COMMONWEALTH OF VIRGINIA CAMPAIGN (CVC)

Information for steering team members and department representatives





2023 Campaign



2023 CVC Honorary Chair Lynsay Belshe

- Dates: October 3 December 15
- **Goal:** \$400,000
 - Each college and senior management area has a goal
- Our campaign honorary chair:
 - Lynsay Belshe, Vice President of Auxiliary and Business Services
- Our campaign co-chairs:
 - Courtney Powell, Virginia Tech Carilion School of Medicine
 - Autumn Timpano, Environmental Health and Safety
- See our <u>About CVC presentation</u> for more information.





YOUR IMPORTANT ROLE





You are your team's head cheerleader!

DEPARTMENT REPRESENTATIVES

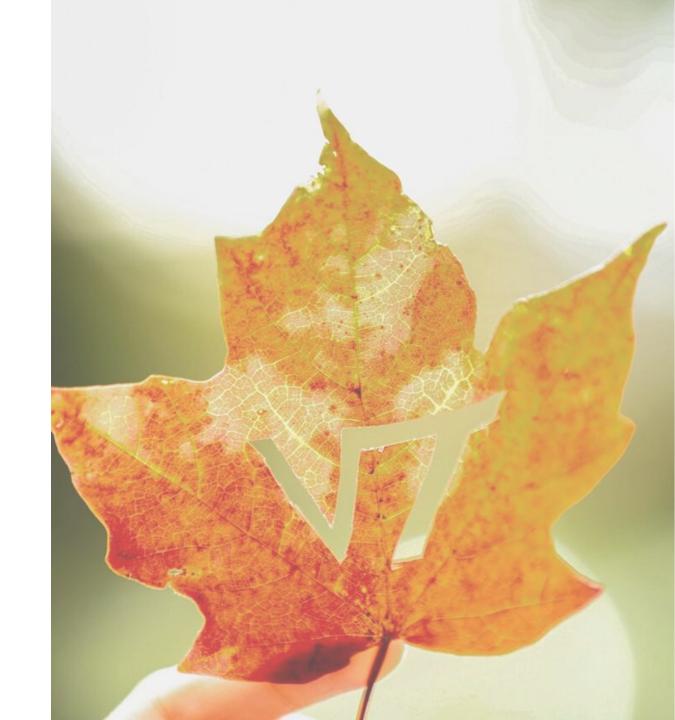
- Publicize campaign launch and your team's fundraising goals.
- Encourage participation and donations
- Coordinate special events (if you choose to host one).
- Communicate progress through periodic messages, including a thank you at the end of the campaign.
- Answer questions about CVC for your team.
- Stay in touch with your steering team member.



DONATIONS AND FUNDRAISING

WAYS TO GIVE TO CVC

- Payroll deduction with Virginia Tech's online pledge form.
 - Most popular way to give; makes budgeting donations easier.
 - Can choose a one-time or monthly payroll deductions.
 - Important notes:
 - One-time donations are deducted from first paycheck of the year in January.
 - Payroll deductions are made after taxes.
- Charity designations can be made in the online pledge form (see next slide).
 - Multiple charities can be added and employee can choose how to divide donation. Employee can designate equal amounts to all charities or specific dollar amounts to certain charities.
 - Employees may search for a specific charity by filtering on part of a name or narrow the search by region.
 - Employees can learn more about particular charities by clicking on the "Learn More" option.
 - Employees can also give undesignated donations, which supports the <u>Virginia State Employee Fund</u> (<u>VSEAF</u>).



VIRGINIA TECH'S <u>ONLINE PLEDGE</u> SYSTEM

- 1. Enter the total annual pledge amount and whether gift is one-time or monthly payroll deduction.
 - Site will automatically calculate per pay period donation.
- 2. To designate a specific charity, click the "Add a Charity" button and enter contribution amount for that charity.
 - To add additional charities, follow these instructions again.
 - An amount must be entered to "Select" a charity.
 - If a specific charity is not selected, the total gift amount will reflect in the "Amount Not Designated" area.
- Select whether the gift should be anonymous or acknowledged.
 - If an employee chooses to be acknowledged, their mailing address as entered in HR Banner system will automatically populate.
 - Employees can edit this information, including additions such as a spouse or partner's name.
- Click "Submit Pledge" to finalize the donation.
 - After submitting the pledge, a receipt will be emailed to the employee's work address. This can be printed and/or saved.

STEP ONE:

Choose the amount you'd like to donate

	Amount Per Pay Period
	Total Donation
Cash	Gift Type

STEP TWO:

Direct your pledge

You can select to which of the 1,000 charities you'd like to contribute, or donate to the general fund. To designate your contribution, click on the *Add a charity* button below.

\$0.00

STEP THREE:

Determine acknowledgement

- I would like my gift to be anonymous.
- I would like to be acknowledged. Please share my name, address and gift amount with the charities I have selected.

STEP FOUR:

Finalize your pledge

Before submitting, please confirm the following information

The Annual Per Pay Period and the Total Annual Pledge Amount are correct. If you directed your pledge to one or more charities, verify the designated charities appear in the *Direct your pledge* section above.

Submit Pledge

WAYS TO GIVE TO CVC

Cash and check:

- A <u>printable pledge form</u> (available on website) must be completed and returned to CVC Coordination team.
- Note: Cash donations cannot be sent by mail. Email <u>employeeprogram@vt.edu</u> to schedule an appointment.

Direct give:

- Allows employees to submit receipts to CVC from their own Direct Giving contributions.
- Count towards their agency and designated charity fundraising goal.
- Gift must be made between January 1 and December 31 of the current year.
- Instructions on how to submit a donation are on the <u>Direct Give form</u> (available on website).



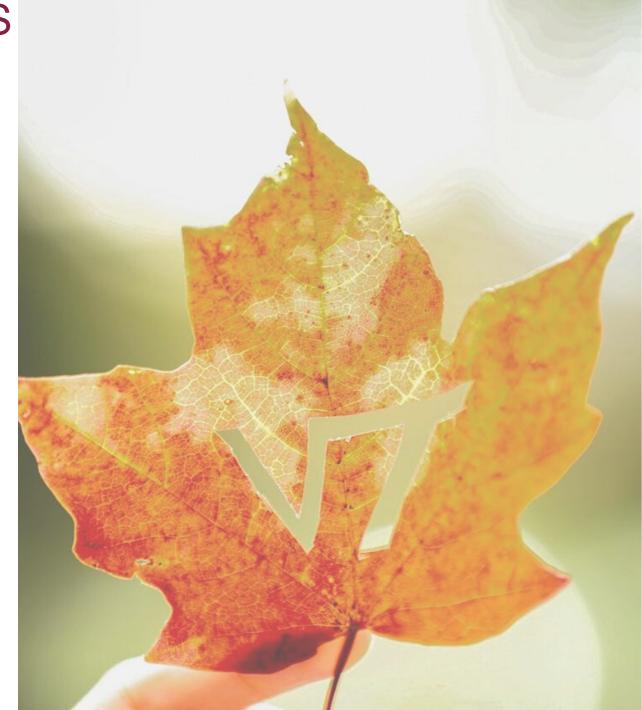
CONSIDER FUNDRAISERS

- Fun ways to raise awareness, increase participation, and raise donations.
- Provides an engaging and fun atmosphere.
- Just a few examples:
 - Bake sale
 - Donation jars
 - Pumpkin carving contest
 - Chili cook-off
 - Baby picture ID contest
 - Cutest pet contest
 - Change war



FUNDRAISING PROCEDURES AND FUNDS HANDLING

- Fundraisers must be entered into online pledge system.
- Teams may designate up to four charities to receive contributions per fundraiser.
- Fundraiser contributions will be included on senior management area report after CVC Coordination team verifies funds.
- After event, make an appointment with CVC Coordination team for delivery of funds; <u>employeeprogram@vt.edu</u> (appointments can be made Monday – Friday, 8:15 a.m. - 4 p.m.).
 - Completed <u>pledge card</u> and <u>event funds log</u> (both forms on website under Resources) to be delivered with funds.
 - All money collected no matter the amount –
 must be delivered by Friday of the same week.
 - Do not hold funds over the weekend per Funds Handling and Deposit of State and Local Fund policy.
 - Money must not be exchanged from cash to check or coin to cash/check. Bring all money collected from the event to be deposited.





WEB RESOURCES



CVC website: cvc.hr.vt.edu

- What you'll find:
 - Total donations updated regularly.
 - Senior management area goals and progress updated regularly.
 - Latest articles and campus notices.
 - Links to online donation system and other donation forms.
 - Frequently asked questions and answers.
 - Resources for steering team members and department representatives.
- Web resources designed to help you!
 - "About CVC" presentation that you can use in team and department meetings.
 - Downloadable email templates that you can customize for your team.



CAMPAIGN CONTACTS



For help or questions

CVC Coordination Team

employeeprogram@vt.edu

North End Center, Suite 2300 (0318) 300 Turner Street NW Blacksburg, VA 24061

CVC Co-chairs

Courtney Powell
Virginia Tech Carilion School of Medicine
cbrakes@vt.edu
540-526-2500

Autumn Timpano
Environmental Health and Safety

aclapp@vt.edu
540-231-3427