#### 2023/2024 New Jersey Employees Charitable Campaign



#### Fast Facts – What is the NJECC?

- √ NJECC is the workplace giving program for public employees of NJ
- ✓ Established by the NJ State Legislature in 1985 to create a cost-effective way for employees to support their favorite charity.
- ✓ Comprised of charitable organizations that apply to participate in the NJECC
- √ The statute provides NJ public employees the opportunity to contribute to a multitude of charities through the convenience of payroll deduction.
- ✓ Over \$52 million raised for charities serving NJ residents since 1985



# Coordinator Objectives, Benefits, & Responsibilities



### Introduction

As a Coordinator, you serve a vital role in the success of the program through the annual giving drive and are crucial to the success.

You are the bridge between participating charities and the more than 100,000+ public employees.



#### **Objectives**

You are responsible for raising awareness of the program in the workplace by:

- ✓ Planning fundraising efforts
- ✓ Creating/sharing promotional communications
- ✓ Hosting nonprofit speakers, and coordinating special events

#### **Benefits for Charities**

- **Dependable Income:** Charities highly value workplace giving dollars because they are yearlong, predictable, and unrestricted.
- Visibility: Participating charities benefit from inclusion on the NJECC website. During the campaign, charities may have the opportunity to speak and introduce their work to employees.
- Efficiency: Each disbursement contains donations from multiple donors.
- Cost Effective: Allows the charities to spend more resources on direct programs.

#### **Benefits For Employees**

- **Simplicity:** Fill out the online pledge form and click Submit done! The NJECC will take care of the rest.
- Choice: There are over 650+ charities in the program and three ways to give. What are you passionate about?
- Privacy: By opting to remain anonymous on the pledge form, employees can truly remain anonymous in their giving and still have all the tax documentation.
- Efficiency: Choose from prescreened nonprofits listed in one place.
- Emotional Boost: Feel happier! A compelling, and growing, body of research shows that giving as little as \$5 can increase happiness and reduce stress.

#### **Campaign Coordinator**

- Coordinators and their teams are critical to the success of the NJECC.
- You are the key to ensuring every employee has a quality opportunity to engage with the program.
- You are the promoter of the program

#### You will:

- ✓ Meet new people
- ✓ Explore fundraising best practices
- ✓ Engage with local charities
- ✓ Make a difference

#### **Coordinator Responsibilities**

- √ Great development opportunity
- ✓ Recruit, mentor, and manage your department's team
- ✓ Obtain management support
- ✓ Develop a campaign timeline and set goals
- ✓ Plan awareness meetings, activities and events
- ✓ Ask colleagues to consider giving to their favorite charity through the NJECC
- ✓ Recognize and thank volunteers, coworkers and managers at campaign end

#### **Benefits of Being Coordinator**

- ✓ You will build skills and relationships that will help you in all aspects of your job.
- ✓ Learn and utilize organization, communication, and teamleading skills
- ✓ Get to know coworkers and management at all levels of the organization.
- ✓ Have fun with your work group
- √ Feel good about doing something great for the community
- ✓ Gain experience in strategic planning, goal setting, and implementation

#### **How To Get Started**

- √ Attend training/best practices
- ✓ Learn about and become familiar with the NJECC.
- ✓ Make your own pledge before talking to others
- ✓ Ensure that every employee in your organization is aware of the NJECC and asked to participate
- √ Share from personal experience.
- ✓ Act as a single point of contact for your work group.
- ✓ Encourage payroll deduction

- ✓ Work with leadership to send out messaging during the NJECC drive.
- ✓ Organize special events and fundraisers
- ✓ Bring in a charity and/or a charity speaker and encourage co-workers to attend presentations
- ✓ Be creative! Provide inspiring leadership during the annual workplace giving campaign.
- ✓ Thank co-workers for their enthusiasm and engagement!

#### Throughout the Campaign

#### ✓ Lead by example

✓ Be the first to make your pledge

#### **✓ Promote and Educate**

- Endorsement letters/emails from top management
- E-Cards

#### √ Create Awareness

- Online Giving Days
- Promotion Toolkit
- Competition
- Campaign posters & flyers

- Employee newsletters & emails
- Customizable PDF campaign flyers
- Kick-off
  - In-person or Virtual Lunch & Learns
  - Invite Charity Representatives to Speak on Your Weekly Zoom Call or In-person Charity Fair

#### **✓ Motivate Employees**

- ✓ Use cause-focused messages to connect their donations with meaningful impact
- ✓ Include success stories in your emails

#### ✓ Track Results

- ✓ Customizable PDF Goal Chart
- √ Share campaign results using #NewJerseyGives

#### REPORT YOUR RESULTS

- Make a final request via email for all employees to visit the online pledge site to make a contribution.
- Ensure the pledge forms and report form(s) are filled out completely, signed and that the math is accurate.
- Report the final campaign total to the entire organization.

#### SAY "THANK YOU"!

## The most important "Best Practice" of all....

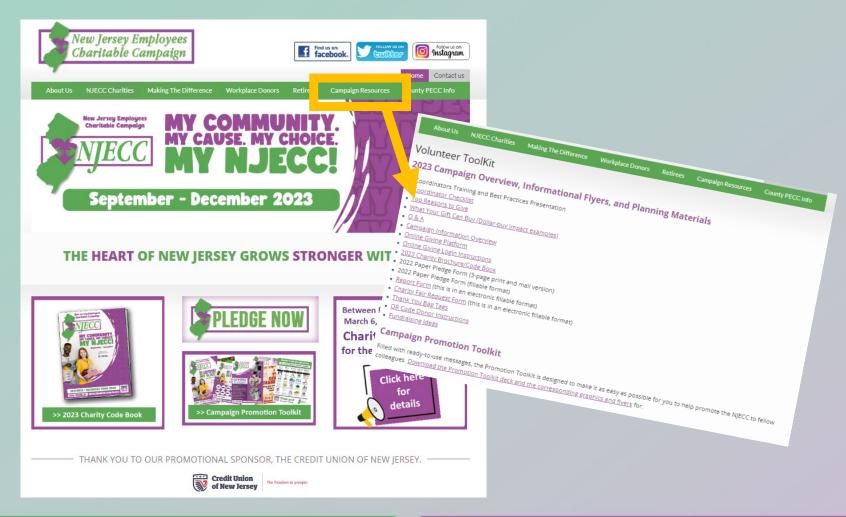
- ✓ Send a personal thank you to your campaign team and organization.
- √ Have your agency or department head send an organization-wide thank you.
- ✓ Generosity should be rewarded with sincere gratitude



## Campaign Volunteer Tool Kit



## Campaign Resources – Volunteer Toolkit NJECC.net



## Charity Code Book, Donor Education Materials, Promotional Toolkit, Forms, & Coordinator Resources



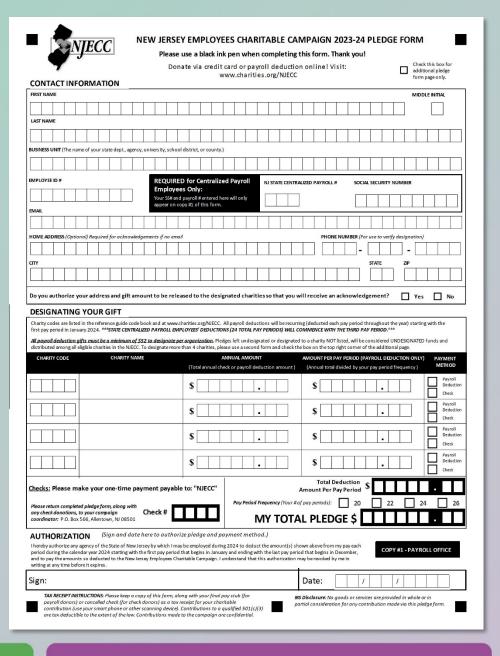
**New Jeresy Employees Charitable Campaign** 

September - December 2023 | NJECC.net

## 2023 Paper Pledge Form

#### Your NJECC Pledge Form is 3-Parts:

- 1st page = payroll copy
- 2<sup>nd</sup> page = NJECC coordinator copy
- 3<sup>rd</sup> page = donor copy (for tax purposes)





### 2023/2024 New Jersey Employees Charitable Campaign Campaign Coordinator Report Form PAPER PLEDGES ONLY

DATE:
DEPARTMENT/AGENCY NAME:
COORDINATOR NAME:
EMAIL ADDRESS:
PHONE #:
Please complete ALL fields in this section, make a copy for your records and send <u>with pledge forms and checks</u> to:
Campaign Manager
NJSECC
PO Box 566
Allentown N L 08501

	# Employees	Total Amount Contributed
Payroll Deduction Pledges		\$
Checks		\$
TOTAL (this report)		\$

All checks must be made payable to: NJECC

Campaign Coordinator Signature_	
Date	

## 2023 Report Form

Complete and send weekly with all collected paper pledge forms & payments.



## A Look at What's Included in the **Promotional Toolkit**





#### Launch and Reminder Materials

Posters and

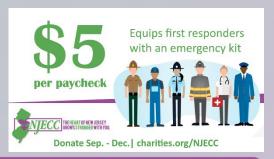
**Editable Flyers New Jersey Employees** 

Kickoff Video and **Email Signatures** 

**Ecards and Social** Media Messages







#### Holiday and Seasonal Themed Messages



#### Cause-focused Materials

To help connect donors to the meaningful impact their donations have on the community, you may share ready-to-use cause impact graphics and ecards. There is no specific cause calendar this year, so feel free to promote the causes in any order you want throughout the campaign. On the pledge website, donors can view cause pages featuring a list of all NJECC charities addressing each cause and they can filter by cause when searching for charities to add to their donation cart when pledging.

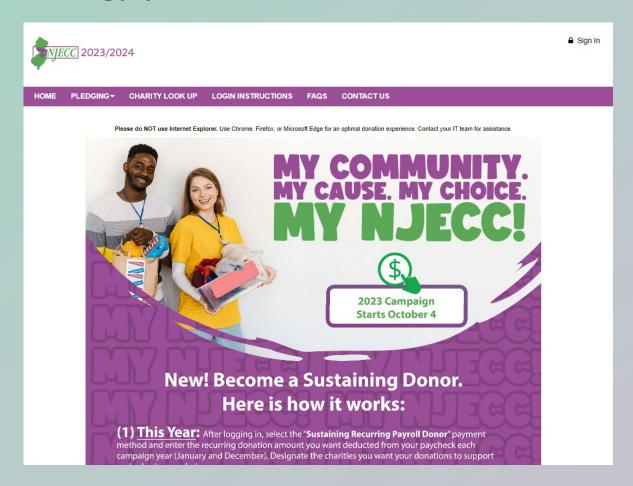






## Online Giving Portal: www.charities.org/NJECC

(Pledge via recurring payroll deduction or donate via one-time credit/debit card)



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#### **NOTES:**

- Same login and donation process as last year
- Employees can login with their username and password from last year if they participated in last year's campaign
- Employees can use a cause category filter to search for charities, choose as many charities as they want to support, and decide how much to donate to each charity

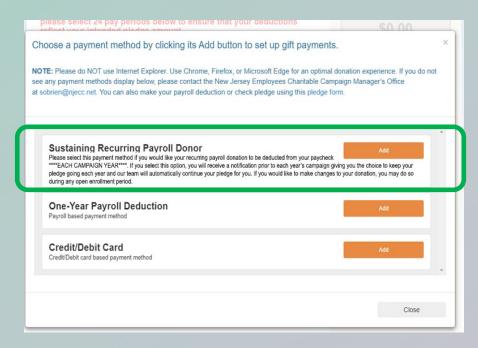


## Online Giving Portal: New Option! Sustaining Recurring Payroll Donor

#### Here's How it Works:

#### Step 1 - This Year:

After logging in, donors can select the "Sustaining Recurring Payroll Donor" payment method and enter the recurring donation amount to have deducted from their paycheck each campaign year (January and December), designate the charities they want their donations to support and submit their pledge.



#### **Step 2 - Next Year:**

Before next year's campaign, donors who selected "Sustaining Recurring Payroll Donor" this year will receive an email notification with a summary of their pledge, asking them to confirm if they would like to keep their pledge going for another campaign year. If they choose to continue their pledge, they won't have to log in and pledge next year unless they want to make changes to their pledge amount and/or charity designations. By opting-in to have their pledge continue each year, their recurring payroll deduction gifts will keep taking place automatically.

#### **Thank You/Donation Confirmation Page**

- After an employee submits their donation online, a "Thank You" page will display and they will also be emailed a donation summary.
- The "Thank You" page and email will both include a link for the donor to download and display/share an "I gave" badge.

#### Pledge Confirmation: Thank You!

Thank you for your generous contribution. You have helped to make your community and the world a better place to live and work for all of us. Together, our pledges make a difference in the lives of thousands of individuals who rely on the charities that participate in our campaign.

You will be receiving an email confirming your proof of pledge shortly. Please allow for approximately five minutes for it to appear and check your spam/junk folder if you do not see it.

#### Next:

Now that you have demonstrated your commitment to our community, help spread the word and be the face of our NJECC community! Here are two ways to participate:

1. "I support the NJECC" donor badge: Download a jpg copy here (right-click on the graphic and save it to your computer). We encourage you to place your donor badge as part of your email signature or share it on social media to help make sure your New Jersey State colleagues know about the NJECC and how to join you in supporting charities they care about.



Thank you! Sincerely,

The New Jersey Employees Charitable Campaign



#### **Use QR Codes to Promote Campaign**



For agencies with employees in the field who don't have easy access to a computer, we've created a QR code. When scanned using their phone or tablet, the QR code will take employees to the NJECC donation website where they can make their donation.



#### **Use QR Codes to Promote Campaign**

We have created a version of the campaign flyer and editable flyer with the QR code for you to share, along with donor instructions on how to scan and use the QR code. You are also welcome to use the QR code image on any other campaign materials you use to promote the campaign. The QR codes and flyers with the QR code can be found in the coordinator promotional toolkit folder.





MY COMMUNITY MY CAUSE. MY CHOICE MY NJECC!

SEP - DEC 2023

**DONATE NOW** 

WWW.CHARITIES.ORG/NJECC



#### 52 & You

What does 52 & You mean?

It means that \$2 per paycheck\* (\$52/year) is all you need to pledge to make a difference.

\*yes, you can pledge more!



What does "52% you" mean?

It means that \$2 per paycheck\* (\$52 year)

is all you need to pledge to make a differencel

\*yea you can pledge mare!

#### **New! NJECC Traveling Trophy**

An award will be presented to the department that earns the most points for their participation in the 2023 NJECC. Points are awarded for many components of running a successful campaign.

A PDF breakdown of criteria for how points are awarded can be found in the Volunteer Toolkit.





MY COMMUNITY.
MY CAUSE, MY CHOICE.
MY NJECC!

SEP - DEC 2023

**DONATE NOW** 

**NWW.CHARITIES.ORG/NJECC** 



#### THANK YOU!

For serving!

For your support and enthusiasm!

For inspiring others!

Being here today!!

I hope you are proud of yourself for all the times you've said "yes" — when all it meant was more work for you and was seemingly helpful only to someone else.

- Mister Rogers