

2015 State Employee Charitable Giving Campaign – Timeline

DATE		EVENT	REFERENCE
September 22, 2015		Coordinator Training	Training will be held in State Capitol Garden Level Auditorium
October 1, 2015 <i>State Campaign begins</i>	First Week	Kickoff E-mail Web site open	See Example under SAMPLE E-MAILS, LETTERS AND QUOTES See Event Ideas under CREATING YOUR AGENCY CAMPAIGN
October 8, 2015	Second Week	Email Update	See Example under SAMPLE E-MAILS, LETTERS AND QUOTES See Event Ideas under CREATING YOUR AGENCY CAMPAIGN
October 15, 2015 (week of)	Third Week	Email Update	See Example under SAMPLE E-MAILS, LETTERS AND QUOTES See Event Ideas under CREATING YOUR AGENCY CAMPAIGN
October 22, 2015 (week of)	Fourth Week	Email Update	See Example under SAMPLE E-MAILS, LETTERS AND QUOTES See Event Ideas under CREATING YOUR AGENCY CAMPAIGN
October 29, 2015 <i>State Campaign ends October 31, 2015</i>	Final Week	Final Push	See Example under SAMPLE E-MAILS, LETTERS AND QUOTES
November 2015	First week after close of State Campaign	Coordinator Reporting: <ul style="list-style-type: none"> • Coordinators forward all cash contributions to their local United Way Office • Coordinators forward the spreadsheet from E-Way and copies of all payroll deduction contributions to their agency's payroll department; • Coordinators forward the names of contributors pledging 1% or 1/2% of their annual payroll (Governor's/ Gold/Silver Star Award recipients) to their Leadership Team leader. • If an employee wishes to contribute after the cut-off date, coordinators may contact their local United Way Office to complete the contribution process. 	
December 2015	Early Dec	Leadership Team Meets	Team will discuss campaign success, final report totals, and steps for next year.
December 2015	Final IPOPS entry date for payroll deduction	Agency payroll departments must enter all payroll deduction actions in IPOPS with an effective date of December 20, 2015 .	Deduction codes #558-573 (select) Moscow Area – 560 Lewiston Area – 561 Panhandle/Coeur d'Alene – 573 SW Idaho/Treasure Valley – 564 South Central Idaho/Twin Falls – 570 Pocatello (Southeastern Idaho) – 567 Idaho Falls Area – 558
February 2016		Results: Follow-up "Thank You" e-mail with State Campaign results	See Example under SAMPLE PROMOTIONAL EMAILS AND LETTERS