



**COLORADO
COMBINED
CAMPAIGN**



2017

Lead

Coordinator

Resource

Manual

STATE EMPLOYEES
Giving. Caring. Sharing.



Thank you for your leadership of the Colorado Combined Campaign! Because of you, state employees are empowered to give and, in turn, Colorado nonprofits can fund their important work. The CCC is proud to have more than 600 member nonprofits this year. They represent 23 areas of need, every corner of the state and countless opportunities to be a hero. Since 1987, volunteers like you have empowered coworkers to raise nearly \$33 million for Colorado communities and Coloradans in need. Please take pride in playing a key role in what is not just an annual tradition, but also a statewide charitable institution. Lead Coordinators are the heart and soul of the CCC. Your time, energy and dedication—and the way you embody through your actions the CCC's legacy of state employees giving, caring and sharing—are very much appreciated.

STATE EMPLOYEES
Giving. Caring. Sharing.

Thank You



Mission, Background and Common Lead Coordinator Questions

What is the Colorado Combined Campaign?

The Colorado Combined Campaign (CCC) is the annual charitable workplace giving campaign of Colorado state government employees. The state established the campaign in 1987 as a beneficial way for employees to easily and efficiently donate to a wide array of nonprofits and support their communities.

How does donating through the CCC work?

As a state employee, you're in charge of your giving. Each year, you can choose from around 600 Colorado nonprofits that represent 23 different causes and every corner of the state. You can also decide how to give. Most employees give through payroll contribution (a few dollars each pay period), a longstanding tradition. But you can also make a recurring donation with a credit/debit card or a one-time donation with cash, check or credit/debit card. There is no minimum donation. Signing up is easy, either online or with a paper form. However you participate, you're a part of a culture of giving that helps our state be even better.

What's the advantage of workplace giving?

Workplace giving has traditionally been one of the most popular ways for people to give. Because you give incrementally and automatically, you can give more than you might ordinarily be able to. It's empowering. Also, the strength of many donors coming together to give keeps administrative costs low, both for the campaign and for the recipient charities.

How much has the CCC raised over time?

Since 1987, the CCC has raised nearly \$33 million. In 2016, state employees made more than 6,000 donations totaling nearly \$939,000. The average donation was \$338.18, or about \$30 per paycheck.

What's the timeframe of the campaign?

The CCC as a whole runs from September 1 until December 31. Within this timeframe, individual state agencies and colleges/universities run their own internal campaigns. Many start in October and run for four to six weeks. Wrap up and reporting take place in January, and the process of distributing funds to designated charities begins in February.

Who runs the CCC?

The CCC is overseen by state employees, for the benefit of state employees. An Advisory Committee of employee volunteers from across state government meets each month to set policy, approve plans and budgets, and evaluate participating nonprofits. Look elsewhere in this guide for our current Advisory Committee officers and members. The CCC is an independent, audited nonprofit organization registered with the Colorado Secretary of State. It is managed by Community Shares of Colorado, an expert in workplace giving campaigns.

Who can I call for help if I have questions about our campaign?

CCC staff members are available to answer your questions, help you troubleshoot, and provide support, materials and resources. Call us at 720-420-3210 or email info@coloradocombinedcampaign.org.

Can I get additional brochures and pledge forms?

Yes. The campaign resource guide and pledge form can be found online at www.coloradocombinedcampaign.org/campaign-resources. Also, you can request additional copies by calling the CCC.

Where can I find additional campaign resources?

Campaign resources (such as posters, flyers and emails) can be found online at www.coloradocombinedcampaign.org/campaign-resources. You can also contact the CCC with questions and requests for additional resources.

Is there money for me to use to plan a campaign kickoff or other campaign events?

Yes. The CCC has allocated a small amount of "seed money" that can be used to help promote your campaign. Each agency and college/university is allocated five cents per employee to be used to purchase any items that will enhance your campaign. In order to receive reimbursement, you must fill out the reimbursement form you'll find elsewhere in this manual. Submit your form to becky@coloradocombinedcampaign.org.

How do other agencies and colleges/universities use their seed money?

Seed money can be used for anything that will help inspire employees to participate in the campaign, including:

- Purchasing incentive gifts that are given through weekly drawings to individuals who have opted donate.*
- Purchasing food for campaign kickoffs or nonprofit fairs.*

Does the CCC provide incentive gifts?

The CCC provides a limited number of incentive gifts each year. These can include things like tote bags, travel mugs, pens, magnets, Post-Its and other swag. It is up to you to decide how to use these items. Often Lead Coordinators will use them for door prizes at events, add them to silent auction baskets or give them as a thank-you to employees who have donated or volunteered.

Other departments seem to have great giveaways such as gift cards. Where can I get these items?

Aside from the limited amount of items that you receive directly from the CCC, Lead Coordinators can solicit popular businesses for donations. Tip: approach the stores you already frequent for a donation. Take a walk at lunch and ask the stores and restaurants close to your office for donations. Sample donation request and thank-you letters are elsewhere in this manual, and on the Lead Coordinator page on the CCC website.

What kickoff events and fundraisers have departments hosted to increase participation and pledges?

Most agencies and colleges/universities will host a nonprofit fair so that employees can learn about the different services being offered in the community. Many times these activities are paired with other events such as chili cook-offs, bake sales and silent auctions.

How do I schedule a nonprofit fair or nonprofit speaker?

Participating nonprofit agencies are always excited to have the opportunity to come and talk to employee donors about their work and how much the contributions they receive through the CCC make a difference in their ability to help the community. To schedule a nonprofit speaker or to set up a nonprofit fair, please contact the CCC at 720-420-3210. For more tips and information on scheduling an agency fair or speaker, look elsewhere in this manual.

Where can I find more information about the nonprofits participating in this year's campaign?

A current listing of participating nonprofits can be found in our campaign brochure, as well as on our website at www.coloradocombinedcampaign.org/donor-resources. We also routinely highlight our nonprofit partners on our Facebook page at www.facebook.com/coloradocombinedcampaign.

What do I do with paper pledge forms that have been completed and returned to my attention?

If an employee has opted to donate through payroll contribution, a copy of the paper pledge form must be turned in to both your payroll department and the CCC. If the employee has opted to donate with a credit/debit card or check, or with cash, the pledge form and the method of payment need only be submitted to the CCC. Paper pledge forms that don't involve cash or check can be scanned and emailed to info@coloradocombinedcampaign.org. In the metro area, you can arrange for a pickup (we come to you) or delivery (you come to us) of pledge forms and funds by calling us at 720-420-3210 or emailing info@coloradocombinedcampaign.org. Outside of the metro area, feel free to ship items via a secure service like UPS or FedEx (see our street address below). Also, don't forget to include a [Pledge Processing Form](#) with every "batch" of forms and funds.

Colorado Combined Campaign
789 Sherman Street, Suite 230
Denver, CO 80203
720-420-3210
info@coloradocombinedcampaign.org

What is the Pledge Processing Form?

This form serves as part of our system of checks and balances and ensures that the CCC attributes the pledges to the correct agency or college/university. The Pledge Processing Form needs to be filled out and submitted with each batch of pledges you submit to the CCC. (Batches should also be separated by subdivision, for instance, Department of Revenue – Lottery Division, with the Pledge Processing Form filled out accordingly.) Please see more elsewhere in this manual.

Can an employee make a pledge after the campaign has closed on December 31st?

Employee donors interested in making a check or credit card donation can do so at any time throughout the year. Pledges made through payroll contribution can, in most cases, be processed with the January pay period if received by the CCC office by mid-January. The ability to process pledges made through payroll contribution outside of the timeline of the campaign (so, from January to August) varies by institution and is at the institution's discretion. Please contact the CCC with questions about processing pledges that are made after the campaign closes.

If an employee is hired outside of the campaign season (January through August) can they still make a pledge or do they have to wait until the next campaign year?

Employee donors interested in making a credit card, check or cash donation may do so at any time throughout the year. The ability to process pledges made through payroll contribution varies by agency or school and is at the institution's discretion. Please contact the CCC with questions about processing pledges that are made after the campaign closes.



Overview of Campaign Logistics and Dates

Pledging Options

- The iPledge online giving site at <https://www.ipledgeonline.org/coloradocombinedcampaign/>, accessed on a desktop or laptop computer, or with a mobile device through a QR code found on printed materials and the campaign website.
- Paper pledge forms distributed to employees by Lead Coordinators via the Resource Guide & Directory (back cover), singly or as downloaded from the campaign website.

Donation Options

- Recurring or one-time payroll contribution.
- Recurring or one-time credit/debit card contribution.
- One-time donation with cash or check.

Pledge Management

- CCC staff will provide both paper and electronic versions of the Resource Guide & Directory and pledge form to Lead Coordinators for employee distribution. Quantity and delivery instructions are solicited by staff and provided by Lead Coordinators.
- Lead Coordinators are responsible for collecting completed paper pledge forms and providing a copy to both their payroll department and to CCC staff (if a payroll contribution is indicated).
- CCC staff are responsible for tracking online pledges and sending Excel reports to both the Lead Coordinator and to the department payroll staff.
- CCC staff are responsible for entering pledges made on paper pledge forms into iPledge, the CCC online donation and tracking system.

Important Dates

- Official campaign dates: Tuesday, September 5, 2017, through Tuesday, January 2, 2018.
-Each institution of state government determines the length of its campaign and its start and end dates. Most campaigns begin in October and run for four to six weeks.
- Some state colleges and universities run their campaigns through the first week of January to accommodate winter break schedules.*
- Tuesday, September 5, 2017: Online giving site opens.
- Tuesday, January 2, 2018: Online giving site closes to payroll contributions.
- Friday, January 12, 2018: Payroll contribution reports sent by the CCC to department payroll contacts and Lead Coordinators.
- After Friday, January 12, 2018: Late pledges and new-hire pledges accepted depending on the individual department's ability to process them. Contact the CCC first at info@coloradocombinedcampaign.org for help.



2016-2017 Results to Date · Colorado Combined Campaign

School	2016 donors	2016 pledges	2015 donors	2015 pledges
Arapahoe Community College	3	1500.00	8	2124.00
Auraria Higher Education Center	8	3882.00	7	3240.00
Colorado Community College System	14	5055.00	15	4410.00
Colorado Mesa University	13	3319.92	16	3765.00
Colorado Northwestern Community College	12	2724.00	7	1740.00
Colorado School of Mines	30	18,130.00	64	30,898.00
Colorado State University	271	130,556.00	279	125,050.00
Colorado State University – Pueblo	21	7573.96	20	7940.00
Community College of Aurora	12	2289.00	37	8879.00
Community College of Denver	1	240.00	3	245.00
Fort Lewis College	15	1934.00	18	2154.00
Front Range Community College – Boulder	4	372.00	4	540.00
Front Range Community College – Fort Collins	9	3080.00	8	2768.00
Front Range Community College – Westminster	5	4394.00	5	4358.00
Lamar Community College	1	100.00	0	0.00
Metropolitan State University of Denver	14	2762.00	10	2950.00
Morgan Community College	10	1375.00	12	2075.00
Northeastern Junior College	26	4827.00	27	5115.00
Pueblo Community College	1	1200.00	1	1200.00
Red Rocks Community College	4	1260.00	1	540.00
University of Colorado – Boulder	56	25,306.00	61	26,824.00
University of Colorado – Colorado Springs	74	21,900.00	87	20,898.00
University of Colorado – Denver / Anschutz Medical Campus	145	94,336.00	138	90,418.00
University of Colorado – Systems	37	30,714.00	46	28,979.00
University of Northern Colorado	28	11,811.00	35	13,434.00
Western State Colorado University	1	360.00	0	0.00
Total	815	381,000.88	909	390,544.00
Agency	2016 donors	2016 pledges	2015 donors	2015 pledges
Department of Agriculture	35	5782.00	29	6564.00
Department of Corrections	121	17,516.00	145	26,393.96
Department of Education	16	8334.00	27	12,074.00
Department of Health Care Policy & Financing	71	21,748.00	39	10,802.00

Department of Higher Education	5	1490.00	8	1335.00
Department of Human Services	289	52,744.80	380	49,420.04
Department of Labor & Employment	88	22,419.30	104	22,115.85
Department of Law / Office of the Attorney General	55	23,120.00	50	18,619.00
Department of Local Affairs	71	21,292.00	64	21,851.00
Department of Military & Veterans Affairs	18	5100.00	27	11,261.93
Department of Natural Resources	123	33,694.00	124	38,044.29
Department of Personnel & Administration	21	8305.00	39	12,074.00
Department of Public Health & Environment	165	50,698.08	210	53,963.00
Department of Public Safety	113	31,139.75	107	29,333.15
Department of Regulatory Agencies	211	44,452.15	182	38,507.69
Department of Revenue	77	18,869.20	179	32,737.04
Department of Transportation	96	30,701.00	102	32,388.00
Department of Treasury	11	3871.96	16	3612.00
Office of the Governor	12	4800.00	30	20,658.00
History Colorado	7	2460.00	5	2360.00
Judicial Department	141	52,300.00	162	54,177.00
Legislative Department	57	37,033.00	55	33,334.00
Office of Information Technology	79	19,620.20	64	18,265.97
School for the Deaf and Blind	4	2136.00	13	3476.00
Secretary of State	10	4488.00	11	3770.00
State Public Defender's Office	61	32,919.00	57	30,342.00
Colorado Supreme Court	2	90.00	3	744.00
Total	1959	557,123.44	2232	588,222.92
	2016 donors	2016 pledges	2015 donors	2015 pledges
TOTAL in iPledge tracking system	2774	938,124.32	3141	978,766.92
Average donation – 338.18				
<i>As of Fri 081817</i>				

Ten Steps to Campaign Success

A BLUEPRINT

STEP 1: Learn campaign basics

- What is the CCC? (page 4)
- What is the role of the Lead Coordinator? (page 32)
- Why should employees give? (page 38)
- How can employees give? (page 4)
- What are key campaign dates (page 7) and resources? (page 29)
- Who can help me at the CCC? (page 35)
- How do I turn in pledge forms and money? (page 21)
- What is iPledge and how do I use it?
- What were my department's 2016 results? (pages 8 and 9)
- What are my department's channels of communication and how can I access them?
- What do I want to get out of this experience (meet more people in my department, get more visibility to leadership, develop professionally, display my creative or organizational skills)?

TIPS

- This manual contains all of the information you need to successfully plan and run a campaign. Look at the Table of Contents to familiarize yourself with what's available.
- Explore the CCC giving platform and database, iPledge, at <https://www.ipledgeonline.org/coloradocombinecampaign>.

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STEP 2: Set a goal

- Set a goal around participation (number of donors) or dollars (amount of funds raised) or both.
- Refer to your department's prior-year results (pages 8 and 9) and ask what's feasible.
- Consult with your department's leadership and your volunteer team.
- Set a goal that is realistic yet challenging. Share it with the CCC.

TIPS

- A goal is essential. It's your destination. Without it, you won't get anywhere.
- Dollars come from donors, so focus first on setting a participation goal.

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STEP 3: Create a plan

- Set campaign dates that work best for your department. (The CCC in general runs from September 1 to December 31.)
- Evaluate honestly what has and hasn't worked for your department in the past.
- Decide if your campaign will be digital or paper-oriented, or a combination. Order paper materials (pledge forms and resource guides) from the CCC and decide how they'll be distributed.
- Decide what additional CCC resources (email templates, posters, flyers, graphics) you'll use and how.
- Decide how you'll use your department's existing channels of communication (website, emails, mail delivery system, newsletters, staff meetings, common spaces and bulletin boards) to raise awareness and get participation.
- Decide how you'll kick off your campaign on its first day.
- Decide what types of campaign events would be appreciated and successful in your environment (chili cook-off, nonprofit fair and nonprofit speakers). (See more ideas on page 36.)
- Develop a simple timeline of what needs to happen when.

TIPS

- A plan can be as simple or as complicated as you choose to make it. Sometimes less is more.
- Types of kickoffs that are successful include an all-employee email from the head of the department, and a short presentation at a standing staff meeting.
- Find CCC resources at www.coloradocombinedcampaign.org/campaign-resources.html.

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STEP 4: Recruit your team

- If you're new, talk with your predecessor to get their take on the campaign.
- Ask your supervisor to support the campaign and to seek support from other department leaders. Their endorsement is critical for success.
- Share your plan with your department's public information officer and payroll manager.
- Don't go it alone. Recruit a team of enthusiastic and resourceful coworkers to help you distribute materials, plan events and spread the word.
- Ask coworkers who are committed to giving in general or to a specific nonprofit to serve as ambassadors who will actively encourage others to donate.

TIPS

- A rule of thumb for recruiting a volunteer team is at least one volunteer per location and/or one volunteer for 25-30 employees (based on the size and scope of your department).
- The CCC was developed by the state for the benefit of state employees. Don't hesitate to ask for help.

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Ten Steps to Campaign Success

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STEP 5: Grow awareness and have fun!

- Activate your plan by distributing pledge materials, sending emails and hosting events.
- In everything you do, share your department's goal and encourage everyone to participate.
- Send links to the online giving site (https://www.ipledgeonline.org/_coloradocombinedcampaign), hand out flyers and promotional items, and put up posters in breakrooms, conference rooms, hallways and elevators.
- Use a fundraising thermometer to consistently track and communicate progress.
- Use seed money (page 25) and seek donations (page 27) for prizes, food and beverages for your activities.
- Ask your supervisor about securing Employee Appreciation Funds for department events.
- Make life easy for yourself by regularly collecting paper pledge forms and funds, and getting them to the CCC. Use a pledge processing form (page 24) as a cover page and be sure to separate forms by division.

TIPS

- Use events to hand out campaign materials, connect donors to charities, and encourage payroll contributions. A \$5 event entry fee will not benefit your campaign as much as a \$5 per month payroll gift.
- Find a fundraising thermometer at www.coloradocombinedcampaign.org/campaign-resources.html.
- Get help from the CCC to secure nonprofits for fairs and speaking opportunities (page 20).
- The CCC will provide you with a small supply of logo promotional items (things like pens, clips, notepads, magnets) that you can give away to say thanks and grow awareness.
- Seed money is marketing funds made available by the CCC to help you promote your campaign. Learn more on page 25.

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STEP 6: Make the ask

- The CCC is a fundraising campaign. People expect to be asked to make a donation. The number-one reason people don't give is that they aren't asked to. So ask!
- Based on the personality of your department, consider different ways of asking for a donation: in a group, one-on-one, through email and through the mailbox.
- If you're not comfortable making the ask, find someone who is and recruit them to your volunteer team.
- Payroll giving (a little bit at a time) is relatively painless and how the vast majority of CCC donors contribute. Place the emphasis in your ask on this time-tested way to give.
- Giving through the CCC is easy, efficient and empowering (page 38). It endures after nearly three decades because state employees like it. Rely on its appeal to feel comfortable in asking employees to participate.
- Why do you give? Why is it important to you? Share your personal story.

TIPS

- The CCC is open to all employees. There is no minimum donation. And, there are many ways to give, based on what's best for the individual. Everyone can participate.
- Never assume that someone can't give or doesn't want to. You don't know of another's intent unless you ask.
- Research shows that giving feels good! It's rewarding, pleasurable and gives you a warm glow. See the article on our website at www.coloradocombinedcampaign.org/for-lead-coordinators.html.

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STEP 7: Monitor and track

- The CCC offers multiple ways for you to monitor and track your campaign.
- One: From September 1 on, you can check your department's overall running total anytime at https://www.ipledgeonline.org/_coloradocombinedcampaign. Once there, click on the "results" graphic (stack of dollar bills) on the left-hand side of the screen. (If your department is set up by division within iPledge, click on the green plus sign to see that view.)
- Two: Every other week, from mid-September through the end of the campaign, the CCC will email you a report that shows your department's donors, current fundraising total, current-year goal and prior-year results.
- Three: If you'd like more detailed reports more often, please sign up as a donor at https://www.ipledgeonline.org/_coloradocombinedcampaign. The CCC can then give you special coordinator privileges to access iPledge reporting features. (If you signed up for iPledge in 2016 or earlier, we've already given you this access. Look to the right to learn more.)
- If your campaign is lagging, consider: sending out additional communications (sometimes, all it takes is one more email), offering an incentive for signups and making group or one-on-one asks.

TIPS

- Lead Coordinators who routinely monitor their results run more successful campaigns, a two-year study of CCC data suggests. They're more likely to increase donors and dollars, and to reach their goals.
- To access additional iPledge reporting features, login to your donor account and go to: [my tools/coordinator/view donor data](#). From here you can expand details (click green plus sign) and run an Excel report (look for, Download CSV of this report).
- Turn in paper pledge forms and funds to the CCC at least monthly (page 21), to fully track what your department is raising.
- Information about donors is provided to you in confidence, as a volunteer leader. Please use it discretely and appropriately.

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STEP 8: Wrap up

- Remind your department's employees of the closing date for your campaign and what action is needed from them (complete a paper pledge form, or sign up and give online).
- Turn in all paper pledge forms and funds to the CCC (page 21) at least monthly and then by the end of the general campaign in December. Don't forget to give copies of paper pledge forms that indicate payroll contributions to your payroll department, too.
- Make sure your department knows about any donation incentives offered by the CCC.
- The CCC will send a report to your payroll department by mid-January that shows all payroll contributions for your department. You'll get a copy, too. Please look it over and verify its contents, letting the CCC know if you have questions or concerns.
- Announce results to your department when you've turned in all paper pledge forms and funds, and have verified that they've been entered into iPledge by the CCC.

TIPS

- Remember that the general CCC campaign ends on December 31. Technically, all employees can still give until then. If your campaign ends sooner, be prepared to continue processing paper pledge forms and funds (page 21).
- Don't forget to make your own donation! Give to the charities, causes and communities you care about.

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STEP 9: Say thank you

- Thank as you go, appreciating everyone who volunteers, listens to an ask, donates, or helps in any way.
- Use your communication channels to announce and celebrate results (number of donors, amount of dollars), and highlight department successes (exceeding last year's results, hitting this year's goal).
- Use staff meetings, email and common spaces to thank your department as a whole, Use letters, notecards or face-to-face communication to thank your donors, volunteer team, payroll department and executive leadership.
- Encourage your executive leadership to send a thank-you email or letter to department employees.

TIPS

➤ The CCC will send thank you/tax acknowledgement letters to all donors after the campaign ends. The CCC will also share contact information about donors with their charities of choice, for the purpose of sending letters of thanks.

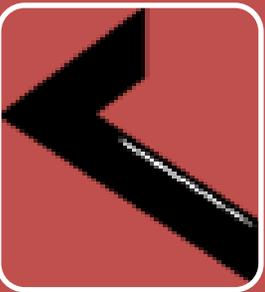
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Scheduling Nonprofit Representatives and Speakers

The CCC is ready to assist you in scheduling nonprofit representatives and speakers for fairs and speaking engagements. Below you will find a list of information we will need to have in order to coordinate with our member nonprofits. **Notice of at least three weeks is requested.**

If employees in your department have specific charities they are personally invested in, we encourage you to request those organizations. We will do our best to schedule the speakers you want, but ask you to understand that if the chosen nonprofits are unavailable, we will then find a nonprofit from the same service area.

To begin the process of scheduling an agency speaker, first call us at 720-420-3210. Then, be prepared to email us with the following information:



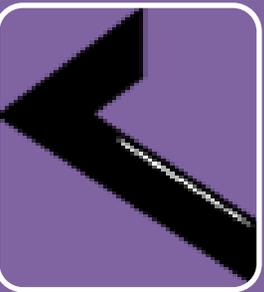
Event Logistics

- Date
- Time
- Location
- Any necessary venue access or security information
- Number of attendees
- Parking information



Event Format

- Type of event
- Speaking engagement (how much time will each agency representative have to present?)
- Agency fair with booths
- Other
- Number of nonprofit representatives requested



Day-of Information

- Name and contact information (email address, mobile number) for event day representative
- Items provided (such as tables, chairs and tents) versus items that need to be brought
- Instructions for arrival, set up and tear down
- Parking and load-in/load-out details
- Security requirements if any



What to Do With Paper Pledge Forms and Funds

First...

- Remind employees of the deadlines you've set to submit paper pledge forms and funds.
- Once you've collected paper pledge forms and funds, organize them by division (if your department is organized that way on iPledge).
- Fill out a Pledge Processing Form (one per division, if applicable).
- Submit **ALL** paper pledge forms and funds (cash, check, credit/debit card information) to the CCC (see contact information below).
- Submit copies of paper pledge forms that show payroll contributions only to your payroll department.

Then...

- In mid-January, the CCC will email you and your payroll department a report that shows all of your department's payroll contribution pledges (those made both online and through paper pledge forms).
- Review this report and make sure it confirms what you believe you raised and turned in. Share any inconsistencies with the CCC.
- Make sure your payroll department got the report and is prepared to enter payroll contribution pledges into the system for deductions beginning in late January.

Finally...

- Thank your CCC donors and everyone who helped you organize and run your campaign.
- Use your department communication channels to celebrate and highlight department successes.

And remember...

- Lead Coordinators are responsible for submitting to their payroll departments *copies* of all paper pledge forms that show payroll contributions only.
- **ALL** paper pledge forms for every type of donation (payroll, check, recurring, one-time, etc.) must be submitted to the CCC for processing and reporting.
- Paper pledge forms that have no tangible funds attached (like payroll contributions and credit/debit card donations) can be scanned and emailed to the CCC at info@coloradocombinedcampaign.org.
- Paper pledge forms with tangible funds (cash, check) attached must be mailed or securely shipped to the CCC at:

Colorado Combined Campaign
789 Sherman Street, Suite 230
Denver, CO 80203

- To arrange a pickup or drop-off of paper pledge forms and funds, contact the CCC at 720-420-3210 or info@coloradocombinedcampaign.org.





PLEDGE FORM
 Complete this form and return it to your agency's Lead Coordinator
 Save time and donate online at www.ipledgedonline.org/_coloradocombinedcampaign or on
 your mobile device by scanning the code to the right



Scan to give on your mobile device

DEPT & DIVISION Corrections/Parole Region 1 LOCATION CODE 123456789 (Only used for printing custom forms)

Jane Smith

NAME (PLEASE PRINT LEGIBLY)

EMPLOYEE ID (9-DIGIT)

1234 Combined Campaign Way Colorado City 12345
 WORK ADDRESS CITY ZIP

303-123-4567 jane.smith@state.co.us
 PREFERRED PHONE PREFERRED EMAIL

I would like to be acknowledged. Please let my designated charity know my preferred mailing address: Home Work
123 Charity Lane Denver 12345
 HOME ADDRESS CITY ZIP

OR I would like to remain anonymous. Please do not release my name or contact information to my designated charities.

Designation choices: If you wish to donate to more than 3 nonprofits attach another form listing your additional designations or donate online

Charity Name	Charity Code	Yearly Total Amount
1) We Love Puppies	5555	\$ 120
2) Happy Healthy People	7777	\$ 120
3) Kitties are the Best	8888	\$ 120
TOTAL		\$ 360

I select the following giving options:

PAYROLL CONTRIBUTION: I will contribute the following amount *per pay period*:

\$ 30 per paycheck X 12 = \$ 360 total yearly contribution

I will contribute the following amount through payroll contribution **one time**:
 \$ _____ per paycheck X 1 = \$ _____ total yearly contribution

PLEASE NOTE:
 All payroll contributions will begin in January and end in December. One-time payroll contributions will take place in January. One-time credit card contributions will take place as soon as received.

Suggested Contribution Amounts
\$10 x 12 = \$120
\$15 x 12 = \$180
\$20 x 12 = \$240
\$25 x 12 = \$300
\$30 x 12 = \$360
\$40 x 12 = \$480
\$50 x 12 = \$600
\$60 x 12 = \$720
\$75 x 12 = \$900

CREDIT CARD, CASH, CHECK CONTRIBUTION: Please attach cash or check to pledge form.

CASH CHECK CREDIT CARD (ONE-TIME) In the amount of \$ _____

RECURRING CREDIT CARD I would like to make a recurring credit card donation once per month for 12 months.

\$ _____ per month X 12 = \$ _____ total yearly credit card contribution

Visa MC AMX DISC Card Number Exp. Date _____

The charge on your statement will read Community Shares USA. Your donation(s) will be distributed to the charities you have designated by the Colorado Combined Campaign.

Authorizing signature:

Signature Jane Smith Date 9/6/17

THANK YOU FOR YOUR CONTRIBUTION!

Please retain a copy of this pledge form and a copy of your final pay stub in order to claim a charitable contribution on your federal income taxes. No goods or services were provided in consideration for this contribution.

Learn more about the campaign: www.coloradocombinedcampaign.org



PLEDGE FORM
 Complete this form and return it to your agency's Lead Coordinator
 Save time and donate online at www.ipledgeonline.org/_coloradocombinedcampaign or on
 your mobile device by scanning the code to the right



Scan to give on your mobile device

DEPT & DIVISION Revenue/Lottery LOCATION CODE (Only used when printing custom forms)

Jane Smith EMPLOYEE ID (9-DIGIT) 123456789

NAME (PLEASE PRINT LEGIBLY) 1234 Combined Campaign Way Colorado City CITY 12345 ZIP

WORK ADDRESS 303-123-4567 jane.smith@state.co.us PREFERRED EMAIL

I would like to be acknowledged. Please let my designated charity know my preferred mailing address: Home Work

123 Charity Lane Denver 12345
 HOME ADDRESS CITY ZIP

OR I would like to remain anonymous. Please do not release my name or contact information to my designated charities.

Designation choices: If you wish to donate to more than 3 nonprofits attach another form listing your additional designations or donate online

Charity Name	Charity Code	Yearly Total Amount
1) We Love Puppies	5555	\$ 120
2) Happy Healthy People	7777	\$ 120
3) Kitties are the Best	8888	\$ 120
TOTAL		\$ 360

I select the following giving options:

PAYROLL CONTRIBUTION: I will contribute the following amount *per pay period*:

\$ _____ per paycheck X 12 = \$ _____ total yearly contribution
 I will contribute the following amount through payroll contribution **one time**:
 \$ _____ per paycheck X 1 = \$ _____ total yearly contribution

Suggested Contribution Amounts
\$10 x 12 = \$120
\$15 x 12 = \$180
\$20 x 12 = \$240
\$25 x 12 = \$300
\$30 x 12 = \$360
\$40 x 12 = \$480
\$50 x 12 = \$600
\$60 x 12 = \$720
\$75 x 12 = \$900

PLEASE NOTE:
 All payroll contributions will begin in January and end in December. One-time payroll contributions will take place in January. One-time credit card contributions will take place as soon as received.

CREDIT CARD, CASH, CHECK CONTRIBUTION: Please attach cash or check to pledge form.

CASH CHECK CREDIT CARD (ONE-TIME) In the amount of \$ _____

RECURRING CREDIT CARD I would like to make a recurring credit card donation once per month for 12 months.
 \$ 30 per month X 12 = \$ 360 total yearly credit card contribution

Visa MC AMX DISC Card Number

1	2	3	4	5	6	7	8	9	1	0	1	1	1	2	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

 Exp. Date 07/22

The charge on your statement will read Community Shares USA. Your donation(s) will be distributed to the charities you have designated by the Colorado Combined Campaign.

Authorizing signature:

Signature Jane Smith Date 9/6/17

THANK YOU FOR YOUR CONTRIBUTION!

Please retain a copy of this pledge form and a copy of your final pay stub in order to claim a charitable contribution on your Federal Income taxes. No goods or services were provided in consideration for this contribution.

Learn more about the campaign: www.coloradocombinedcampaign.org



COLORADO COMBINED CAMPAIGN
 789 Sherman Street, Suite 230
 Denver, CO 80203
 720-420-3210

BATCH # _____
 (For CCC use only)

PLEDGE PROCESSING FORM

Use this Pledge Processing Form to accurately report your department and division's contributions. Complete this form and include pledge forms, cash, checks and special event/fundraiser funds accordingly. Refer to the checklist below to ensure that all steps are complete and the form is completed correctly.

Human Services/Office of Admin Solutions

State Department and Division

1234 Services Blvd

Denver

12345

State Department/Division Address

City

Postal Code

Lisa Simpson

10-1-17

Lead Coordinator

Lead Coordinator Phone Number

WE HAVE JOINTLY VERIFIED THE CONTENTS OF THE ENVELOPE AND AGREE THAT THE AMOUNTS REPORTED ARE ACCURATE.

Lisa Simpson

10-1-17

Lead Coordinator Signature

Date

MARIE BOWLER

10-1-17

Division Coordinator Signature

Date

Pledge Information:				For CCC Use Only	
Type of Contribution	Total # of Contributors	Total Amount of Contributions	Audit Amount	Audit Amount	
Payroll Contribution	16	\$ 8,300		\$	
One-time Donation - Cash	2	\$ 600		\$	
One-time Donation - Checks	6	\$ 1,800		\$	
One-time/Recurring Donation – Credit cards	2	\$ 240		\$	
Special Event/Fundraiser		\$ 250		\$	
# of Participants Attended: 50					
Grand Total	26	\$ 11,190		\$	

Checklist

- Every employee pledge form has a charity designation, signature and is **COMPLETED** in full
- A pledge form copy is included for every contributor reported on this form
- Contributions made online are not reported on this form**
- All checks are made out to the **Colorado Combined Campaign**
- A copy of each payroll contribution pledge form has been given to your department/division's payroll department
- Pledge Processing Form has been signed by the Lead Coordinator and, if applicable, Division Coordinator
- Only one division is represented on this form. If multiple divisions have funds/pledge forms to process, use a separate Pledge Processing Form for each division

FOR CCC USE ONLY		
Form Received	Date	Initials
Audited By		



Promote Your Campaign with Seed Money

What is Seed Money?

The Colorado Combined Campaign has allocated a small amount of “seed money” to each agency and school that can be used to purchase items that will help boost their campaign. Seed money is distributed as a reimbursement and the total amount requested during a campaign cannot exceed five cents per employee.

How should I use my Seed Money?

It's up to you! But, you must use it for a purpose related to your CCC efforts. If you have questions about using your seed money for a particular purpose, please contact the CCC at 720-420-3210. Popular uses for seed money include:

- Food, decorations and door prizes for kickoffs
- Incentive gifts
- Marketing materials
- Campaign giveaways

How much Seed Money can I get?

$$\begin{array}{r} \text{_____} \\ \# \text{ of employees} \end{array} \times \$0.05 = \$ \text{_____} \begin{array}{l} \text{Total} \\ \text{_____} \end{array}$$

When do I get my Seed Money?

Seed money cannot be requested in advance of a purchase. Please submit your receipts and reimbursement form to the CCC by email (becky@coloradocombinedcampaign.org) or regular mail (789 Sherman Street, Suite 230, Denver, CO 80203).

Where can I find the Seed Money reimbursement form?

The seed money reimbursement form can be found in this manual and also on the Lead Coordinator resource page on the CCC website at www.coloradocombinedcampaign.org/campaign-resources.html.

Remember

The Colorado Combined Campaign is a tax exempt 501(c)(3) organization. When making purchases **please remember to use our tax exemption letter** (found in this manual) or on the CCC website at www.coloradocombinedcampaign.org/campaign-resources.html. We are unable to reimburse any taxes associated with CCC purchases.



Date

Name

Company/Business Name

Address

City, State Zip Code

Dear **Name**,

As a proud Colorado state government employee, I am pleased to introduce you to the Colorado Combined Campaign (CCC). This workplace giving campaign provides state employees with the opportunity to donate to charities that directly benefit Coloradans. Donations are made through payroll contribution and directed to one or more of over 600 participating nonprofit organizations. Since the first campaign in 1988, the CCC has raised nearly \$33 million for worthwhile causes and groups.

We know **Company/Business Name** believes in charitable giving, which is why we would like to highlight you as a CCC supporter. We're inviting you to donate a product, service or gift card, which will be used as an incentive to encourage campaign participation. Coming from a well-regarded business, your donation will go a long way toward helping **letter writer's organization** encourage new and returning donors, and increase the total amount of contributions. Both of these significantly impact Colorado nonprofits and the communities they serve.

The CCC is a 501(c)(3) organization, so your donation is tax deductible as allowed by law. (The CCC's tax ID number is 74-2401941. It shares this number with its parent organization, Community Shares of Colorado.)

If you have questions or would like additional information, please contact me at **email** or **phone number**. To learn more about the history, impact and work of the CCC, visit www.coloradocombinedcampaign.org.

Thank you for your consideration! I look forward to connecting with you soon.

Sincerely yours,

Letter writer's name

Letter writer's department, agency, college or university

Note to letter writer: a customizable version of this letter can be found at: www.coloradocombinedcampaign.org/campaign-resources.html.

State Employees Giving. Caring. Sharing.



IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248462390
Jan. 14, 2013 LTR 4168C E0
74-2401941 000000 00
00019288

BODC: TE

COMMUNITY SHARES OF COLORADO INC
789 SHERMAN ST SUITE 230
DENVER CO 80203-3529



042857

Employer Identification Number: 74-2401941
Person to Contact: MR. PATTERSON
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Jan. 03, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in APRIL 1986.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee, Department Manager
Accounts Management Operations



Campaign Marketing Resources

Visit us at www.coloradocombinedcampaign.org/campaign-resources.html for a variety of customizable online resources to help you spread the word about your campaign. Please note: all items will be updated for the 2017 campaign by September 5, 2017.

GENERAL CAMPAIGN POSTERS can be customized with the Lead Coordinator's name and contact information, and can be placed in various locations such as break rooms, hallways, conference rooms, elevators and restrooms.

EVENT POSTERS AND POSTCARDS can be customized for your department events and used to publicize incentive drawings and other campaign related functions and events.

Our website has several different **EMAIL TEMPLATES** that contain general information about the CCC and nonprofit testimonials that highlight the impact state employee donations have on Colorado communities. These will be updated throughout the campaign.

PLEDGE REMINDER CARDS AND FLYERS can be used throughout your campaign to remind employees to turn in their pledge forms. Both can easily be added to paychecks and other mailings.

CAMPAIGN THANK-YOU CARDS can be distributed to anyone who has given to the campaign. Employees may fill in the name(s) of the nonprofit(s) they have pledged to and display the cards in places like their office windows, doors and cubicles.

MAKE YOUR OWN MATERIALS USING OFFICIAL CAMPAIGN GRAPHICS. The latest logos and images are available for your easy download and use.

GIVING TOOLS, like the 2017 Resource Guide and Directory, the pledge form and a link to the CCC giving site, www.ipledgeonline.org/coloradocombinedcampaign, are easily accessible.

A WIDE ARRAY OF PROMOTIONAL MATERIALS MAY BE FOUND ON THE WEBSITE, including videos, proclamations and lists of member nonprofits. If an item relates to the CCC, it's available to you at www.coloradocombinedcampaign.org.



Common Questions from Employee Donors

What is the benefit of making a designated donation through the Colorado Combined Campaign instead of giving directly to my favorite charity?

The Colorado Combined Campaign (CCC) enables you to donate directly out of your paycheck, in whatever amount you like. This automatic, incremental giving allows most people to give more overall. (This is why donors like the CCC.) Additionally, nonprofits can keep their administrative costs lower if they're processing a single, large payment from the CCC versus multiple, smaller payments from individual donors. Your contribution through the CCC has a greater impact when it's combined with the generosity of your coworkers. (This is why nonprofits like the CCC.)

Is my donation tax deductible?

Yes. Every agency listed in the CCC Resource Guide & Director is recognized by the Internal Revenue Service (IRS) as a 501(c)(3) nonprofit. Therefore, donations to these groups are eligible for tax deduction on your annual income tax form. You will need to retain a copy of your pledge form and (if giving through payroll contribution) a copy of your final pay stub showing the total amount withheld during the calendar year in order to claim your deduction. CCC donations are post-tax, per IRS guidelines.

Why are only some Colorado nonprofits listed in the CCC Resource Guide & Directory?

The roughly 600 nonprofits listed have applied to be part of the CCC and have undergone a rigorous vetting process. The CCC Advisory Committee (composed of state employees) reviews all applications and makes acceptance decisions based on compliance with CCC bylaws. The campaign welcomes new nonprofits every year. Nonprofits interested in applying may contact the CCC to learn more. CCC bylaws, nonprofit criteria and application forms may be found online at www.coloradocombinedcampaign.org.

How can I be sure that my donation goes to the nonprofit I support?

When you designate your gift, your contribution (less the CCC campaign expense), will go to the nonprofit(s) of your choice. You may request that your charity send you a letter of acknowledgement. You may also choose to remain anonymous, in which case your information will be not shared with anyone aside from CCC staff.

What is the CCC campaign expense?

The expense of running the campaign is 15% or less of the campaign total. This covers essentials like computer software, accounting, auditing, printing, office space and staffing. The remaining 85% of your donation goes to the charity (or charities) of your choice. The CCC Advisory Committee approves the annual budget and monitors expenses each month. Workplace giving like the CCC is a popular and enduring way to give. It's actually very cost effective when compared to other methods of nonprofit fundraising such as grant writing, events and direct mail (which can have average costs of 20%, 50% and 100%, respectively).

Is it to their advantage for nonprofits to be in a campaign like the CCC?

Yes, and in fact nonprofits vie to participate. This is because they have limited resources and cannot fundraise everywhere. Involvement in a workplace giving campaign like the CCC enables nonprofits to cast a wider net and have access to thousands of potential donors. The 15% campaign expense enables the nonprofit to take advantage of the campaign manager's marketing, fundraising and administrative expertise.

Will my charity of choice send me information about their work?

If you ask the CCC to share your contact information (as part of your pledge), we'll pass it along to your designated nonprofit. Many will then send a thank-you letter and an update on their efforts in the community.

What if I don't have a favorite charity?

You can still participate and are invited to! Simply choose the CCC Charities Fund (use charity code number 99999 on your pledge form or enter it online). Your gift will be distributed proportionately to all the campaign's nonprofits.

If I currently give through payroll contribution, do I have to sign up again when there's a new campaign?

Yes, you do. Participation in the CCC is voluntary. Therefore, no one assumes because you gave one year that you'll give the next. You must sign up again, either online or with a paper pledge form. It's easy, though, to replicate your online pledge from year to year. Just look for the prompt when you visit your account at www.ipledgeonline.org/_coloradocombinedcampaign.

Why should I support a campaign that includes organizations that I don't like?

State employees have diverse interests when it comes to charitable giving. By supporting hundreds of nonprofits, the CCC ensures that all employees are able to give to causes that they find personally meaningful. Because of the structure of the campaign, your donation supports your organization(s), the one(s) you have designated.

Who manages the CCC?

The CCC is managed by Community Shares of Colorado, an expert in workplace giving campaigns. Community Shares won a contract with the state to run the campaign and works closely with the all-employee CCC Advisory Committee to plan and manage operations. The CCC also partners with volunteers from across state government to run the campaign.

How is the CCC held accountable?

The campaign's activities are overseen by a committee of state employees (the CCC Advisory Committee), which meets nearly every month to set policy, approve plans and guide direction. In addition, the CCC is audited yearly and is a registered nonprofit with the Colorado Secretary of State.

What if I make a mistake and want to change my gift?

No problem. Just contact the CCC at 720-420-3210 or info@coloradocombinedcampaign.org for help.

Who can I call if I have questions about the CCC?

CCC staff members are available to answer your questions any time. Call us at 720-420-3210 or email info@coloradocombinedcampaign.org.

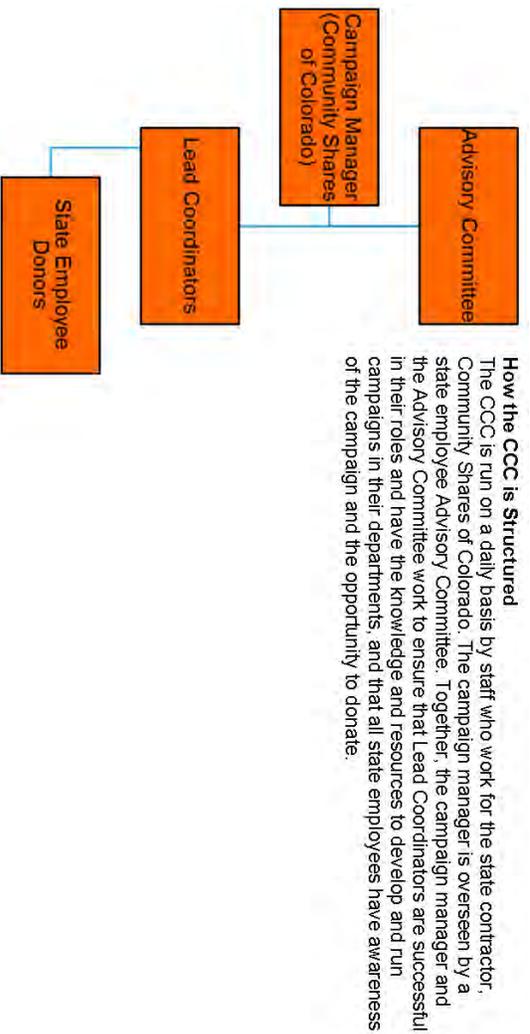


Lead Coordinator Job Description

Lead Coordinators are the heart of the Colorado Combined Campaign (CCC). These key volunteers provide leadership, logistics management, creativity and inspiration to their colleagues. Serving as a Lead Coordinator is a great way for employees to network, develop professionally and own an important department endeavor. Some departments have a team of volunteers rather than one Lead Coordinator, which can prove to be very effective for larger institutions. Successful Lead Coordinators will:

- Have the ability to implement the campaign for their entire institution and make it accessible for everyone, in part by understanding organizational structure and existing communication channels, and knowing who to ask for help.
- Be creative in developing fun opportunities that motivate their colleagues to participate through nonprofit fairs, chili cook-offs, presentations, lunches, contests and even regular staff meetings.
- Have strong organizational skills that enable distributing CCC information digitally and in person, tracking donations online and in paper form, and turning in materials to departmental payroll and CCC staff.
- Be a leader (either formal or informal) of their institution and comfortable talking to a room of colleagues about fundraising goals and needs, the campaign timeline and the importance of giving.
- Have a passion for strengthening Colorado and an appreciation for the many nonprofit organizations and missions that accomplish this.

On a schedule they set, Lead Coordinators work with CCC staff, fellow state of Colorado employees and institutional leadership to distribute and collect pledge materials, create agency fundraising activities, set fundraising goals, and send and receive regular communications. They are invited to special CCC events including a pre-campaign kickoff and a post-campaign celebration. To learn more, contact the CCC at 720-420-3210 or giving@coloradocombinedcampaign.org.





ADVISORY COMMITTEE LIST

Updated: August 18, 2017

PERSONNEL & ADMINISTRATION

Doug Platt – COMMITTEE CHAIR

Dept. of Personnel & Administration
1525 Sherman St.
Denver, CO 80202
303-866-6095 / doug.platt@state.co.us

HUMAN SERVICES

Jocelyn Runtton – COMMITTEE VICE CHAIR

Dept. of Human Services
1575 Sherman St., 8th Floor
Denver, CO 80203
303-866-3668 / jocelyn.runtton@state.co.us

NATURAL RESOURCES

Jan Santistevan – COMMITTEE ADMINISTRATOR

Dept. of Natural Resources
1313 Sherman St., Room 415
Denver, CO 80203
303-866-2667 x8647 / janice.santistevan@state.co.us

AGRICULTURE

Karen Lover

Dept. of Agriculture
305 Interlocken Pkwy.
Broomfield, CO 80021
303-869-9007 / karen.lover@state.co.us

AGRICULTURE (AT LARGE)

Carol Feiler

Dept. of Agriculture
305 Interlocken Pkwy.
Broomfield, CO 80021
303-869-9138 / carol.feiler@state.co.us

COLORADO STATE UNIVERSITY

Katie Esquivel

Colorado State University
Office of the President
102 Administration Building
011 Campus Delivery
Fort Collins, CO 80523-0100
970-491-6211 / katie.esquivel@colostate.edu

EDUCATION

Barb Lautenbach

Dept. of Education
6000 E. Evans Ave., Bldg. 2, Suite 100
Denver, CO 80222
303-866-6816 / lautenbach_b@cde.state.co.us

HEALTH CARE POLICY & FINANCING

Joey Gallegos

Dept. of Health Care Policy & Financing
1570 Grant St.
Denver, CO 80203
303-866-3473 / joeygallegos@state.co.us

HUMAN SERVICES (AT LARGE)

Sara Kahat

Department of Human Services
4255 S. Knox Court
Denver, CO 80236
303-866-7956 / sara.kahat@state.co.us

OFFICE OF INFORMATION TECHNOLOGY

Dan Rivera

Office of Information Technology
1560 Broadway, Suite 1550
Denver, CO 80202
303-894-7871 / dan.rivera@state.co.us

OFFICE OF INFORMATION TECHNOLOGY (AT LARGE)

Jill Elggren

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LABOR & EMPLOYMENT

Michelle Morelli

Dept. of Labor & Employment
633-17th St., Suite 201
Denver, CO 80202-3660
303-318-8865 / michelle.morelli@state.co.us

LAW

Chele Clark

Dept. of Law
1300 Broadway, 7th Floor
Denver, CO 80203
720-508-6209 / chele.clark@coag.gov

LEGISLATIVE DEPARTMENT

Patti Dahlberg

Legislative Dept.
200 E. Colfax Ave., Room 091, State Capitol
Denver, CO 80203-1782
303-866-2045 / patti.dahlberg@state.co.us

LOCAL AFFAIRS

Bruce Eisenhauer

Dept. of Local Affairs
1313 Sherman St., Suite 500
Denver, CO 80203
303-864-7862 / bruce.eisenhauer@state.co.us

PUBLIC DEFENDER'S OFFICE

Laura Darrow

Public Defender's Office
1300 Broadway, Suite 400
Denver, CO 80203
303-764-1400 x6441 / laura.darrow@coloradodefenders.us

PUBLIC HEALTH & ENVIRONMENT

Brandy Valdez Murphy

Dept. of Public Health & Environment
4300 Cherry Creek Dr. S., EDO-A5
Denver, CO 80246
303-692-3467 / brandyvaldezmurphy@state.co.us

REGULATORY AGENCIES

Tim Villarosa

Dept. of Regulatory Agencies
1560 Broadway, Suite 200
Denver, CO 80202
303-894-2126 / tim.villarosa@state.co.us

COMMITTEE VACANCIES

Corrections
Governor's Office
Judicial
Military and Veteran's Affairs
Public Safety
Revenue
Secretary of State
Transportation
Treasury

SUBCOMMITTEES

Executive Committee
Advisory Committee Growth Subcommittee*
Lead Coordinator Development Subcommittee *

**These subcommittees are open to all Advisory Committee members. Please look for ongoing invitations to meetings.*

COLORADO COMBINED CAMPAIGN MANAGEMENT

c/o Community Shares of Colorado
789 Sherman St., Suite 230
Denver, CO 80203
303-861-7507 / info@coloradocombinedcampaign.org
/ www.coloradocombinedcampaign.org

COLORADO COMBINED CAMPAIGN

Becky Herlinger

Director
720-420-3210 / becky@coloradocombinedcampaign.org

Sarah Maxwell

Giving Campaign Operations Coordinator
720-420-3210 / sarahm@coloradocombinedcampaign.org

COMMUNITY SHARES OF COLORADO

Erin Atwell

Chief Executive Officer
303-861-7507 / erin@cshares.org

Diana Padgett

Finance Director
303-861-7507 / diana@cshares.org



Staff Contacts and Key Campaign Addresses

Colorado Combined Campaign
c/o Community Shares of Colorado
789 Sherman Street, Suite 230
Denver, CO 80203
720-420-3210 • Phone
303-861-8354 • Fax

Becky Herlinger
Colorado Combined Campaign Director
720-420-3210 / becky@coloradocombinedcampaign.org

Sarah Maxwell
Giving Campaign Operations Coordinator
720-420-3210 / sarahm@coloradocombinedcampaign.org

Erin Atwell
Chief Executive Officer
Community Shares of Colorado
303-861-7507 / erin@coloradocombinedcampaign.org

Diana Padgett
Finance Director
Community Shares of Colorado
303-861-7507 / diana@coloradocombinedcampaign.org

Campaign Information
www.coloradocombinedcampaign.org
www.colorado.gov/cc
www.facebook.com/coloradocombinedcampaign

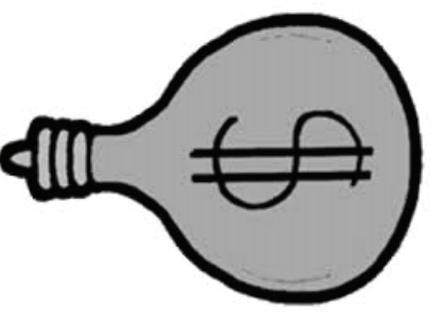
Donate online
pledgeonline.org/coloradocombinedcampaign

Lead Coordinator Resources
www.coloradocombinedcampaign.org/campaign-resources.html



Fundraising and Event Ideas

- **Lunch Box Auction:** Employees supply lunches to be auctioned. Encourage management participation. Display lunches. Give prizes for the most creative, nutritional, elegant, and humorous lunch. Tie in a speaker from a CCC charity.
- **Leaders Lunch:** Have your top management serve and bus tables at a luncheon. Sell tickets!
- **Baby/Pet Picture Match Game:** Invite employees to try their luck matching baby and/or pet pictures of management. Charge \$5 per ballot.
- **Office Olympics:** Teams must be made throughout the office. Determine sign up fees. Teams will participate in events such as making paper airplanes to see whose flies the longest distance, dress for success relay, shooting crumpled paper into wastebaskets, department darts, etc. Encourage departments to enroll staff. Hold finals in the main lobby for all to see. Awards/prizes will be given to 1st, 2nd, and 3rd place.
- **Silent Auction:** Have staff bid silently on items such as VIP parking spots, casual days, etc.
- **Show Your Spirit Day:** Encourage employees to share their spirit by digging into their closets and pulling out their letter jackets, team jerseys, and old uniforms. They could also wear their children's jackets and jerseys. On that same day have your CCC meetings, a chili cook-off, potluck, or some other special event.
- **Penny Wars:** Each work group is given a jar, or some other container. The object is to have the most money in your jar. Pennies are added to the total and silver coins (nickels, dimes and quarters) are subtracted from the total. One group can "sabotage" another by putting silver into their jars. A department will retaliate by putting more pennies in their jar and putting silver in the other department's jars. This will go on throughout a designated number of days. The jars should be kept in a central location where they can be monitored by a neutral party, most likely the campaign coordinator. At the end of the designated time, the neutral party will total the jars and the group with the highest total receives a prize or incentive.
- **Card/Board Game Tournament:** This event can take place during lunch breaks and can consist of a number of board and/or card games to be played. Set an entry fee and acquire prizes for this event. You can make the event more interesting by introducing teams and/or interdepartmental competitions.
- **E-mail Bingo:** Bingo cards are available for purchase at any bingo supply store and other party planning businesses, or make your own! Assemble prizes that are of interest to your coworkers, like sports or special event tickets, premier parking, etc. Send out an email announcing the event and inform your coworkers how and where to purchase cards. Start the game by posting one number per day via email. If the game is short or there are more prizes, play again! Play straight line, two lines, X across the card, and/or full card to make it more interesting.
- **More!** bake sale/lunch and a movie/executive dunk tank/sell popcorn and drinks/ice cream social/pizza party/pancake breakfast/ugliest tie-sweater-hat-shoe-earring contest/Halloween costume contest/Halloween door-office-cubicle decorating contest/softball-volleyball-basketball-golf tournament/premier parking space auction/pumpkin carving contest/Wii sports competition/craft bazaar/casual day/nonprofit fair/nonprofit brown-bag lunch and learn/chili cook-off.



What's new this year?

It's easier than ever to participate

We're proud to announce some great new ways to give. **Want to donate but don't have a favorite charity?** No problem. Choose the CCC Charities Fund (code number 999999). Your gift will be distributed proportionately to all nonprofits in the campaign. **Want to simply (and quickly) renew your 2016 pledge?** Online givers can now do this at the prompt when they sign in at www.ipledgeonline.org/_coloradocombinedcampaign. **Can't put down your mobile device?** Then you'll love pledging online by scanning our QR code (see either the front or the back of this guide). **Still like to donate via paper?** Just fill out the pledge form on the back of this guide, tear it off and give it to your department's Lead Coordinator.

Welcome new CCC organizations

Nonprofits across Colorado want to be CCC-designated charities because of the campaign's strength and longevity, and the generosity of state employees. Annually, hundreds of groups apply. Here are new organizations we're excited to welcome for the 2017-2018 campaign.

ANIMALS 3421 Rocky Mountain Feline Rescue Inc. 5031 Happy Cats Haven. **ARTS AND MEDIA** 1303 Colorado Ballet Company. 5046 Inside the Orchestra. **CHILDREN AND YOUTH** 1807 A Precious Child. 1827 Colorado Rapids Youth Soccer Club. 1832 Denver Area Youth for Christ. 1504 Early Childhood Partners. 1505 Family Learning Center. 1515 The Buddy Program. 1522 YouthPower365. 1605 Boulder Day Nursery. 1876 Third Way Center. 2101 CASA of the Pikes Peak Region. 2103 Colorado Springs Teen Court. 2319 Early Childhood Council of La Plata County. 2341 River House Children's Center. 5010 Central Visitation Program. 6007 The Center for Family Outreach. 6030 Partners Mentoring Youth. **CIVIL RIGHTS AND EQUALITY** 1316 Colorado Mental Wellness Network. 1353 You Can Play. **COMMUNITY BUILDING** 5052 Rebuilding Together Metro Denver. **DOMESTIC VIOLENCE** 1324 Deaf Overcoming Violence through Empowerment (DOVE). 1510 Response: Help for Victims of Domestic Violence & Sexual Assault. 1511 River Bridge Regional Center. 1623 Safe Shelter of St. Vrain Valley. **EDUCATION** 1307 Community College of Denver Foundation. 1310 Fort Lewis College Foundation. 1329 Pikes Peak Community College Foundation. 1338 Red Rocks Community College Foundation. 1507 Junior Achievement - Rocky Mountain, Inc. 1517 Vail Jazz. 1519 Walking Mountains Science Center. 1521 Youth Entry. 1814 Arrupe Corporate Work Study Program. 2332 The Silverton Family Learning Center (SFELC). 2734 The Greeley Dream Team, Inc. 3205 Booktrails. **EMERGENCY SERVICES** 1514 Starting Hearts, Inc. 2108 Catholic Charities of Central Colorado. 2113 Tri-Lakes Cares. **EMPLOYMENT AND FINANCIAL STABILITY** 1336 Dress for Success Denver. 1503 Eagle Valley Family Assistance Fund. 1518 Vail Valley Charitable Fund. **ENVIRONMENTAL CONSERVATION** 1501 Betty Ford Alpine Gardens. 3702 The Wilderness Society. **FAMILY ASSISTANCE** 2327 La Plata Family Centers Coalition. **GIVING FEDERATION** 1501 United Way of Eagle River Valley. **HOMELESSNESS AND HOUSING** 1852 Joshua Station. 1864 Providence Network. 2117 Springs Rescue Mission. 2147 Urban Peak Colorado Springs. 2305 The Bridge Emergency Shelter. 2613 Karis, Inc. (DBA The House). 3607 Berthoud Habitat for Humanity. 3615 Greeley Area Habitat for Humanity. **HUNGER AND FOOD ASSISTANCE** 1331 Denver Urban Gardens. 3814 Food for the Hungry. 6019 The Growing Project. **LEGAL SERVICES** 1502 CASA of the Continental Divide. **MEDICAL HEALTH SERVICES** 0902 Colon Cancer Alliance. 0907 Colorado Coalition for the Medically Underserved. 0909 National Foundation for Transplants. 0924 Pancreatic Cancer Action Network. 1506 Hospice of the Valley. 1508 Mountain Family Health Centers. 2145 Southern Colorado AIDS Project. 3209 Northwest Colorado Health. 3809 Alpha-1 Foundation. 3821 Leukemia Research Foundation. 5061 Rocky Mountain Youth Clinics. **MENTAL HEALTH SERVICES** 3857 American Foundation for Suicide Prevention. **OUTDOORS AND RECREATION** 1513 SOS Outreach. 1516 The Cycle Effect. **PEOPLE WITH DISABILITIES** 1509 Mountain Valley Development Centers. 1512 Small Champions of Colorado. 1520 Windwalkers Equine Assisted Learning and Therapy Center. 1846 Ear Community. 2123 The Independence Center. 2135 The Resource Exchange. 2602 Colorado Discover Ability. **VETERANS/MILITARY** 3833 The Navigators.

Retire from work, not from giving

Many retiring (and retired) state employees have asked for a way to continue participating in the CCC. We hear you and appreciate your continued generosity! Sign up online at www.ipledgeonline.org/_coloradocombinedcampaign by locating your "division" (department name) and then "retired." **Pick a payment method other than payroll contribution (such as a one-time or recurring credit/debit or e-check donation) and you're good to go.** Be sure to include your email address so we can stay in touch and let you know when the new annual campaign begins!

WORKPLACE GIVING WORKS!

It's a great way to support the charities, causes and communities you care about.

IT'S EASY



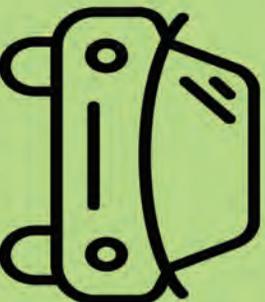
The opportunity to give comes straight to you, and you can donate right out of your paycheck, a few dollars at a time.

IT'S EFFICIENT



Set it up once a year and forget it. Plus, giving as a group keeps nonprofit costs low.

IT'S EMPOWERING



You choose who to give to and how. You're in the driver seat.