Mission

# 2016 CAMPAIGN WELCOME & GOALS

Vikki Olsen  
AZ Department of Economic Security

Linda Stiles  
Executive Director, SECC

# 2015 CAMPAIGN ACCOMPLISHMENTS

Over 3,500 state employees donated more than \$742,000 to help SECC organizations.

Employees participated in more than 80 special events.

# 2016 CAMPAIGN GOALS

- ▶ Increase agency participation percentage from 2015
- ▶ Encourage high participation in Kick-Off Week
- ▶ Increase agency percentage of Super/Leadership Givers

# HOLD AN ASK MEETING

WHY ASK?

WHAT TO ASK?

HOW TO ASK?



Just  
ask!

**YOU** make **THE** difference  
**BE PERSONAL**

Engage in an understanding of **WHY SECC**  
Do not be **AFRAID** to **ASK**

# TIME SPEED DATE!



# SPEED DATING: MAKE THE ASK

3 minutes per date

Partner 1: Make the "ASK"

Partner 2: Make the "ASK"

SWITCH ROLES 1.5 minutes each

# AGENCY LEADERSHIP INVOLVEMENT

- ▶ Initiate contact with agency leadership
- ▶ MAKE THE ASK! – We want their support
- ▶ Develop an action plan with your agency leadership – We want their buy in
- ▶ Gain their commitment to help make the ASK

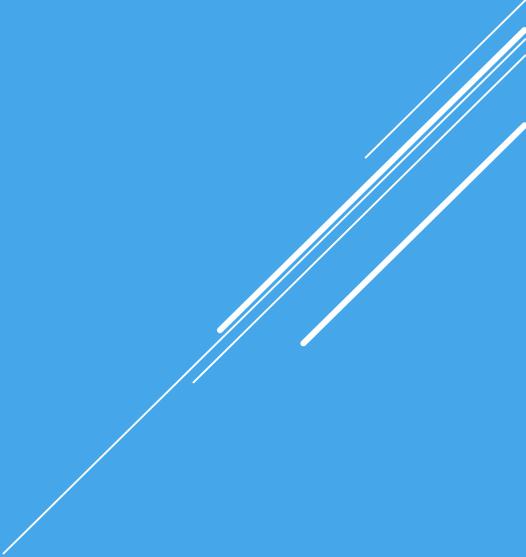
# INVOLVEMENT IDEAS

- ▶ Agency leadership attends and endorses SECC at ASK meetings
- ▶ Agency leadership encourages SECC involvement in inner-agency communication
- ▶ Rallying employees through inner-agency competition
- ▶ Agency leadership works with Ambassador to host a special event

# 2016 CAMPAIGN GOALS



What do *you* want to  
accomplish this year?

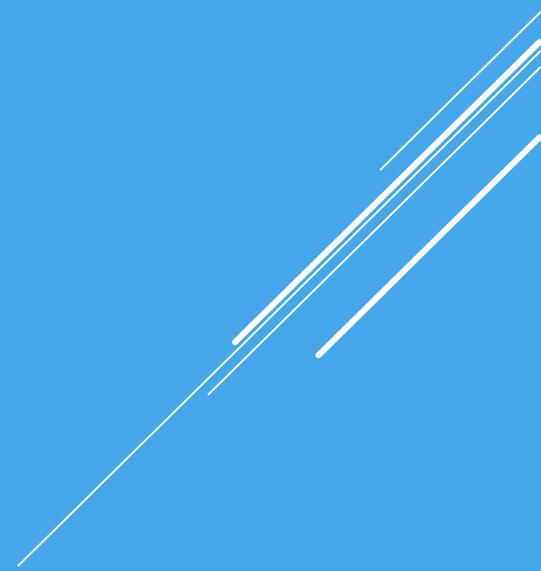


# SMART GOALS

- ▶ Specific
- ▶ Measurable
- ▶ Attainable
- ▶ Relevant
- ▶ Time-Bound



# ACTIVITY

- ▶ Partner up
  - ▶ Review your partner's goal
  - ▶ Make suggestions for improvement
  - ▶ Rewrite your goals to be SMARTer
- 

# REMEMBER

- ▶ Start early
- ▶ Set SMART Goals
- ▶ Review with team



Keep moving forward!



# MY SECC RESOURCES

<https://secc.az.gov/ambassadors-corner/materials>

<https://secc.az.gov/ambassadors-corner/posters>

<https://secc.az.gov/ambassadors-corner/templates>

Online giving link

<https://archivesecc.az.gov/Donate/Default.asp>

X

# SPECIAL EVENTS PREVIEW

**Bill Lamoreaux**

**Department of Corrections**

**19<sup>th</sup> Annual Clay Target Fun Shoot**

# CLAY TARGET FUN SHOOT

**What:** A full day of clay target shooting competition, silent and live auctions, lunch, and much more.

REGISTRATION INCLUDES:

- ▶ Range Fees for 25 Trap and 50 Sporting Clays
- ▶ Event Hat
- ▶ Lunch
- ▶ Donation to SECC (State Employees Charitable Campaign)

**When:** Monday November 7, 2016

- ▶ 7:00am Breakfast available – Pastries, fruit and bottomless coffee - \$1.00 each
- ▶ 7:00am – 8:30am Registration
- ▶ 8:30am Introductions and Safety Briefing
- ▶ 9:00am Competition begins
- ▶ 11:30am to 1:30pm Lunch is served
- ▶ 10:00am – 2:00pm Bunker Trap \*Optional Event\* The international version of Trap is available for \$10 per round (25 targets) at the far East end of the range. Please bring 50 shells per round to participate.
- ▶ Raffle drawings throughout the shoot. You do not need to be present to win
- ▶ Additional 4 \$500 cash raffle drawings provided by OneAZ Credit Union that you must be present to win

VISIT <https://secc.az.gov>  
FOR MORE INFO!

# Win Lunch for Two at Cooperstown Restaurant with



**ALICE  
COOPER**

Tickets are \$5 each or 5 for \$20

Proceeds will benefit Wildlife for Tomorrow  
and Special Olympics Arizona

# 2016 CAMPAIGN INCENTIVE PROGRAM

Linda Stiles  
SECC, Executive Director

Lisa Day  
OneAZ Credit Union

# SECC PLATINUM SPONSOR



# PRIZE SQUAD GIVE AWAY

## PRESENTED BY: ONEAZ CREDIT UNION



- ▶ Ten (10) lucky state employee winners will receive HUGE \$500 check from the Prize Squad.
- ▶ The winner takes home \$250 and staying true to the SECC mission, donates the other \$250 to an SECC charity of their choosing.
- ▶ **Prize Eligibility rules are:**
- ▶ To be eligible for this giveaway, online pledges must be submitted online or paper pledges must be received in the SECC office no later than November 18, 2016.
- ▶ The ten winners will be drawn by an audited selection process via a random number generator on or about December 8, 2016.
- ▶ The winner must be a State of Arizona employee or retiree at the time of the drawing.

# WEEKLY PRIZE GIVE AWAY PRESENTED BY: ONEAZ CREDIT UNION



- ▶ Prizes awarded each of the first 5 weeks of the campaign
- ▶ Eligible employees must donate \$52 or more and submit their pledge either online or through the paper pledge form to the SECC office by close of business on Friday of each week.

## The weekly prizes will be as follows:

- ▶ Week 1 – Apple iPad Mini Retina Display 16GB
- ▶ Week 2 – Night Out Package (Value up to \$400)
- ▶ Week 3 - GoPro Hero 3 White Edition
- ▶ Week 4 – Samsung Smart TV
- ▶ Week 5 – SW Airlines Gift Certificate

Prizes are subject to change based on availability. The winners will be drawn by an audited selection process via a random number generator. The winners must be a State of Arizona employee or retiree at the time of the drawing.

# FUNDS REQUEST FORMS PRESENTED BY: ONEAZ CREDIT UNION



- ▶ Ambassadors can request funds for ASK Meetings & Special Events
- ▶ Funds can be requested for up to \$50
- ▶ SECC office will review each request within 48 hours
- ▶ Funds will be given in the form of a gift card.
- ▶ Ambassadors will be required to send backup documentation and receipts on money spent to the SECC office
- ▶ Visit [www.secc.az.gov/fundforms](http://www.secc.az.gov/fundforms)

# SECC CAMPAIGN CALENDAR

September -	Training, Preparation for campaign season, Schedule donor meetings, Schedule special events
October 4 <sup>th</sup> -	Campaign Launch & Kick-off Event at Wesley Bolin Plaza
October 10 <sup>th</sup> -	Week One Prize Drawing: Apple iPad Mini
October 11 <sup>th</sup> -	Campaign Kick-off Event in Tucson
October 17 <sup>h</sup> -	Week Two Prize Drawing: Night Out Package
October 24 <sup>st</sup> -	Week Three Prize Drawing: GoPro Hero
October 31 <sup>st</sup> -	Week Four Prize Drawing: Samsung Smart TV
November 7 <sup>th</sup> -	Week Five Prize Drawing: SW Airlines Gift Certificate
November 18 <sup>th</sup> -	Remaining Pledge Cards Due
November 18 <sup>th</sup> -	Campaign Pledge Drive Ends
December 8 <sup>th</sup> -	\$500 Prize Winners Drawn (\$250 to keep/\$250 to donate to charity)
December 31 <sup>st</sup> -	Remaining Special Event Forms Due
January - February	Prize Squad Delivers Prizes

All Year host agency special events!

# "CARE" ITEMS RAFFLE



THANK YOU!  
THANK YOU!  
THANK YOU!