

# SAMPLE LETTER

## FROM EMPLOYEE COORDINATOR TO ALL EMPLOYEES

The annual Employees Charitable Campaign (ECC) fund drive has begun. Participation is voluntary. (Name of State/Local Agency) employees have a distinguished record of participating in this campaign and we would like to build on that record this year.

(Give some campaign history information about your State/Local Agency)

### There are two ways to contribute:

- ◆ **Payroll Deduction** – The amount you choose to contribute will be deducted from your paycheck. You may choose to designate your contribution or you may choose to make an undesignated donation that will be managed and distributed by our “Partners in Giving.”
- ◆ If you choose to designate an agency or organization, you will find the appropriate information and code numbers in the Employees Charitable Campaign Code Book
- ◆ For designations via payroll deduction, the contribution **must be a minimum of \$52 per designated organization or agency. (\$2.00 per pay or appropriate amount based on the number of payroll periods).**
- ◆ **One Time Cash or Check Contribution** – When contributing via cash or check make check payable to Employees Charitable Campaign (ECC). If you choose to designate your contribution to a specific organization/agency, the donation **must be a minimum of \$52 per designated organization or agency. Any amount less than \$52 to an organization or agency will be considered undesignated.**

## YOU MAY NOT SPLIT THE \$52 BETWEEN TWO AGENCIES.

*Even if you are already a contributor, you must complete a new pledge card.*

When you have completed your pledge card, return your pledge card to (whoever will be collecting cards) by (date you choose to end your campaign). Payroll deductions will begin the first pay period of 2006.

Your contribution will be distributed to health and human service agencies. Thank you for your continued commitment to helping those in need and improving the lives of your fellow citizens.