



Compassion

IN DIFFICULT TIMES

2020-2021 GASCCP Coordinator Frequently Asked Questions

PLEDGING BY PAPER FORM

1. Can employees give offline?

Due to the impacts of the novel coronavirus (COVID-19), employees are encouraged to submit their 2020-2021 donations via the Online Giving Portal. In the event the online donation process is not feasible for the employee, there is a paper pledge form located in the Coordinator Toolkit (select from Coordinator Resources drop down menu).

2. Do I have to enter paper pledges into the website to get them to appear?

No, our processors will do that for you. We have a paper pledge form for employees to fill out and you may either fax or mail them in for processing. Instructions are located on the cover form of the Campaign Manager Report found in the Coordinators Toolkit under the Resource Center. Our processors manually enter those and typically appear on the website within 7-10 days.

3. Can part-time employees pledge?

If an employee is on the state-wide distribution (SWD) plan and receives a paycheck twice a month, they'll be processed just like a regular employee so there's no issue with pledging. For hourly employees, if they want to make a pledge, we recommend directing them to make a one-time donation on the website for credit card/e-check or by paper pledge for check/cash.

4. When is the last day to submit paper pledges?

Although it is our hope that employee donations will be submitted via the Online Giving Portal no later than the November 16th campaign end date, we will accept a paper payroll pledge through December 3rd. We start processing payroll files in mid-December, so it's very important to receive those in a timely manner. Fundraising event forms and funds must be reconciled with the agency/entity Finance representative and submitted not later than December 16th to be processed for the current campaign.

CONTRACTORS

5. Can contractors contribute or participate?

The purpose of the GASCCP campaign is to raise money but also to contribute to a sense of community. If you have contractors working alongside regular employees, we do not have a policy for which they must be excluded from participating in fundraising events (like, buying a hot dog). If they

want to contribute directly, they can do a one-time pledge by filling out the Funds Management form, write CONTRACTOR in the ID box, check the CHECK or CASH box with the total amount and write in the charity in the designation section. We welcome contractors! However, if they are federal employees, they may need to donate through the CFC campaign. They can also make a pledge through the website and select one-time donation of either credit card or PayPal.

EVENTS

6. Can I plan a charity event?

Sure! However, for our 2020-2021 campaign it is recommended that charity events be conducted virtually. Agency/entity coordinators may need to partner with their local IT and Communications team members regarding virtual events.

7. Can I hold events after November 16, 2020?

No. The last day to host a fundraising event is November 16, 2020. Further, it is recommended that to all events be conducted virtually.

8. Please explain this statement: "All charities are equal participants in the campaign, and one must not be given preference or market exclusivity."

This statement is meant to address an issue that happened in prior years where agencies were exclusively supporting a United Way, so employees got the impression that United Way was their only option for donating. Designating some fundraising money to a specific charity is always an option; however, donors may choose to support a charity other than the one designated for a particular event. Designating a charity does not override your ability to be fair to campaign charities. Just make sure your population is aware that they have the entire listing to choose from and can find the list on the website in PDF form or via the search tool. If you have a charity event, invite a wide range of charities to participate.

PAYROLL DEDUCTIONS

9. When do payroll deductions start?

The campaign takes place September 16, 2020 through November 16, 2020 and the first payroll deduction will begin in January 2020. In the Fall and deductions begin the following January. Deductions are taken through December 31st and do not carryover from year-to-year.

10. Can new employees pledge online?

Yes. Online pledging is recommended. Employees can create an account and pledge regardless of how long they've been working.

11. What happens if an employee leaves the agency before January when their payroll deduction would start?

There is no attempt to collect by the charity. The payroll deduction is simply rendered invalid. If the person switches agencies and they are on the same payroll (like between different PeopleSoft payroll state agencies) then the deduction will remain intact. If they switch to a different entity, like to the University System, then it won't carry over and that pledge will remain uncollected for the remainder of the year.

12. Can I customize how my payroll deduction happens?

No. State agency employees in PeopleSoft agencies will have their payroll deduction monthly on the opposite check from their health insurance deductions. This is to balance out the deductions, so the deduction is once monthly for 12 total deductions. Colleges and Universities may differ in accordance with their payroll frequency and is entered by Shared Services. Georgia Tech and UGA may offer different options for their employees, but they manage their giving site separately from ours.

13. Do employees have to cancel their prior year pledges if they do not plan on pledging for the current campaign?

No nothing needs to be done. All pledges are wiped on January 1 for the prior year and we upload only the new pledges, so nothing is renewed or duplicated automatically.

CHARITIES

14. I don't see the charity I want to pledge to on the list. How do I get it added?

The 2020-2021 application period ended on April 30, 2020. Charities must apply during our application window for the next year's campaign. If a charity is not currently in the campaign, they would have to apply, be accepted and then could participate in the next campaign. If a charity is interested in being on our contact list for when the application period opens, they may email us at gasscp.support@doas.ga.gov and we will add them.

15. Can fundraising money be designated to a charity or can it only be put in undesignated funds?

Yes. You may designate funds to a specific charity, but it is advised that you have transparent disclosure to where the proceeds will be going in your marketing material for the event. On the Campaign Coordinator Report form, make sure you indicate the total fundraising money being submitted, and if you want to designate to a charity, list it in the Fundraising Money section. If you don't designate, it goes into undesignated funds which are distributed to all charities with designations pro-rata.

16. When do payments start/are made to a charity?

Payments happen quarterly starting in April. Then July, October, December/January. Payments happen after payroll deductions are collected from the state agencies/colleges.

17. Can I call and check with the charity that they've received my pledges?

The charity should be sent an acknowledgement if the employee has asked for one. Therefore, saying YES to the acknowledgement is important. If an employee has chosen to remain anonymous, the charity will have no record of the employee's name for verification.

18. If a charity is part of a federation, how much overhead does the federation take before sending the gift to the charity?

This can vary depending on the federation. Please check directly with the charity to inquire about their administration fees.

DONATIONS AND TAX EXEMPTION

19. Do you have a letter I can provide for local businesses to get items?

The GASSCP campaign is not a tax-exempt entity, although it does benefit charities, therefore, the GASSCP campaign does not have any authority to provide any letters supporting the ability to write-off a donation for tax purposes. Like the raffle question, the ability to accept/solicit donations are left to the agency's discretion upon the advice of their counsel, but the GASSCP campaign does not provide any solicitation letter.

20. Can I get a tax receipt from the GASSCP campaign to show employees gave though purchasing fundraising items?

As noted above. The GASSCP campaign is not a tax-exempt entity in and of itself, so it does not issue receipts for tax deductible donations for fundraising.

FUNDRAISING

21. Is there a form employees need to fill out when they buy a ticket for a fundraiser, like Casual Days? Or do they need to receipt for tax purposes?

There's no need to get a pledge form for each dollar. Most fundraisers go to the general charity undesignated funds. When you fill out the Funds Management form, the fundraiser money section only must be filled out with the total amount enclosed. The designated section is optional and if nothing is written there it is assumed undesignated.

22. When is my fundraising money viewable on the giving portal?

Plases allow 7-10 days for your fundraising money to show under your agency totals. This is due to it being processed by the bank then logged into our system.

23. Can I send in fundraising money as it comes in or do, I have to wait until the end of the campaign?

You don't have to stress over keeping a stash of money! You may now take all cash and checks daily to your Finance Department for handling. If your agency does not use Peoplesoft Financials, check with your leadership team to discuss the best way to handle cash and checks received. Don't mail cash or money/pledges directly to us – send it to the address on the Funds Management form.

24. Can I send in fundraising money after December 31st?

For the 2020-2021 campaign, it is recommended that all fundraising be conducted virtually. However, late fundraising event documentation can continue to be submitted until January 15th. The Funds Management and Accounts Receivable forms must be reviewed and reconciled with the agency/entity Finance representation. Campaign numbers are finalized in early spring, so we can still count that as part of your organization total. However, please let us know if you have money to submit in January so we can make sure it gets included.

25. My agency wants to have a raffle. What is the GASCCP campaign policy on this?

Nothing in the GASCCP campaign statute or guidelines offers guidance specifically on raffles, one way or another. Our legal department prefers that each agency make that judgment for themselves based on advice from their own legal counsel. The GASCCP campaign status deals with how charities are accepted into the program and how we handle payroll deduction. It is best to meet with your leadership team early on to gain understanding and operate under the advisement of your local leadership/legal team. An agency's approval for an activity should come from their leadership, not from DOAS.

CORRECTING ERROR ON PLEDGES

26. I have an employee that selected an option other than monthly for payroll deduction at a state agency. What happens to this pledge?

All payroll pledges are verified by the payroll administrator prior to implementation. Therefore, if someone picks 10 months or 26 paychecks, they'll have it deducted over 12 monthly payments regardless to total the annual amount.

27. I have an employee that made a duplicate pledge. What do I do?

Send an email to gascpp.support@doas.ga.gov and we will have the duplicate pledge removed. Even if any employee doesn't notify us of a duplicate, we run reports to identify potential duplicates at the end of the campaign and reconcile those before anything is processed.