

# ***The Tennessee Employees Charitable Campaign***



**2021**

## **Coordinator's Guide**

*Joining Together – Making a Difference*

**Campaign Dates:**

**October 28 – November 22**

<http://tn.gov/hr/topic/charitable-campaign>



## **JOINING TOGETHER – MAKING A DIFFERENCE**

- **Welcome to the 2021 TECC**
- **Campaign Planning Checklist and Setting Donation Goals**
- **Administrating the TECC with Self-Service**
- **Quick Reference Guide/Brochure/2021 Pledge Form Sample**
- **Charitable Organization Contact List**

# WELCOME TO THE 2021 TECC!

Thank you for serving as a TECC Coordinator for this year's Tennessee Employees Charitable Campaign!

Many of you served as TECC Coordinators for the 2021 TECC. As a result of your efforts, state employees pledged \$ **229,340.56** to charitable organizations, an increase from last year's total! It is gratifying to see that employees in State government do what they can to help their fellow Tennesseans, even with the economic pressures they may be facing.

For those of you who are new to the TECC, this is a wonderful opportunity to help your agency as well as the more than 1,000 charitable organizations in our state. These organizations represent community services, social justice issues, medical research, and environmental concerns affecting all Tennesseans. Your skills and enthusiasm will be key to inspiring others to participate.

Your primary goal as TECC Coordinator is to give every employee in your department the opportunity to contribute to the charity or charities of his or her choice. As these difficult economic times affect us all, these agencies rely even more heavily on programs like the TECC for assistance. By ensuring that your co-workers receive quality information about the TECC, its federations and independent charities, you will help them understand the value of their gift and they may be more likely to donate to these important causes.

This guidebook will help you plan your campaign from start to finish. The federations and independent charities listed in the back of this booklet are available and willing to help you manage this responsibility and make it fun and rewarding. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

The theme of the TECC is ***Joining Together - Making a Difference***. We are pleased that you and your agency will help conduct this campaign, and we thank you for being on our team! Together, we can make more of a difference than we could ever hope to do alone.

# CAMPAIGN PLANNING CHECKLIST

**Good organization is the key to a successful campaign. The following checklist can help you plan your campaign from the launch through its conclusion.**

Task	Person(s) Responsible	Target Date	Date Completed
Attend the TECC coordinator planning meeting.			
Review these materials thoroughly.			
Determine the assigned persons and target dates for this checklist.			
Meet with your department's leadership to obtain commitment and involvement.			
Recruit a campaign committee to share the workload, including representatives from all divisions and facilities, as well as all "levels" (management, supervisors, front line staff, and part-time staff). Include those with special talents in communications and data processing.			
Develop in-house publicity, including promoting your kick-off event and the department's goal through posters, office bulletin boards, newsletters and email footers.			
Develop and implement your plan for your kick-off event			
Send a letter from your department head/appointing authority announcing the campaign.			
Hang posters in high-traffic locations.			
Schedule a meeting and invite the participating charitable organizations to speak and share information about how donated dollars are working in your community. See the contact information in the back of this guidebook.			
Distribute official TECC campaign materials to every employee.			
Be prepared to answer questions about donating in Edison, including providing training material.			
Share final results with employees.			
Develop and implement a "Thank You" program.			

## SETTING DONATION GOALS

**As the TECC Coordinator for your agency, you should strive to increase pledge totals from the 2020 campaign by 4%. If you do not know your agency's pledge totals from 2020, please use the TN\_PY\_TECC\_TOTALS query. Please help us reach and exceed our goal!**

# ADMINISTRATING THE TECC WITH SELF-SERVICE

As the TECC Coordinator, it is important that email communications to employees in your agency have the information they need to donate. Make sure email communications have information about:

- ✓ Campaign Dates
- ✓ Charitable Organizations
- ✓ Donation Information
- ✓ How to donate using Edison Self Service

**Campaign Dates:** October 28<sup>th</sup> – November 22<sup>nd</sup>

**Charitable Organizations:** The **TECC Brochure** contains a list of all the charitable organizations participating in this year's campaign.

## **Donation Information:**

- Employees can choose 1, 2, or 3 charitable organizations to donate to.
- May donate **MONTHLY** (Jan-Dec) **OR ONE-TIME** (deduction will occur in January). They CANNOT combine these options for the same charity.
- Club member information (BUCK A WEEK) is a guideline for giving only. Alternative amounts are welcome and acceptable.
- All donations are through Edison. No checks or cash.
- An employee in bankruptcy cannot participate in the TECC as Central Payroll is unable to process his or her pledge.
- Once an employee donates through Edison, the employee must contact their respective agency coordinator to make changes.

## **How to donate using Edison Self Service:**

- **TECC Self-Service Quick Reference Guide** - 1 sheet document on how donate using Edison Self-Service
- **TECC Automation Training Video** – 6 minute on how to donate using Edison Self-Service

## **TECC Donation Reporting**

**Coordinators will have the ability to use queries in Edison to pull TECC donation data in there agency. Information from queries can be used to track the following...**

- Total Number of Donors
- Total Amount Pledged
- Total Number of Employees Solicited
- Average Gift
- Per Capita Gift
- Participation Percentage

**TN\_PY\_TECC\_TOTALS** – this query will give you Total Number of Donors and Total Amount Pledged

**TN\_PY\_TECC\_TOTAL\_EE** – this query will give you Total Number of Employees in an Agency solicited.

You can compile the results of both queries in one spreadsheet and in excel calculate Participation Percentage.

## **Entering Employee Donations**

Once an employee donates using Edison Self-Service, the employee will have to contact their respective TECC coordinator to make changes before the campaign ends.

1. Have the employee fill out and sign the **2021 Pledge Form** with donation changes.
2. Search for the employee's TECC information in Edison (HCM>Workforce Administration>TN Charitable Campaign)
3. Update the employee's donation information and notify the employee that the updates have been made.
4. Keep the pledge form for your records.

**\*\*\*The Quick Reference Guide, 2021 TECC Brochure, and the 2021 TECC Pledge Form can all be found on the [TECC website](#)\*\*\***

# CHARITABLE ORGANIZATIONS CONTACT LIST

Below is a contact list for the participating charitable organizations. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

Independents	Contact Person		Contact Person Telephone Number	Contact Person Email Address
<b>A Secret Safe Place for Newborns of Tennessee, Inc.</b>	Sarah	Turner	865-406-5416	<a href="mailto:sarah@secretssafeplacectn.org">sarah@secretssafeplacectn.org</a>
<b>ADFAC (Aid To Distressed Families of Appalachian Counties, Inc.)</b>	Annette	Cacheiro	865-425-0256	<a href="mailto:annie@adfacs.org">annie@adfacs.org</a>
<b>Children's Center of the Cumberlands</b>	Angel	Sexton	423-569-8900	<a href="mailto:angelsexton@highland.net">angelsexton@highland.net</a>
<b>Friends of Radnor Lake</b>	Tina	Corkum	615-251-1471	<a href="mailto:tcorkum@radnorlake.org">tcorkum@radnorlake.org</a>
<b>Governor's Early Literacy Foundation</b>	Abigail	Sanderson	615-532-9020	<a href="mailto:abigail.sanderson@governorsfoundation.org">abigail.sanderson@governorsfoundation.org</a>
<b>Habitat for Humanity of Tennessee</b>	Colleen	Dudley	615-512-1922	<a href="mailto:colldudley@bellsouth.net">colldudley@bellsouth.net</a>
<b>Humane Association of Wilson Co</b>	Angela	Chapman	615-418-7003	<a href="mailto:director@newleashonline.com">director@newleashonline.com</a>
<b>Manna's Hana Riding Center, Inc</b>	Bobbie	Abell	931-537-6322	<a href="mailto:mannahana@gmail.com">mannahana@gmail.com</a>
<b>Monroe Harding, Inc.</b>	Mariela	Moscoso	629-888-0717	<a href="mailto:donate@monroeharding.org">donate@monroeharding.org</a>
<b>Mustard Seed Ranch</b>	Tammy	Depperschmidt	931-525-7333	<a href="mailto:tammy@mustardseedranchtn.org">tammy@mustardseedranchtn.org</a>
<b>RISE Foundation Inc.</b>	Tangela	Morgan	901-507-6638	<a href="mailto:tangela@risememphis.org">tangela@risememphis.org</a>
<b>Salvus Center, Inc.</b>	Patricia	McPherson	615-321-4171	<a href="mailto:patriciam@mcphersonconsulting.org">patriciam@mcphersonconsulting.org</a>
<b>Second Harvest Food Bank of Northeast Tennessee, Inc.</b>	Lee	Walker	423-279-0430	<a href="mailto:lwalker@netfoodbank.org">lwalker@netfoodbank.org</a>
<b>Tennessee Baptist Children's Homes</b>	Kim	Burke	615-376-3140	<a href="mailto:kburke@tennesseechildren.org">kburke@tennesseechildren.org</a>
<b>Tennessee Court Appointed Special Advocates Association, Inc.</b>	Lynne	Farrar	615-220-3990	<a href="mailto:lynne@tncasa.org">lynne@tncasa.org</a>
<b>Tennessee Voices For Victims</b>	Verna	Wyatt	615-513-8707	<a href="mailto:verna.wyatt@tnvoicesforvictims.org">verna.wyatt@tnvoicesforvictims.org</a>
<b>Tennessee Wildlife Federation</b>	Meagan	Hall	615-353-1133	<a href="mailto:mbhall@tnwf.org">mbhall@tnwf.org</a>
<b>Thistle and Bee Enterprises Inc</b>	Eli	Cloud	901-871-3713	<a href="mailto:ecloud@thistleandbee.org">ecloud@thistleandbee.org</a>
<b>Walk/Bike Nashville Inc.</b>	Nora	Kern	615-928-8801	<a href="mailto:nora@walkbikenashville.org">nora@walkbikenashville.org</a>
<b>Maury Regional Healthcare Foundation</b>	Cambre	Hinson	931-380-4075	<a href="mailto:cabinson@mauryregional.com">cabinson@mauryregional.com</a>

Federations	Contact Person		Contact Person Telephone Number	Contact Person Email Address
Community Health Charities	Krystie	Scull	925-521-6522	<a href="mailto:kscull@chcimapct.org">kscull@chcimapct.org</a>
Community Shares, Inc.	Shelly	Wascom	865-522-1604	<a href="mailto:info@communitysharestn.org">info@communitysharestn.org</a>
Monroe County United Way Fund, Inc.	Caylen	Matoy	423-836-1486	<a href="mailto:caylen.matoy@unitedway.org">caylen.matoy@unitedway.org</a>
Roane County United Way	Dina	Jackson	865-882-7711	<a href="mailto:djackson@unitedwayroane.org">djackson@unitedwayroane.org</a>
United Way of Benton County	Jo	Jones	731-441-2299	<a href="mailto:unitedwaybenton@gmail.com">unitedwaybenton@gmail.com</a>
United Way of Blount County	Emily	Mantooth	865-982-2251 ext. 16	<a href="mailto:emantooth@unitedwayblount.org">emantooth@unitedwayblount.org</a>
United Way of Bristol TN-VA, Inc.	Lisa	Cofer	423-968-4912	<a href="mailto:debbie@unitedwaybristol.com">debbie@unitedwaybristol.com</a>
United Way of Franklin County	Jeanne	Amacher	931-308-7308	<a href="mailto:jeanne.amacher@gmail.com">jeanne.amacher@gmail.com</a>
United Way of Greater Chattanooga	Brittany	Lockwood	901-570-1823	<a href="mailto:brittanvlockwood@uwchatl.org">brittanvlockwood@uwchatl.org</a>
United Way of Greater Kingsport	Lori	Miller	423-378-3409 ext. 14	<a href="mailto:lmiller@uwaykpt.org">lmiller@uwaykpt.org</a>
United Way of Greater Knoxville	Susan	Hager	865-582-4084	<a href="mailto:hagers@unitedwayknox.org">hagers@unitedwayknox.org</a>
United Way of Greater Knoxville dba United Way of	Judy	Fenton	865-582-4082	<a href="mailto:Fentonj@unitedwayknox.org">Fentonj@unitedwayknox.org</a>
United Way of Greater Knoxville dba United Way of	Judy	Fenton	865-582-4082	<a href="mailto:fentonj@unitedwayknox.org">fentonj@unitedwayknox.org</a>
United Way of Greater Knoxville dba United Way of	Judy	Fenton	865-582-4082	<a href="mailto:fentonj@unitedwayknox.org">fentonj@unitedwayknox.org</a>
United Way of Greene County	Wendy	Peay	423-639-9361	<a href="mailto:wendy@unitedwayofgreenecounty.com">wendy@unitedwayofgreenecounty.com</a>
United Way of Hamblen County	Gary	Matthews	423-581-8601	<a href="mailto:unway@musfiber.com">unway@musfiber.com</a>
United Way of Hawkins County	Teresa	Bultry	423-272-7379	<a href="mailto:uwayhawkinstrn@att.net">uwayhawkinstrn@att.net</a>
United Way of Humphreys County	Nioka	Curtis	931-296-4588	<a href="mailto:unitedwayhumphreys@gmail.com">unitedwayhumphreys@gmail.com</a>
United Way of Loudon County	Judy	Fenton	865-582-4082	<a href="mailto:fentonj@unitedwayknox.org">fentonj@unitedwayknox.org</a>
United Way of Maury County	Laura	Truelove	931-381-0100	<a href="mailto:unitedwayofmaurycounty@gmail.com">unitedwayofmaurycounty@gmail.com</a>
United Way of McMinn & Meigs Counties	Paige	Zabo	423-745-9606	<a href="mailto:unitedway@unitedwaymcm.org">unitedway@unitedwaymcm.org</a>
United Way of Middle Tennessee, Inc.	Jamie	Roy	615-778-2414	<a href="mailto:jamie.roy@unitedwaymtn.org">jamie.roy@unitedwaymtn.org</a>
United Way of Rhea County	Angie	Drake	423-775-5633	<a href="mailto:adrake@rheanunitedway.org">adrake@rheanunitedway.org</a>
United Way of Rutherford and Cannon Counties	Janet	Kincherlow	615-893-7303 x109	<a href="mailto:janet.martin@yourlocaluw.org">janet.martin@yourlocaluw.org</a>
United Way of Sevier County	Kathy	Voncannon	865-366-3335	<a href="mailto:kathvoncannon@uwosc.org">kathvoncannon@uwosc.org</a>
United Way of Sumner County	Steve	Doremus	615-461-8371	<a href="mailto:steve@unitedwaysumner.org">steve@unitedwaysumner.org</a>
United Way of the Greater Clarksville Region	Valerie	Guzman	931-647-4291	<a href="mailto:vguzman@uwgcr.org">vguzman@uwgcr.org</a>
United Way of the Mid-South	Diana	Bedwell	901-433-4341	<a href="mailto:diana.bedwell@uwmidssouth.org">diana.bedwell@uwmidssouth.org</a>
United Way of the Cocee Region Inc.,	Tanya	Mazzolini	423-479-2020	<a href="mailto:tanyamazolini@unitedwaycocee.org">tanyamazolini@unitedwaycocee.org</a>
United Way of Washington County Tennessee	Leslie	Salling	423-220-1229	<a href="mailto:lsalling@unitedwayetnh.org">lsalling@unitedwayetnh.org</a>
United Way of West Tennessee, Inc.	Pat	Ross	731-300-3247	<a href="mailto:patross@unitedwaytn.org">patross@unitedwaytn.org</a>
United Way of Dickson County	Bettye	Eighmy	615-418-7452	<a href="mailto:uwaydc@bellsouth.net">uwaydc@bellsouth.net</a>
United Way of Wilson Co & the Upper Cumberland	John	McMillin	615-443-1871	<a href="mailto:john@givetouwwwc.org">john@givetouwwwc.org</a>
United Way of Bedford County	Mark	McGee	615-479-4204	<a href="mailto:director@unitedwaybedford.org">director@unitedwaybedford.org</a>

