COMECC
Commonwealth of Massachusetts
Employees Charitable Campaign

A tradition of giving!

Welcome COMECC Key Persons!

Welcome!

Barbara
Wooten

Deputy
Chief Human
Resources Officer

COMECC Makes a Difference!

Ron Marlow

Assistant Secretary For Access & Opportunity

COMECC Makes a Difference!

Patricia D. Keenan

Our Agenda

- Your COMECC Team
- COMECC Today
- The What, When, How of COMECC
- Thank you!
- Questions?

Your COMECC Team

- Action for Boston Community Development (ABCD), Statewide Campaign Manager
  - Susan Kooperstein, Duke Hutchinson, Jill Lewis (primary contact during the campaign)
- Regional Campaign Managers
  - I…..Duke Hutchinson, ABCD
  - II….Jill Lewis, ABCD
  - III…Phil Wettengel, United Way of Central Mass
  - IV…Linda Markwald, Community Health Charities of MA
  - V….Bob Lee, Berkshire United Way
- COMECC Admin…Scott Olson and Sungjun Park

COMECC Today

- Our values
  - COMECC cares…a tradition of giving
  - Giving is personal, private and confidential
  - Charities and options employees want
  - Strive to reduce costs, increase participation rate
- Administration continues to be very supportive
- Agency Head determines campaign activities
- Your dynamic role as Key Person
- Eye-catching promotional materials
- Engaging campaign events

Role of the Key Person

- You are the face/voice of COMECC
- You set tone for agency campaign
- You organize campaign events
  - Agency Kickoff events
  - Fund-raising events
- You manage the pledge process
- You answer employee questions
- You bring the campaign to a successful conclusion

What, When, How of COMECC

- Materials and Distribution
  - Pledge Form and Pledge Options
  - Listing Sheet
  - Campaign Report Envelope
  - Campaign brochure
  - Campaign poster
  - Campaign billboards
- Campaign timeline
- Campaign events
- COMECC website

The COMECC Pledge Form

C O M E C C

2011 Commonwealth of Massachusetts Employees Charitable Campaign

Name:
Dept ID:
Maildrop:

Employee Number:
COMECC Region:

Your annual contribution to COMECC may be made through:

- Easy bi-weekly payroll deductions
- One-time by payroll deduction
- A personal check (please make checks payable to COMECC)
- Online at www.COMECC.net

Please select either #1 OR #2, then continue.

1. Payroll Deduction:
   A.) I want to contribute the following amount each pay period. Deductions begin January 2011 and end December 2011. This pledge may be cancelled at any time.

   ☐ $25.00 ☐ $15.00 ☐ $10.00 ☐ $5.00 ☐ $3.00 ☐ Other $ _____

   B.) OR I want to contribute the following amount ONE Time $ _____

   C.) Therefore MY ANNUAL GIFT is $ _____ (from 1A or 1B)

2. Direct Payment:
   I make a direct gift of $_____ to be paid by check (make payable to COMECC)

3. Employee Signature _____ Date _____

PLEASE RETURN THIS PORTION TO YOUR CAMPAIGN KEY PERSON

Available on line at COMECC.net!

Payroll Department Copy

Pledge Form (cont.)

C O M E C C

2011 Commonwealth of Massachusetts Employees Charitable Campaign

Name:
Dept ID:
Maildrop:

COMECC Region:

Please Select Where You Want Your Money to Go

4. To designate one or more charities listed in the brochure provided, fill in the charity code and the annual dollar amount to each charity in the boxes below. The total should agree with the ANNUAL GIFT amount in 1C or 2.

CHARITY CODE	AMOUNT	CHARITY CODE	AMOUNT	CHARITY CODE	AMOUNT	CHARITY CODE	AMOUNT
Name of Charity		Name of Charity		Name of Charity		Name of Charity	

5. My total annual gift is $_____ (sum of amounts in no. 4) →

MUST CHECK ONE BOX

☐ Bi-weekly Payroll Deduction ☐ One Time Payroll Deduction ☐ Check

Name Release Authorization

☐ I DO NOT wish to release my name and address information to the charities.

6. ☐ I DO Please fill out the following, **ONLY** if you would like your address information released to the charities.

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

7. Employee Signature _____ Date _____ Work Phone/e-mail _____

PLEASE RETURN THIS PORTION TO YOUR CAMPAIGN KEY PERSON

Campaign Manager Copy

Pledge Form (cont.)

C O M E C C

2011 Commonwealth of Massachusetts Employees Charitable Campaign

THANK YOU FOR YOUR CONTRIBUTION!

Name:

For your records, please record your total annual gift here: $ _____

You may use this space to note the code number(s) or name(s) of the charities you designated.

Contribution received by _____ Date _____

COMECC does not provide any goods or services to contributors as a whole or partial consideration for any gift.

Employee Copy

Pledge Form (cont.)

Your COMECC pledge is important and greatly appreciated. Equally important is the completion of the pledge form. Please follow these simple steps.

PLEDGE CARD STEPS:

1. **Payroll Deduction:**
   You may pledge by payroll deduction (each paycheck will reflect the amount withheld for that pay period) **Please:**

   A. Select the amount to be withheld each pay period or write in an amount in section 1.A.

   B. Write the **total amount** of your bi-weekly payroll deduction **OR** one time deduction in section 1.C. This is the **amount** per pay period **multiplied by** the number of pay periods. **Example:** if you want to have $6.00 withheld from your pay bi-weekly ($6.00 X 26 pay periods), then your total annual gift totals $156.00. If it is a one time gift, fill in 1B. Put your total payroll gift (Bi-Weekly or One Time) in 1C.

2. **Direct Payment**
   Write a personal check to COMECC.

3. **Employee Signature:**
   Please sign and date your pledge form.

4. **Where do you wish your money to go?**
   Please refer to your brochure to select the charity(ies) of your choice. Note: You may choose more than one charity and you may designate how much of your total gift you wish each charity to receive. Please be certain that the sum of the amounts you have designated to CHARITY(ies) equals your total annual gift. This sum should equal the amount you wrote on line 1.C. if a Payroll Deduction, or 2., if a Direct Payment.

Pledge Form (cont.)

5. **Total Annual Gift:**

Write in the total annual amount you have designated to the CHARITY(ies). This amount must equal the sum of amounts in no. 4, and also equal the amount entered in 1.C., if a Payroll Deduction, or 2. if a Direct Payment.

6. **Name Release Authorization.**

If you wish the charity(ies) to acknowledge your gift, you must supply your home address in the space provided AND check the I DO box for Name Release Authorization. The information you provide will not be used for solicitation purposes. Please note that COMECC does not allow the amount of the donation to be released.

7. **Employee Signature:**

Please sign and date your pledge card.

Receipt:

Please keep the bottom section of the pledge form for your records. The campaign keyperson will sign and date your pledge form as a receipt.

COMECC, 178 Tremont St., Boston, MA 02111; comecc@bostonabcd.org; 617-348-6229.

COMECC Thanks You Very Much!!!

Should Pledge Form Change?

Commonwealth of Massachusetts Employees Charitable Campaign

Name:
Department:
Building:

COMECC Region:

Mail Drop Code:
Dept Code:
Employee Number:

Select Payment Option

EASY PAYROLL DEDUCTION:

I want to contribute the following amount as a payroll deduction each pay period.
This request is for the period January through December . This pledge may be cancelled at any time.

Amount per Pay Period ☐$50.00 ☐$30.00 ☐$20.00 ☐$10.00 ☐$5.00 ☐Other $ _____

Number of Pay Periods 26 (full year)_____ Other_____ My total annual gift is_____ (amount X number of pay periods)

Employee Signature _____ Date _____

DIRECT PAYMENT:

I want to make a direct gift of $_____ to be paid by ☐Check (make check payable to COMECC) _____ ☐Cash

Please Select Where You Wish Your Money to Go

To designate one or more charities listed in the brochure provided, fill in the charity by number and the annual dollar amount in the boxes below. Attach a separate sheet for additional charities, if desired.

CHARITY	AMOUNT	CHARITY	AMOUNT	CHARITY	AMOUNT	CHARITY	AMOUNT
Name of Charity		Name of Charity		Name of Charity		Name of Charity	

Acknowledge Receipt of Gift Name Release Authorization (Please Check One Box)

☐ I DO ☐ I DO NOT want my name and address released to the charity(ies) I have designated above.

My home address is:_____City_____State_____Zip_____

THANK YOU FOR YOUR CONTRIBUTION

2293 White: Payroll Clerk Yellow: Local Campaign Manager Pink: Donor Receipt

Listing Sheet

Available on line at COMECC.net!

COMMONWEALTH OF MASSACHUSETTS EMPLOYEES
CHARITABLE CAMPAIGN

LISTING SHEET

Department ID:

Department Name:

Key Person:

Phone #:

Email:

	Contributor (lname, fname)	Annual PR Deductions	Checks
1			
2			
3			
4			
5			
22			
23			
24			
25			
26	Insert Rows As Needed		
	TOTALS - # PR # Chks Totals each column->	0.00	0.00

Campaign Report Envelope

COMECC REGION _____
(AS LISTED ON PLEDGE CARD)

The Commonwealth of Massachusetts Employees Charitable Campaign Report

DEPARTMENT ID _____
(AS LISTED ON PLEDGE CARD)

DEPARTMENT OR AGENCY _____

KEY PERSON NAME _____

DEPARTMENT ADDRESS _____

CITY _____ ZIP _____ PHONE _____

EMAIL _____

ONE DEPARTMENT & ONE REGION PER ENVELOPE
(circle one) I II III IV V

PLEASE REPORT ONLY THE AMOUNT IN THIS ENVELOPE

SUMMARY	NO. GIFTS	TOTALS
PAYROLL DEDCUTION PLEDGES (enclose yellow copy)		$
PAID CONTRIBUTIONS (enclose checks and yellow copy of pledge form)		$
TOTALS		$

KEYPERSON SIGNATURE _____ DATE _____

FOR INTERNAL USE

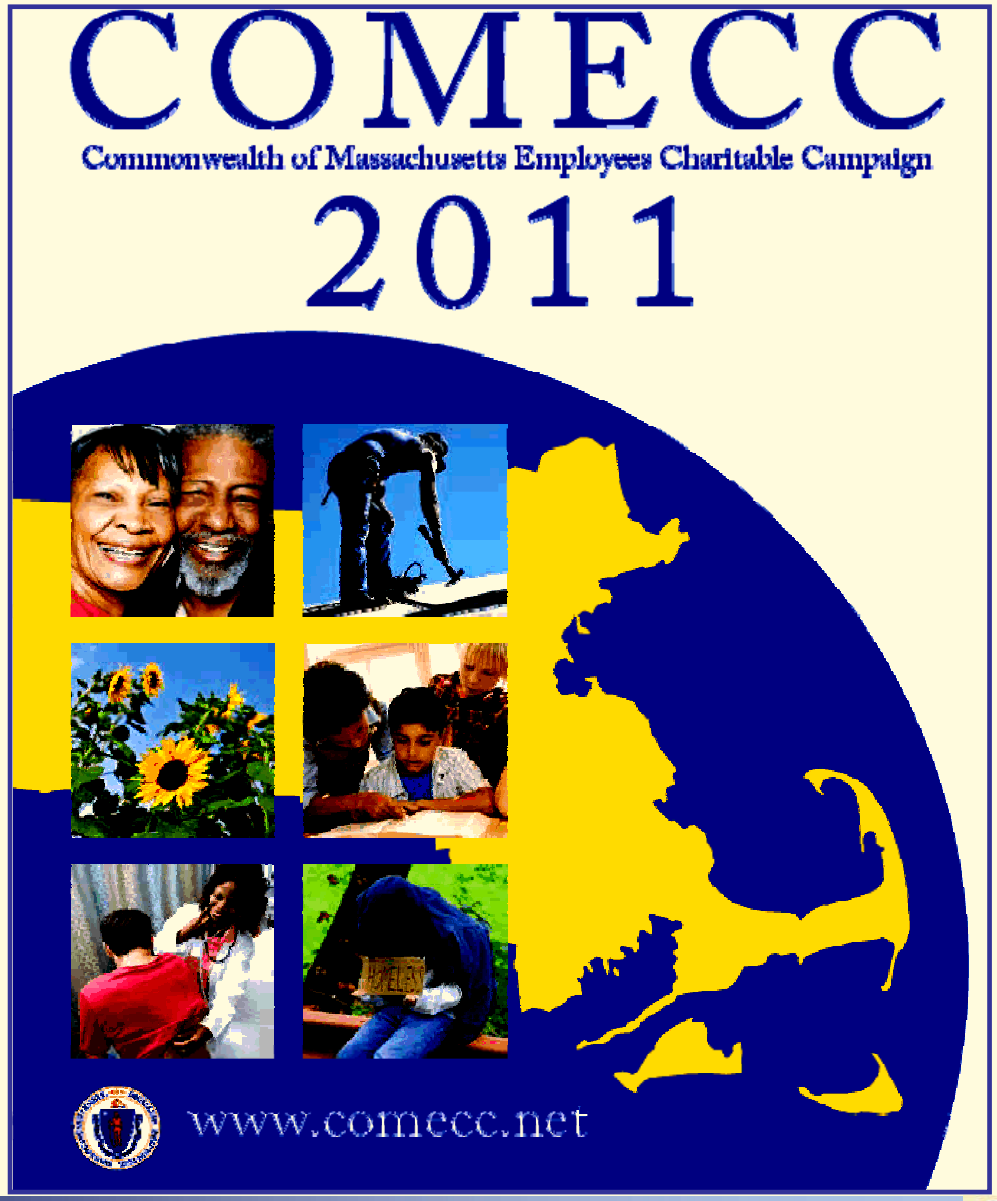
ACCT. NO.

DIV. UNIT _____

BATCH/ENV.

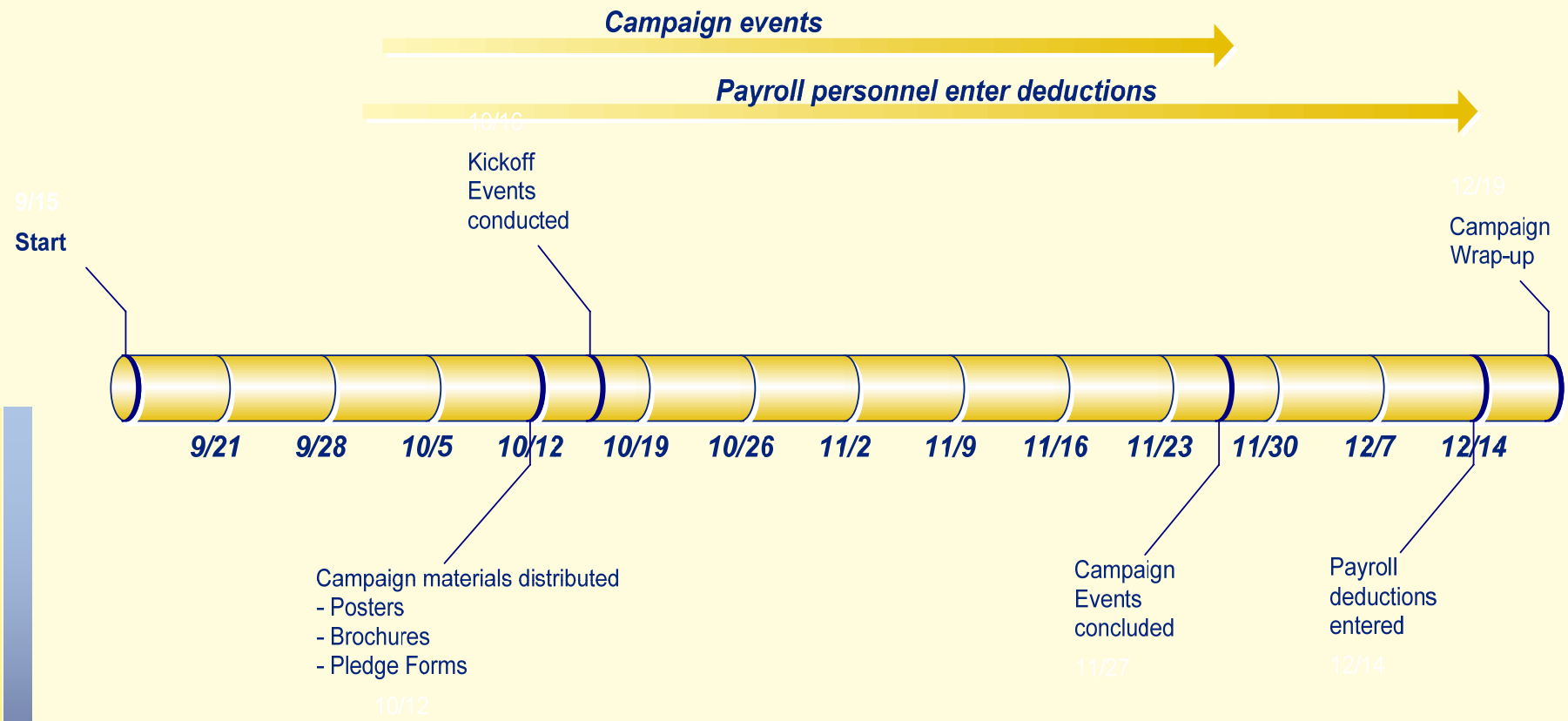
COMECC Brochure

Available on line at COMECC.net!



COMECC Billboards

COMECC Campaign Timeline



ONLINE PROCESS:

CAMPAIGN MANAGER SPREADSHEET → AGENCY KEY PERSON → PAYROLL STAFF

Campaign Events

- Kickoff events
- Agency charity fairs
- Games – jeopardy, family feud, trivial pursuit
- Raffles
- Contests – baby pictures, beans in a jar
- Sales – book sales, bake sales

COMECC Website

COMECC

Commonwealth of Massachusetts Employees Charitable Campaign

EMPLOYEE LOGIN
RETIREE DONATIONS
HOME
ABOUT
NOTICES
REGION MAP & CONTACT
PLEDGE NOW!

Download Pledge Card
Download COMECC *Brochure*
Download Charity List, Name order
Download Charity List, Code order
Download Listing Sheet

Find a charity

Charity Code
Go

Charity Name OR Keyword
Go

Percent Administrative & Fund Raising Expenses
Go

CHARITY RESOURCE PAGE

COMECC Cares!
WELCOME to the COMECC Website

September 2010

A Message to State Employees.

Your generosity during the 2010 COMECC drive translated into much needed services for tens of thousands of persons and other charitable endeavors here in Massachusetts, around the country and overseas. We collectively pledged almost $2 million to help individuals, families and important causes at a time when the need for assistance was huge. Now – as we begin the 2011 campaign – we will strive to break through that $2 million mark! More than ever, our theme, COMECC CARES, appropriately reflects the caring and concern of Commonwealth employees for those in need.

We hope that Commonwealth employees will continue to be a major force for charitable giving – to support children and families in need, to fund research that combats disease, to protect our environment, and in many other ways to better people's lives and renew hope for countless of our friends, neighbors and others around the world. To keep expenses as low as possible, we are continually streamlining systems and reducing the administrative costs of managing the campaign. COMECC will continue to offer secure online credit card and payroll deduction pledging at www.COMECC.net.

Your COMECC donation is confidential, voluntary and profoundly important. And because COMECC is ***your campaign***, we have listened to your suggestions and dramatically expanded the number and types of charities participating by adding more than 300 new charities over the past two years.

Your involvement is essential, as a donor, and a voice for your community. COMECC truly cares. Because of your generosity, I know that we will have a great 2011 campaign!

Thank you,

Paul Dietl
Chief Human Resources Officer
Human Resources Division

Thanks!

- Just under $2 Million was pledged Last year!

Region	# Employees	Dollars Pledged
I	50,376	$503,255
II	11,126	$109,352
III	14,911	$483,507
IV	10,078	$581,991
V	1,428	$83,397
Total:	87,919	$1,761,502

Thanks! 90% or Greater Participation

- Department of Transportation Exec Office
- Berkshire District Attorney's Office
- Berkshire North/South Registry of Deeds
- Hampshire Superior Court
- Group Insurance Commission
- Sheriff’s Department Berkshire

Thanks! Top 10 Total Dollars

- Small Agencies (<100 employees)

Department Of Transportation Executive	$ 28,760.22
Berkshire DA Office	$ 19,679.90
Group Insurance Commission	$ 4,517.16
Off Chief Medical Examiner	$ 4,251.00
Supreme Judicial Court	$ 4,160.00
Bureau Of State Off Buildings	$ 3,530.00
Board Of Library Commissioners	$ 3,033.50
MA Emergency Mgmt Agency, MEMA	$ 2,895.00
Commonwealth Health Insurance Connector Authority	$ 2,852.76
Northwestern DA Office	$ 2,704.00

Thanks! Top 10 Total Dollars

- Medium Agencies (100 - 500 employees)

Fitchburg State College	$ 25,245.46
Sheriff's Dept Berkshire	$ 20,683.74
Mt Wachusett Community College	$ 18,400.64
Holyoke Soldiers' Home	$ 18,081.62
Div Of Capital Planning & Operations	$ 17,948.76
Mass College Of Liberal Arts	$ 17,189.90
U Mass President's Office	$ 14,868.98
E.O. Health & Human Service	$ 11,567.00
Berkshire Community College	$ 11,351.66
Div Of Industrial Accidents	$ 10,501.00

Thanks! Top 10 Total Dollars

- Large Agencies (>500 employees)

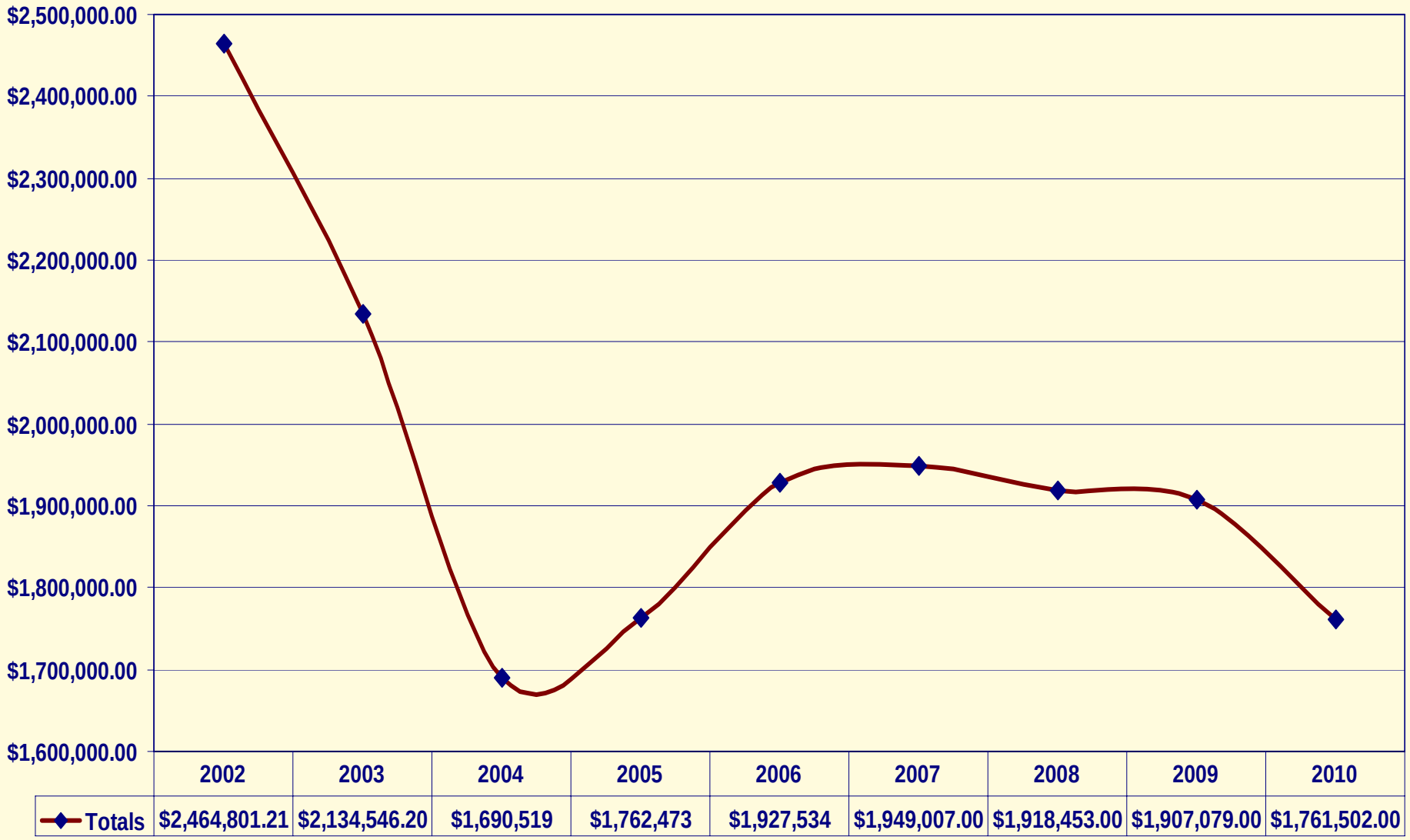
U Mass Medical	$ 364,755.26
Tax Administration	$ 44,443.00
DOC -Central Facilities Account	$ 37,667.94
Department Of Environmental Protection	$ 21,345.96
U Mass At Boston	$ 20,712.00
Department Of Workforce Development	$ 19,718.02
Office Of The Attorney General	$ 19,645.00
Department Of Social Services	$ 19,601.48
U Mass At Dartmouth	$ 19,458.88
SDH Sheriff's Dept Hampden	$ 18,112.86

Thanks! Top 10 Avg. Dollars

- All Agencies

Department Of Transportation	$ 1,150.41
Berkshire DA Office	$ 364.44
Winchendon District Court	$ 162.50
Board Of Library Commissioners	$ 121.34
Hampshire Probate Court	$ 120.33
Administrative Law Appeals	$ 115.21
Division Of Labor Relations	$ 84.37
Group Insurance Commission	$ 83.65
Bureau Of State Off Buildings	$ 82.09
Sheriff's Dept Berkshire	$ 81.43

Campaign Totals



	2002	2003	2004	2005	2006	2007	2008	2009	2010
Totals	$2,464,801.21	$2,134,546.20	$1,690,519	$1,762,473	$1,927,534	$1,949,007.00	$1,918,453.00	$1,907,079.00	$1,761,502.00

Wrap-Up and Questions?