



**5 < C STATE EMPLOYEES'  
CHARITABLE GIVING CAMPAIGN**

## **FREQUENTLY ASKED QUESTIONS**

Each year similar questions arise about the State Campaign. A few of those questions are addressed in this document to help you with your campaign.

**Q** What is the most effective way to communicate the State Campaign information to employees in a large agency that is separated geographically?

**A** Appoint separate Co-Coordinator for each region. The Primary Coordinator must stay in contact with each Co-Coordinator to assure that all regions receive the important State Campaign information and meet the established timelines.

**Q** What can the Coordinator do to generate the feeling of one single State Campaign for large agencies with multiple divisions and regional offices?

**A** A State Campaign within a large, statewide agency requires frequent, consistent communication. This Web site has been created with that in mind. It is intended to help Coordinators and employees find State Campaign information and answers to their questions. Please include this URL in your presentations and communications with your Co-Coordinator and employees.

It is important to convey to employees that all contributions of money and time, regardless of size, make a difference. Our collective contributions as state employees speak well for the commitment that we have to extend our public service to our neighbors in all of the communities throughout Idaho.

It is also important to remember that the State Campaign is a voluntary campaign. Employees are given information and the opportunity to contribute, however, an employee should never be pressured into participating in the State Campaign.

Contributions are made regionally and, depending on the organization selected, the majority of the contributions benefit the communities where the contributing employees live.

**Q** How should Coordinators address questions about administrative (processing) fees?

**A** See “How is my Contribution Distributed” under the Contribute Section.

**Q** May employees contribute to organizations that are not under the United Way umbrella?

**A** Yes, the Web site includes agencies that are both under the United Way umbrella as well as independent agencies. Ask your employee(s) to list their selected organization and contact information on the contribution form. The Regional United Way offices will then forward contributions to the appropriate organization.

**Q** Are themes and prizes effective in the State Campaign? Who pays for the materials?

**A** Yes, themes and prizes have proven to be extremely effective in creating interest and contributions. It is important to keep the activities within safety guidelines and aligned with the good intent of the State Campaign. There is no designated budget or funds available for the State Campaign. Contributions must come via donations.

Agencies have shown creativity in past State Campaigns. It is recommended that the Coordinator review the State Campaign theme and prizes with the agency administrator. Agencies have:

- Held white-elephant silent auctions with the proceeds going to the State Campaign
- Ruffled employee donated items such as theme baskets.
- Gathered donations from local businesses for prizes

**Q** Can agencies award employees with paid time off for contributing to the State Campaign?

**A** No. Per the Human Resource Policy 5F in effect on October 22, 2007, the use of Administrative Leave with Pay (ADT) has been limited to specific circumstances.

Human Resource Policies and Procedures may be accessed via the Idaho Division of Human Resources website (<http://www.dhr.idaho.gov>)

**Q** When is the first contribution taken out of paychecks?

**A** Payroll deductions begin on the first pay date in January of the new year.

**Q** Who do contributors make their checks payable to?

**A** Checks should be made payable to the donor's local United Way office and given to the Coordinator with the contribution form. Employees should be reminded to keep a copy of the contribution form for tax purposes.