

# IMPORTANT CAMPAIGN INFORMATION

## **What is the Combined Charitable Campaign (CCC)?**

The CCC is an effort to consolidate many charitable campaigns into one, asking State of Ohio employees for voluntary donations through payroll deductions or one-time gifts. A combined campaign results in minimal workplace disruptions and lower administrative costs. There are multiple participating federations and hundreds of member charities that you may choose to support.

The State of Ohio Combined Charitable Campaign is codified in the Ohio Administrative Code, Chapter 123:1-28-01.

## **The charity resource guide:**

The charity resource guide displays charity listings of all eligible charitable federations and member charities that have met CCC eligibility requirements. A sample charity listing is shown below. Key elements include the organization's five-digit code, a 25-word or less statement of purpose and its administrative and fundraising expense rate (AFR).

### **SAMPLE CHARITY LISTING**

**12345 ABC Charity**

Provides emergency and transitional housing.

EIN: 12-1234567- 18.0%

The Employer Identification Number (EIN) is issued by the Internal Revenue Service (IRS). It can be used for obtaining additional information about an organization from the IRS (877-829-5500). Please note: some organizations may be covered under an umbrella organization's tax exemption status and EIN.

The EIN and AFR are included to help you identify organizations that meet your interests and performance standards.

Additional federation and member charity information can be found in this guide and on [GuideStar.org](https://www.guidestar.org), a national database of nonprofit organizations. When searching in GuideStar, it is best to utilize EINs. You will find the EIN in the federation or member charity description. There is no cost to access GuideStar for this information.

## **What is the 2022 campaign goal?**

The overall 2022 campaign goal for the State of Ohio is \$2.3 million. Each agency also has its own goal, which will be shared with its staff by the agency director and/or agency campaign coordinator.

## **What are the dates of the campaign?**

The campaign begins Wednesday, August 24 and ends Friday, October 21.

## **Who is my agency campaign coordinator?**

Go to [ohio.gov/ohioccc](https://ohio.gov/ohioccc) to find the list of agency campaign coordinators.

## **How do I give to the CCC?**

- \* Make your pledge online.
- \* Submit a paper pledge form.

### **Online pledging:**

The CCC offers an online giving system, ePledge, which allows donors to make donations to the CCC without using paper pledge forms. The online system is a secure and efficient method of viewing and making contributions to the campaign. You may choose to make a payroll deduction or a one-time donation via credit card or electronic check. A minimum donation of \$26 is required for credit card payments and electronic checks. It's fast and easy!

You will access the ePledge site through [myOhio.gov](http://myOhio.gov) and make your donation by clicking on the myCCC Click to Donate button.

The online system will walk you through the process and allow you to donate by payroll deduction, credit card or electronic check. If you are unsure how to proceed once accessing the link, step-by-step directions are available at [ohio.gov/ohioccc](http://ohio.gov/ohioccc). After your pledge is complete, you will receive an email confirmation, which can be printed and saved. Please complete the online survey after you have completed your pledge.



You will receive, via your work e-mail, online pledging notifications during the campaign with the words “Combined Charitable Campaign.” These e-mails are safe to open and provide important campaign information. **Emails will be sent to employees on August 3, 10 and 17. The campaign will officially begin on August 24.** Emails will continue throughout the campaign.

Note: Once you complete your pledge online, you will no longer receive CCC email messages. You also may log in to ePledge using the myCCC tile on [myOhio.gov](http://myOhio.gov) to affirm that you have made a paper pledge or want to opt out of future messaging.

### **2022 paper pledge form:**

While online giving is an efficient and safe method of making donations to the campaign, paper pledge forms and fillable electronic pledge forms also are available from agency campaign coordinators or online at [ohio.gov/ohioccc](http://ohio.gov/ohioccc). **Employees hired on or after July 31 must make their pledge using a paper pledge form.**

### **When completing a paper pledge form:**

- Use a black pen and write legibly.
- Do not staple the pledge form.
- Sign and date the pledge form.
- Fill in the appropriate bubble(s) if you want your contribution to be anonymous.
- Forms may be photocopied for your records or your agency campaign coordinator's records.
- When you have completed your paper pledge form, please return it to your agency campaign coordinator.

### **Cash/Check donations:**

If you wish to make one-time check or cash donations or do not have a work email address, you should complete a paper pledge form. Paper pledge forms may be obtained from and turned in to your agency campaign coordinator. Please note: The online option is only for pledging by payroll deduction, credit card and electronic check.

## What if my favorite charity isn't included in the CCC?

All charities participating in the State of Ohio Combined Charitable Campaign have completed a thorough application and review process and are members of a federation (please see the definition below). If your favorite charity is not listed, they may not have applied or may not be a member of a federation listed in this resource guide. You may wish to suggest that officials representing that charity contact one of the participating federations to inquire about membership. Contact information for each federation is listed on pages 76 - 78.

## What is a federation?

Federations are organizations which have multiple independent, charitable agencies as members. They serve as “umbrella” organizations for a wide range of member charities that play a major role in delivering health, human, environmental and educational services. Participating federations are carefully selected. Federations wishing to participate in the CCC submit applications to the CCC Statewide Steering Committee each year. To be approved for participation by the CCC, federations must meet specified criteria which include, but are not limited to, the standards listed below. For a full list of eligibility criteria, see the CCC policies and procedures online at [ohio.gov/ohioccc](http://ohio.gov/ohioccc).

Key standards for federations and charitable agencies:

- Must be a 501(c)(3), not-for-profit, tax-exempt, charitable federation with at least three member charities.
- Must provide direct health, human, environmental or educational services.
- Must be incorporated or authorized to do business in Ohio.
- Must adhere to standard accounting procedures.
- Must be in existence for at least two years prior to the date the campaign begins.
- Must have a stated policy of nondiscrimination and comply with EEO laws.

This year's participating federations are:

A Special Wish Foundation	EarthShare
America's Best Charities	Global Impact
America's Best Local Charities	Habitat for Humanity of Ohio
America's Charities	Local United Ways and Community Federations
CHC: Creating Healthier Communities	United Negro College Fund
Community Shares	

To ensure equal representation in the resource guide, the order in which federations and their member charities are listed rotates each year. You may also find charities using the alphabetical index on pages 9 - 22.

## What are the payment options available to me?

**Payroll deduction**, the easy method of giving, has several advantages. It's simple and you can make your gift over a period of time. If you select the payroll deduction option, deductions will be made from your paychecks during calendar year 2023. Each year employees must submit a new pledge. Donations do not automatically continue from year to year. If you select the payroll deduction option, you must complete an online pledge **or** sign a paper pledge form to authorize the deduction to begin in January. Your CCC deduction will be reflected on your pay statement as “CCC.”

**One-time gifts** of cash or checks also may be made during the campaign. Any monetary contribution must be accompanied by a pledge form. **Contributions by check must be made payable to the Combined Charitable Campaign (CCC)**. Be sure to enclose cash or checks securely with your completed paper pledge form. Do not staple cash or checks to pledge forms. If you choose to donate by electronic check or credit card, this option is available online.

## **How do I designate my gift?**

Through the CCC, you may designate your gift to as many as eight (8) federations or member charities by indicating your choices on the paper or online pledge form. Each charity's gift must be \$3 or more for a one-time gift, or \$1 or more per charity per pay for a payroll deduction. A minimum total donation of \$26 is required for credit card payments and electronic checks.

Each federation and charity are listed separately, with an assigned five-digit charity code (e.g., 12345) that must be used when making a selection to ensure that your contribution reaches the charity or charities you wish to support.

To support a federation and have your gift shared among all of its charities, choose the federation code as it appears preceding the federation name and description. To support an individual charity within a federation, select that charity's code as it appears preceding the charity name and description.

## **Should I designate my contribution?**

**Designating your contribution increases your charity's ability to capture a greater portion of the undesignated dollars.** If you don't designate, some of your money may go to charities that you do not support, so you are strongly encouraged to carefully choose your designations. Charities that receive no direct contributions will not receive any undesignated contributions. Pledge forms returned with donations but without charity codes will be counted as undesignated donations.

## **“00000” Undesignated Code:**

If you choose not to designate your contributions to a specific charity, but want to donate to the campaign as a whole, you should enter “00000” where the charity code is needed on the paper pledge form. A “00000” contribution will go into an “undesignated” category and will be divided among the federations by the percentage of dollars that were pledged out of the total campaign dollars. In ePledge, simply do not add any designated charities to make an undesignated pledge.

## **What portion of my gift funds administrative costs?**

Included in each charity's description is a percentage reflecting the portion of contributions that charity uses for administrative costs, such as management and fundraising. The CCC Review Committee approved these charities for this year's campaign based on their individual circumstances and documentation provided. Each charity has provided a description of their work to help you make an informed choice in designating your gift.

## **What is the administrative rate for the CCC?**

Administrative costs for the 2021 campaign were 6.9% of funds received. These funds provide for the creation and printing of the resource guide, newsletters, video, donor recognition items, coordinator training, professional staff, campaign audit, IT support, postage and supplies. All of the federations share in the administrative cost proportionate to their designations in the campaign.

## **What happened to the donor recognition items?**

In previous years, Combined Charitable Campaign contributors who met specific pledging requirements were thanked with a recognition item unless they declined the gift when pledging. Due to logistical challenges with delivering the recognition items created by the high number of employees working from home, and a commitment to keeping the CCC overhead percentage as low as possible, the Steering Committee elected not to offer donor recognition items for the 2022 campaign. This will allow CCC charities to receive the highest percentage of your donation as they work to recover from the pandemic.

## How can I show my support of CCC?

If you would like to share why you support the CCC or how it has positively impacted you or someone you know, we encourage you to provide a short written or video testimonial to be shared with your fellow state employees.

To submit a written testimonial, you have two options:

\* Use the Jotform link: <https://form.jotform.com/220583907749164>

\* Visit [ohio.gov/ohioccc](http://ohio.gov/ohioccc) to download the testimonial and waiver forms, or request them from your agency campaign coordinator. Once you complete the forms, return them to your coordinator.

These testimonials may be used in the charity resource guide, brochures or in CCC emails.

To submit a video testimonial, please work with your agency campaign coordinator to record a video no longer than 30-seconds telling us why CCC is important to you. Your coordinator will then share the video with agency employees via email and/or post it on your agency's social media using the hashtag #OhioCCC. You also can post your own CCC videos directly to your agency's social media using #OhioCCC.

## Dollars per pay calculation sheet:

Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26	Dollars per Pay	Pay Periods x 26
\$ 1.00	\$ 26.00	\$ 16.00	\$ 416.00	\$ 31.00	\$ 806.00	\$ 70.00	\$ 1,820.00
\$ 2.00	\$ 52.00	\$ 17.00	\$ 442.00	\$ 32.00	\$ 832.00	\$ 75.00	\$ 1,950.00
\$ 3.00	\$ 78.00	\$ 18.00	\$ 468.00	\$ 33.00	\$ 858.00	\$ 80.00	\$ 2,080.00
\$ 4.00	\$ 104.00	\$ 19.00	\$ 494.00	\$ 34.00	\$ 884.00	\$ 85.00	\$ 2,210.00
\$ 5.00	\$ 130.00	\$ 20.00	\$ 520.00	\$ 35.00	\$ 910.00	\$ 90.00	\$ 2,340.00
\$ 6.00	\$ 156.00	\$ 21.00	\$ 546.00	\$ 36.00	\$ 936.00	\$ 95.00	\$ 2,470.00
\$ 7.00	\$ 182.00	\$ 22.00	\$ 572.00	\$ 37.00	\$ 962.00	\$ 100.00	\$ 2,600.00
\$ 8.00	\$ 208.00	\$ 23.00	\$ 598.00	\$ 38.00	\$ 988.00	\$ 105.00	\$ 2,730.00
\$ 9.00	\$ 234.00	\$ 24.00	\$ 624.00	\$ 39.00	\$ 1,014.00	\$ 110.00	\$ 2,860.00
\$ 10.00	\$ 260.00	\$ 25.00	\$ 650.00	\$ 40.00	\$ 1,040.00	\$ 115.00	\$ 2,990.00
\$ 11.00	\$ 286.00	\$ 26.00	\$ 676.00	\$ 45.00	\$ 1,170.00	\$ 120.00	\$ 3,120.00
\$ 12.00	\$ 312.00	\$ 27.00	\$ 702.00	\$ 50.00	\$ 1,300.00	\$ 125.00	\$ 3,250.00
\$ 13.00	\$ 338.00	\$ 28.00	\$ 728.00	\$ 55.00	\$ 1,430.00	\$ 130.00	\$ 3,380.00
\$ 14.00	\$ 364.00	\$ 29.00	\$ 754.00	\$ 60.00	\$ 1,560.00	\$ 140.00	\$ 3,640.00
\$ 15.00	\$ 390.00	\$ 30.00	\$ 780.00	\$ 65.00	\$ 1,690.00	\$ 150.00	\$ 3,900.00