

Sample SECC Gift Form

3 Write Scholarship Name Here

Higher-Education Organization Form Account#

State Employee Charitable Campaign

1 Name -- Prefix Last First MI University
 Mailing Address College or Division
 City / State / ZIP Department
 E-mail Address Work Phone

ACKNOWLEDGEMENT:
 Select **ONLY ONE** of the following options if you wish to receive acknowledgement for your gift. If you select both options, only option #2 will be given effect.
 I wish my gift (but not the amount) to be acknowledged by the charity(ies) I have designated. (HOME ADDRESS REQUIRED)
 I wish the amount of my gift to be acknowledged by the charity(ies) I have designated. By choosing this option, I understand the amount of my gift becomes public information. I expressly waive confidentiality and authorize the release of information regarding the amount of my gift. (HOME ADDRESS REQUIRED)

Home Address (REQUIRED) City ZIP

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:
 DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE; the first two digits correspond to its charitable group. To designate charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number.
***** IMPORTANT: Make certain the total of the "GIFT AMOUNT" boxes equals the amount of my gift in either the "TOTAL MONTHLY GIFT" or "TOTAL ONE-TIME GIFT" box (I).**

283552 → \$ [] Charity Code Gift Amount [] → \$ [] Charity Code Gift Amount [] → \$ [] Charity Code Gift Amount
 [] → \$ [] Charity Code Gift Amount [] → \$ [] Charity Code Gift Amount [] → \$ [] Charity Code Gift Amount

PAYMENT OPTIONS ... please select one:

PAYROLL DEDUCTION (complete authorization below)
 TOTAL MONTHLY GIFT (total of "gift amount" boxes above) X PAY PERIODS PER YEAR: [09] [12] = TOTAL ANNUAL GIFT \$ []

AUTHORIZATION FOR PAYROLL DEDUCTION --- I voluntarily authorize the monthly deduction from my after tax wages for a charitable contribution as indicated above. I understand that this authorization automatically expires with the November pay period of each year. I also understand that I may revoke this authorization at any time by giving my payroll office written notice. I have read and understood the "Distribution of Your Contribution" information on the back of this form.

Social Security # Employee Signature Date

ONE-TIME GIFT (CASH or CHECK) ... attach; make check payable to State Employee Charitable Campaign.
 TOTAL ONE-TIME GIFT (total of "gift amount" boxes above) \$ []

white copy - PAYROLL OFFICE yellow copy - LOCAL CAMPAIGN MANAGER (in report envelope) pink copy - EMPLOYEE

Name and Address Information - Include DCCCD as University, your location as College or Division, your department, and the address where you wish to receive your acknowledgment letter.

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 Visit the online Directory link for a full list of charities:
http://www.secc texas.org/public/files/LOCAL_DIRECTORIES/PRESS-PROOFv2_DFW_SECC2011-DIRECTORY.pdf

Payment Options - Check one of the payment options.
Payroll Deduction - mark the correct pay period that coincides with your gift.
One-Time Gift - circle the correct payment type of cash or check. Make checks payable to the State Employee Charitable Campaign.
Social Security # and Employee Signature - Include your Employee ID *instead of* your social security number and sign the form.

Designate Scholarship - If contributing to a DCCCD Foundation scholarship or fund, use code #283552 and write the name of the scholarship or fund that you would like to support across the top of the form.

(Cont.)
 2011 SECC GREEN
 Given the world's environmental and resource challenges, we are very limited on booklets. Therefore, one or two hard copies per workgroup will be provided. Forms will be in your division/ department mailboxes. Please contact your SECC Coordinator if you have concerns.

Submit Form - Submit the completed form to your workgroup leader or Richland SECC Coordinators:

Sharon Wright,
 Coordinator
swright@dccd.edu
 Ext. 6224, room B227

Nancy Gomez,
 Asst. Coordinator
NGomez@dccd.edu
 Ext. 6194, room B227

...Thank you for sharing