

Department of Administrative Services

Lead. Empower. Collaborate.

GASCCP Coordinator Training

DOAS/HRA

August 8, 2024



DOAS/HRA

- Tina Bufford
- Senior HR Manager/HR Administration

- Amelia Rivers
- Human Resources Specialist 1
- 404 463-8524

AGENDA



- ▶ Welcome
- ▶ 2024-2025 GASCCP Campaign Announcement
- ▶ 2023-2024 Campaign Results
- ▶ 2024-2025 GASCCP Overview
 - ▶ Campaign Theme
 - ▶ 2024-2025 Campaign Winner Criteria
 - ▶ Charity Directory
 - ▶ Coordinator List & Communications
- ▶ Giving Portal Online Walkthrough
- ▶ ACH Transmission Process
- ▶ Funds Management Process
- ▶ Reports Review
- ▶ Reporting Portal Walkthrough
- ▶ Forms and Coordinator Toolkit
- ▶ Payroll File Transfer
- ▶ Virtual Campaigning
- ▶ Campaign Resources
- ▶ Frequent Questions
- ▶ Recap & Next Steps

2024-2025 GASCCP Coordinators



Welcome



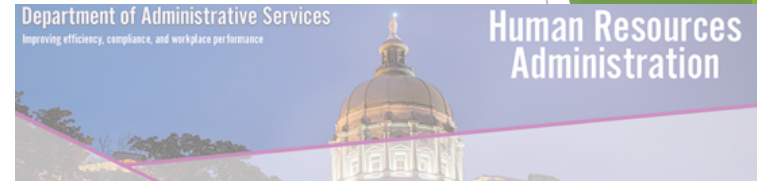
Coordinator: The Most Important Role

*You're the local voice and set the tone for GASCCP success
Success largely depends upon coordinators across the state*

Your passion drives others to become engaged and invested in the program

- ❖ Serve as your local main point of contact
- ❖ Engage your executive leadership
- ❖ Encourage payroll deduction pledges and one-time donations
- ❖ Monitor campaign progress
- ❖ Express appreciation to each employee who contributes to the campaign

2024-2025 Campaign Announcement



**2024-2025 Georgia State Charitable Contribution Program |
Launch
September 16, 2024**

To: Agency Heads and Human Resources Leaders
From: Al Howell, Deputy Commissioner
Georgia Department of Administrative Services
Human Resources Administration



Today marks the official launch of the 2024-2025 Georgia State Charitable Contribution Program (GASCCP) campaign. The campaign theme is "Your Change Can Make a Change". Employees may participate by donating to one or more approved charities on the giving portal through November 16, 2024. The campaign goal is to raise funds to support State of Georgia charitable organizations that serve the well-being of their communities through education, health, the environment, and more.

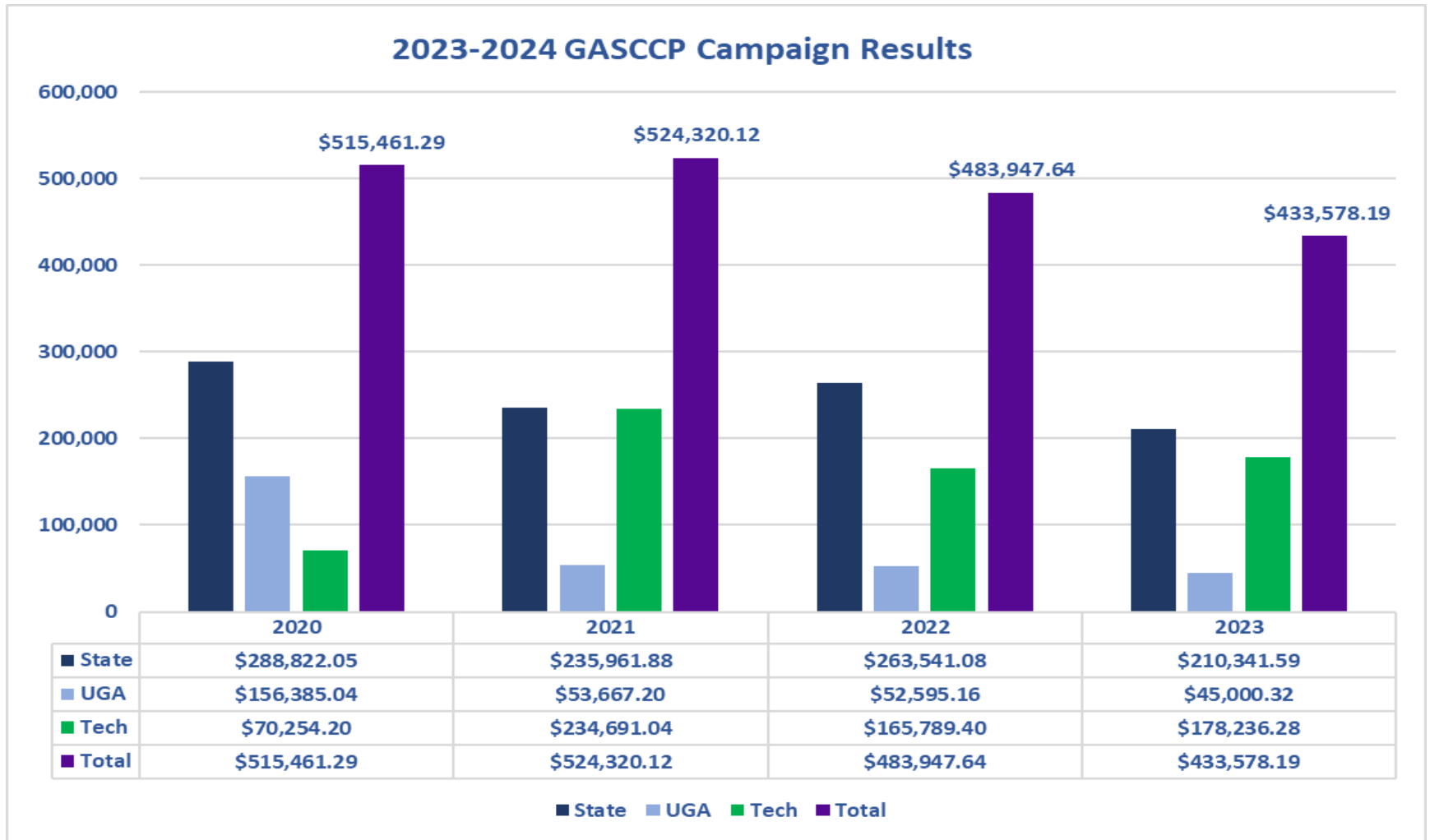
Visit the online giving portal today at: <https://gasccp.americascharities.stratuslive.com/>. For more information on this year's campaign, contact your agency/entity's designated GASCCP Coordinator or visit www.gasccp.org.

Thank you,

Al Howell, Deputy Commissioner
Georgia Department of Administrative Services
Human Resources Administration

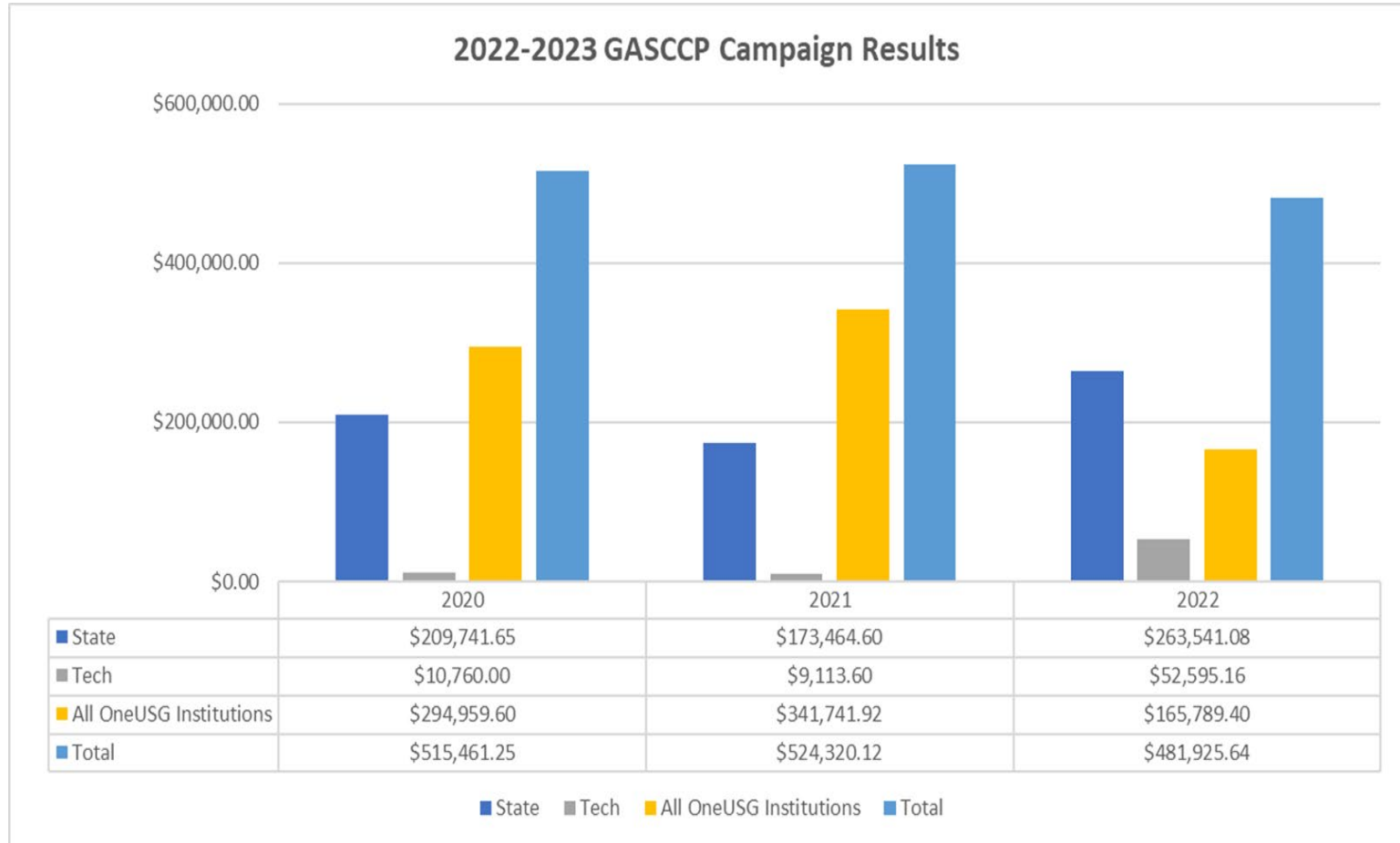


2023-2024 GASCCP Campaign Results



**Includes "Other" OneUSG Connect Institutions*

2022-2023 GASCCP Campaign Results



Note: OneUSGConnect comprises 26 State of Georgia colleges, universities, and institutions – including the University of Georgia and Georgia Institute of Technology.

Congratulations



2023-2024 Georgia State Charitable Contributions Program Winners!

GOVERNOR'S AWARD

Georgia Institute of Technology
Augusta University
Department of Community Supervision
Department of Revenue
Teachers Retirement System
Georgia Environmental Finance Authority

CHAMPION SPIRIT AWARD

The University of Georgia
Georgia Southern University
Department of Corrections
Department of Defense
Georgia Technology Authority
Employees Retirement System of Georgia

STELLAR AWARD

Georgia State University
Georgia Department of Human Services Division of Family & Children Services
Department of Natural Resources
Department of Early Care and Learning
Student Finance Commission
Office of State Administrative Hearings

2024-2025 Campaign Overview

- Campaign Period: Sep 16, 2024 – Nov 16, 2024
- Participation Criteria outlined by the Official Code of Georgia Annotated (O.C.G.A.) 45-20-51
- 523 Approved Charities
 - *46 Independent Charities*
 - *11 Federations*
 - *466 Member Charities*
- State Personnel Board Review & Approval
 - *May 14, 2024*



2024-2025 Campaign Theme



GASCCP





2024-2025 GASCCP Awards Criteria

- ▶ Award Categories
 - ▶ 1st Place - Governor's Award
 - ▶ 2nd Place - Champion Spirit Award
 - ▶ 3rd Place - Stellar Award
 - ▶ Coordinator Award
- ▶ 1st, 2nd, 3rd Place Awards
 - ▶ Online One-time Donations +
 - ▶ Online Payroll Pledges +
 - ▶ Paper Payroll Pledges
- ▶ 3 Awards Per Employee Count Category
 - ▶ 1 – 100
 - ▶ 101- 500
 - ▶ 501 – 1,000
 - ▶ 1,001 – 5,000
 - ▶ 5,001 – 9,000
 - ▶ 9,001 +
- ▶ 18 Total Awards + Coordinator Recognition

2024-2025 Charity Participants



Georgia State Charitable Contributions Program

Home, CONTACT, PRIVACY POLICY

Search the Site SEARCH

GASCCP OVERVIEW | GASCCP CAMPAIGN MESSAGE | COORDINATOR TRAINING | APPLICANT MATERIALS | DONOR GIVING | CHARITY DIRECTORY

2024-2025 GASCCP Campaign

GASCCP 2024-2025 Application is Now Closed
The online 2025-2026 charity application will open January 2025

September 16, 2024 - November 16, 2024

HELPFUL LINKS

WINNING AGENCIES GASCCP Campaign Winners	🔗	COORDINATOR TOOLKIT Resources that help local GASCCP Campaign Coordinators!	🔗
GASCCP REPORTS GASCCP Annual Reports	🔗	CONTACT For general program inquiries contact us via mail, email or phone.	🔗
COORDINATOR COMMUNICATION Information for the 2023-2024 GASCCP Campaign	🔗	GASCCP AWARDS CRITERIA 2023-2024 Awards Criteria	🔗

Charity Directory is accessible in the following:

- Donor Giving Portal
- Charity Directory
- Coordinator Toolkit

Website
www.gasccp.org



Georgia State Charitable Contributions Program

HOME, CONTACT, PRIVACY POLICY.

Search the Site SEARCH

GASCCP OVERVIEW GASCCP CAMPAIGN MESSAGE COORDINATOR TRAINING APPLICANT MATERIALS DONOR GIVING CHARITY DIRECTORY

2024-2025 GASCCP Campaign

GASCCP 2024-2025 Application is Now Closed
The online 2025-2026 charity application will open January 2025

September 16, 2024 - November 16, 2024

HELPFUL LINKS

- WINNING AGENCIES
GASCCP Campaign Winners
- GASCCP REPORTS
GASCCP Annual Reports
- COORDINATOR COMMUNICATION
Information for the 2023-2024 GASCCP Campaign
- COORDINATOR TOOLKIT
Resources that help local GASCCP Campaign Coordinators.
- CONTACT
For general program inquiries contact us via mail, email or phone.
- GASCCP AWARDS CRITERIA
2023-2024 Awards Criteria

- 3 primary users:
 - Applicants
 - Donors
 - Coordinators
- Incorporated new slogan, image and campaign information
- Coordinator Toolkit

2024-2025 Coordinator Handbook

TABLE OF CONTENTS

- The GASCCP
- Administrative Costs
- Organizational Structure
- Coordinator Responsibilities
- Coordinator Training Schedule
- Campaign Management/Virtually Fun Fundraising!
- Cash Management
- Dos and Don'ts
- Coordinator Checklist
- Campaign Resources
- Appendix



AMERICA'S CHARITIES

- TAMARA BIBBY
- Client Engagement Manager

Giving Portal Overview

www.gasccp.org



The screenshot shows the homepage of the Georgia State Charitable Contributions Program. At the top left is the logo with an orange and the text "Georgia State Charitable Contributions Program". To the right are links for "HOME", "CONTACT", and "PRIVACY POLICY". Below this is a search bar with the text "Search the Site" and a "SEARCH" button. A navigation bar contains several menu items: "GASCCP OVERVIEW", "GASCCP CAMPAIGN MESSAGE", "COORDINATOR TRAINING", "APPLICANT MATERIALS", "DONOR GIVING", and "CHARITY DIRECTORY". The main banner features the "YOUR CHANGE CAN MAKE A CHANGE" logo (with "CAN" in a heart) and the text "2024-2025 GASCCP Campaign". Below the banner, it states "GASCCP 2024-2025 Application is Now Closed" and "The online 2025-2026 charity application will open January 2025". The campaign dates "September 16, 2024 - November 16, 2024" are also displayed. At the bottom, there is a "HELPFUL LINKS" section with a grid of links: "WINNING AGENCIES" (GASCCP Campaign Winners), "GASCCP REPORTS" (GASCCP Annual Reports), "COORDINATOR COMMUNICATION" (Information for the 2023-2024 GASCCP Campaign), "COORDINATOR TOOLKIT" (Resources that help local GASCCP Campaign Coordinators!), "CONTACT" (For general program inquiries contact us via mail, email or phone.), and "GASCCP AWARDS CRITERIA" (2023-2024 Awards Criteria).

<https://gasccp.americascharities.statuslive.com>



The screenshot shows the statuslive.com giving portal for the GASCCP campaign. At the top left is the logo "Georgia State Charitable Contributions Program September - November 2025" and a "Sign In" link. A navigation bar contains "HOME", "GIVE", "FAQS", "CHARITY SEARCH", and "NEED HELP?". The main banner features the "YOUR CHANGE CAN MAKE A CHANGE" logo and the text "2024-2025 GASCCP Campaign" and "September 16, 2024 - November 16, 2024". Below the banner is a "Welcome to the GASCCP" section with a paragraph: "The 2024-2025 Georgia State Charitable Contributions Program (GASCCP) Campaign runs from September 16th through November 16, 2024. This year our new theme is 'Your Change Can Make A Change.'" To the right of the text are three buttons: "Give Today!", "Learn How to Give", and "Charity Search". At the bottom right is a "Help" button.

Giving Portal Walkthrough

Step #1

HOME, CONTACT, PRIVACY POLICY

Search the Site **SEARCH**

GASCCP OVERVIEW **GASCCP CAMPAIGN MESSAGE** **COORDINATOR TRAINING** **APPLICANT MATERIALS** **DONOR GIVING** **CHARITY DIRECTORY**

2024-2025 GASCCP Campaign

YOUR CHANGE CAN MAKE A CHANGE

GASCCP 2024-2025 Application is Now Closed
The online 2025-2026 charity application will open January 2025

September 16, 2024 - November 16, 2024

HELPFUL LINKS

WINNING AGENCIES GASCCP Campaign Winners	↗	COORDINATOR TOOLKIT Resources that help local GA SCCC Campaign Coordinators!	↗
GASCCP REPORTS GASCCP Annual Reports	↗	CONTACT For general program inquiries contact us via mail, email or phone.	↗
COORDINATOR COMMUNICATION Information for the 2023-2024 GASCCP Campaign	↗	GASCCP AWARDS CRITERIA 2023-2024 Awards Criteria	↗

Giving Portal Walkthrough



Step #2



HOME GIVE ▾ FAQs CHARITY SEARCH NEED HELP?

2024-2025 GASCCP Campaign

September 16, 2024 - November 16, 2024

Welcome to the GASCCP

The 2024-2025 Georgia State Charitable Contributions Program (GASCCP) Campaign runs from September 16th through November 16, 2024. This year our new theme is "Your Change Can Make A Change."

The Georgia State Charitable Contributions Program (GASCCP) is an annual fundraising effort that allows state and university system employees to donate to their favorite charitable organizations through the convenience of payroll deduction or one-time gifts. The GASCCP is organized and administered by the Office of Human Resources

Give Today!

Learn How to Give

Charity Search

Help

Giving Portal Walkthrough



Step #4

Georgia State
Charitable Contributions Program
September - November 2025

Sign In

HOME GIVE ▼ FAQs CHARITY SEARCH NEED HELP?



2024-2025 GASCCP Campaign

September 16, 2024 - November 16, 2024

Welcome to the GASCCP

The 2024-2025 Georgia State Charitable Contributions Program (GASCCP) Campaign runs from September 16th through November 16, 2024. This year our new theme is "Your Change Can Make A Change."

The Georgia State Charitable Contributions Program (GASCCP) is an annual fundraising effort that allows state and university system employees to donate to their favorite charitable organizations through the convenience of payroll deduction or one-time gifts. The GASCCP is organized and administered by the Office of Human Resources Administration.

[Give Today!](#)

[Learn How to Give](#)

[Charity Search](#) [Help](#)

Giving Portal Walkthrough



Step #3

Log On

Please enter your username and password.
[Lost your Password?](#)

tbufferd00567047
.....

Remember Me

Sign In

Welcome to the new and more streamlined online giving experience!

Please enter your new Username and Password based on the chart below.
If you do not know your Employee ID, please contact your HR Agency for assistance.

Username (Not Case Sensitive)	Username Example for John Doe	Password (Case Sensitive)	Password Example for John Doe
First Initial + Last Name + Employee ID	JDoe12345678	"GA" + Employee ID	GA12345678

For optimal donation experience, please use one of the following browser: Microsoft Edge, Chrome, or Firefox.

Please note that Microsoft has dropped support for IE 11 on Office 365 as of August 17th, 2021.

Giving Portal Walkthrough



Step #5

1 USER PROFILE

Edit Profile

Contacting

Preferred Email:

Profile Information

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Work Phone:

Cell Phone:

Secondary E-Mail:

Address Information

Address Line 1:

Address Line 2:

City:

State/Province:

Postal Code:

Your pledge so far:

\$0.00
TOTAL GIFT

[CANCEL AND START OVER](#)

[Continue >](#)

Step #6

2 SELECT PAYMENT METHOD

Set up gift payments

Your pledge so far:

\$0.00
TOTAL GIFT

NOTE:
Giving by Recurring Payroll - the amount you enter below is the amount you would like deducted from your account each pay period.

Please add only one payment method per transaction.

NOTE:
This giving site only allows donations by one payment method during a single transaction. To donate using both recurring payroll and credit card, please complete all donations for each payment method in separate transactions.

For example, if you select "payroll," then choose all the charities you would like to donate to via recurring payroll and complete the donation process. After submitting your recurring payroll deductions, to initiate a donation by the "credit card" payment method, return to the Home screen to start a new pledge.

Payroll
Payroll based payment method [Add](#)

Credit Card and Debit Card
Credit Card and Debit Card based payment method [Add](#)

[Close](#)

Giving Portal Walkthrough



GASCCP

Step #7

Home Start A Pledge FAQs Charity Search Need Help? TTester202021

2 SELECT PAYMENT METHOD

Set up gift payments

NOTE:
Giving by Recurring Payroll - the amount you enter below is the amount you would like deducted from your pay check each pay period.
Giving by Credit Card - the amount you enter below is the total annual gift amount you would like to donate.

As you enter your payment method and the amount(s), your pledge and donation information will display in the right-hand column under the section titled, "Your pledge so far."

Payroll \$300.00

Amount Per Month \$ 25.00

TOTAL: \$300.00

Add payment method

< Previous Continue >

Your pledge so far:
\$300.00 TOTAL GIFT
Payment Methods:
\$ \$300.00 PAYROLL \$25.00 x 12
CANCEL AND START OVER

Step #8

Home Start A Pledge FAQs Charity Search Need Help? TTester202021

3 SELECT DESIGNATIONS

Where do you want your gift to go?

To begin, click 'Find a Charity' to access the online charity directory

Note: In the green bar below, you will see your total annual gift amount. Please enter the total annual gift amount you would like to designate to each of your charity(ies) in the boxes below. You may also use the sliding tools to designate your desired percentage to each charity(ies). To the right of your screen is the breakdown of your gift through the Georgia State Charitable Contributions Program.

\$300.00 left

Select your designation preference below.

< Previous Find a Charity Continue >

Your pledge so far:
\$300.00 TOTAL GIFT
Payment Methods:
\$ \$300.00 PAYROLL \$25.00 x 12
CANCEL AND START OVER

Giving Portal Walkthrough



Step #9

Charity picker

Search by Charity Name

Filter by Federation

Search by City

Search by State/Territory

Search by EIN

Search

A Child's Voice Child Advocacy Center, Inc. L...

A Friend's House Inc. (SCCP Code: MC04193)

A.I.M. Center, Inc. (SCCP Code: MC05893)

Abilities Disabled Inc. (SCCP Code: MC03...

Abundant Life Soup Kitchen (SCCP Code: M...

ACCION

Accion (SCCP Code: MC00233)

Action Against Hunger (SCCP Code: MC0...

Adoptions by Cradle of Hope (SCCP Code: ...)

1 - 8 of 754 items

Selected Charities
None

Close Add to designations

Step #10

Charity picker

Search by Charity Name

Filter by Federation

Search by City

Search by State/Territory

Search by EIN

Search

A Child's Voice Child Advocacy Center, Inc. L...

A Friend's House Inc. (SCCP Code: MC04193)

A.I.M. Center, Inc. (SCCP Code: MC05893)

Abilities Disabled Inc. (SCCP Code: MC03...

Abundant Life Soup Kitchen (SCCP Code: M...

ACCION

Accion (SCCP Code: MC00233)

Action Against Hunger (SCCP Code: MC0...

Adoptions by Cradle of Hope (SCCP Code: ...)

1 - 8 of 754 items

Adoptions by Cradle of Hope (SCCP Code: MC007640)
<http://www.cradlehope.org>
Member of America's Best Charities
301-587-4400
Add this charity

Help an abandoned child We provide adoption services and support to children who need permanent loving families. Every dollar saves children's lives and provides love

Selected Charities
None

Close Add to designations

Giving Portal Walkthrough



GASCCP

Step #11

Charity picker

Search by Charity Name

Filter by Federation

Search by City

Search by State/Territory

Search by EIN

USA CARES
USA CARES Inc. (SCCP Code: MC00780)

USO Council of Georgia Inc (SCCP Code: M...)

Veterans of Foreign Wars Foundation (SCCP...)

Vision Rehabilitation Services of Georgia Inc ...

Voice of the Martyrs Inc. (SCCP Code: MC0...)

Voices
Voices for Georgia's Children (Georgia State...)

VOX ATL
VOX Teens Communications (SCCP Code: ...)

Walker County 4-H (SCCP Code: MC006050)

721 - 728 of 754 items

Selected Charities

- Adoptions by Cradle of Hope (SCCP Code: MC007640)
- Voices for Georgia's Children (Georgia Statewide Afterschool Network) (GSAN (SCCP Code: MC006720))

Giving Portal Walkthrough



GASCCP

Step #12

Georgia State Charitable Contributions Program
September - November 2016

Home Start A Pledge FAQs Charity Search Need Help? TTester202021

1 2 **3 SELECT DESIGNATIONS** 4



Where do you want your gift to go?

To begin, click 'Find a Charity' to access the online charity directory

Note: In the green bar below, you will see your total annual gift amount. Please enter the total annual gift amount you would like to designate to each of your charity(ies) in the boxes below. You may also use the sliding tools to designate your desired percentage to each charity(ies). To the right of your screen is the breakdown of your gift through the Georgia State Charitable Contributions Program.

\$300.00

Select your designation preference below.

 Adoptions by Cradle of Hope (SCCP Code: MC007640)	<input type="range" value="60"/>	\$ 180
 Voices for Georgia's Children (Georgia's Children's Statewide Afterschool Network) (SCCP Code: MC005720)	<input type="range" value="40"/>	\$ 120

< Previous Find a Charity Continue >

Your pledge so far:

\$300.00
TOTAL GIFT

Payment Methods:

\$ **\$300.00**
PAYROLL
\$25.00 x 12

Designations:

♥ **\$180.00**
ADOPTIONS BY CRADLE OF HOPE (SCCP CODE: MC007640)

♥ **\$120.00**
VOICES FOR GEORGIA'S CHILDREN (GEORGIA'S STATEWIDE AFTERSCHOOL NETWORK) (SCCP CODE: MC005720)

CANCEL AND START OVER

Giving Portal Walkthrough



Step #13

Where do you want your gift to go?

To begin, click 'Find a Charity' to access the online charity directory

Note: In the green bar below, you will see your total annual gift amount. Please enter the total annual gift amount you would like to designate to each of your charity(ies) in the boxes below. You may also use the sliding tools to designate your desired percentage to each charity(ies). To the right of your screen is the breakdown of your gift through the Georgia State Charitable Contributions Program.

\$300.00

Select your designation preference below.

Charity	Percentage	Amount
Adoptions by Cradle of Hope (SCCP Code: MC021643)	60%	\$ 180
Voices for Georgia's Children (Georgia's statewide After-school Network) (GSAN) (SCCP Code: MC025723)	40%	\$ 120

< Previous Find a Charity Continue >

Step #14

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.

Again, thank you for your generosity and commitment.

Sincerely,
The Georgia State Charitable Contributions Program

Giving Portal Walkthrough



Step #15



Georgia State Charitable Contributions Program September - November 2025

America's Charities

Gift From:
Tamara Tester
123 Tester Address
ABC City, VA 20112

Date:
6/23/2021
Gift ID:
173464

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. Collectively, our pledges will make a difference in the lives of thousands of individuals who rely on the charities that participate in our campaign.

Again, thank you for your generosity and commitment to our organization and larger community.

Payment Method	Amount
Payroll (Payments: \$50.00 X 12)	\$600.00
Designation	Amount
Atlanta Bicycle Coalition (SCCP Code: MC001690)	\$372.00
Arthritis Foundation, Southeast Region, Georgia (SCCP Code: MC008920)	\$96.00
Atlanta Court Appointed Special Advocates (SCCP Code: MC009750)	\$132.00
Total Gift Amount	\$600.00

*Please print or save this message for your personal records.

Please retain this email and your final pay stub as a tax receipt for your charitable contribution. Your gift is fully tax deductible for 2020 to the extent allowed by law.

If you did not initiate this pledge through the Georgia State Charitable Contributions Program giving portal, or should you have any questions about your charitable donation, please contact the Help Desk at help@charities.org or call (800) 458-9505.

AMERICA'S CHARITIES

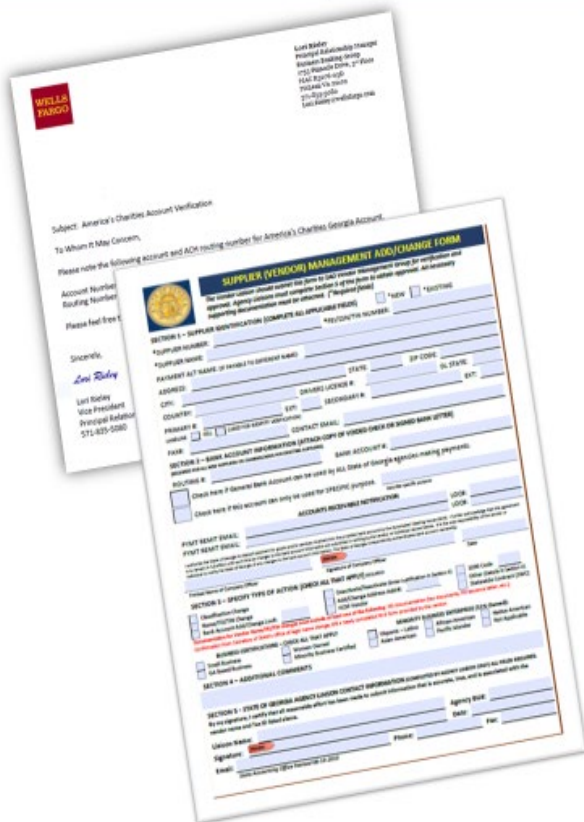
Melonie Hayes

Analyst



ACH TRANSMISSION PROCESS

The ACH transmission process is managed by the agency/entity **Finance** or **Payroll representative**. All ACH-capable agencies/entities should transmit GASCCP funds via this method. The Finance representative should coordinate with America's Charities on coding, completion and submission of the Vendor Management.



- ▶ Managed by the agency/entity **Finance** or **Payroll representative**
- ▶ All ACH-capable agencies/ entities should transmit GASCCP funds via this method
- ▶ The Finance representative should coordinate with America's Charities on coding, completion and submission of the **Vendor Management**
- ▶ Agencies/entities without ACH capability must follow the SAO **Funds Management** (Cash Management) process

Funds Management Process



GASCCP

FUNDS MANAGEMENT

For the 2021-2022 GASCCP campaign employees are encouraged to make their donations via the Giving Portal at <https://gascpp.americascharities.org/live.com/>. The Giving Portal is also accessible via the campaign website at www.gascpp.org.

IMPORTANT: Whenever cash, check and/or money order donations are received, the SAO Cash Receipt Policy must be adhered to (CM-100009)

1

Agency coordinator meets with her agency leader. Agreement is established that all cash, checks and money orders collected during the campaign will be taken to agency's Finance department representative for reconciliation.



2

Agency coordinator receives cash, checks and money orders from employee(s) desiring to only participate via cash/check/money order. Collected cash, checks, moneys are recorded on the Accounts Receivable form. Additionally, the Funds Management Form is completed.



3

Agency coordinator meets with the backup coordinator (or other agency co-worker) to tally and record the monies received and review Accounts Receivable information, and Funds Management form.



4

4a. Agency coordinator and co-worker meet with the agency Finance department representative. Coordinator and co-worker count the cash and checks together. Finance representative verifies the cash/checks/money orders and provides the coordinator a reverified balance sheet for recordkeeping (or copy of the Accounts Receivable and Funds Management forms).



4b. Finance representative transmits funds to America's Charities via ACH process. Should agency not have ACH transmission available, Finance representative (or agency Payroll representative) drafts a check or voucher and mails to America's Charities.

5

Each time cash, checks or money orders are collected, the GASCCP coordinator reconciles the funds with the Finance department representative.



America's Charities


- ▶ Manual/Automated Forms
- ▶ Use for managing cash/checks/money order donations
- ▶ Funds Management Form
- ▶ Accounts Receivable Form



GASCCP

Funds Management Form





2024-2025 GASCCP COORDINATOR FORM:
Fundraising Events
 For Coordinator Use

TODAY'S DATE	BATCH ID (This is your Subdivision ID _Today's Date, Example: 403_MMDDYYYY)	
STATE AGENCY/UNIVERSITY NAME		SUBDIVISION ID
COORDINATOR	EMAIL	PHONE

INSTRUCTIONS

Complete this form for cash/check donations. Fill the pledge table below to designate specific amounts per charity.

Reconcile the collected donations using the attached Accounts Receivable Form. Ensure that the Batch ID is entered on the Accounts Receivable Form. Remit all funds and forms to your Finance Department.

CHARITY DESIGNATIONS

Use this area to designate cash/checks funds to specific charities.

CHARITY CODE	CHARITY NAME	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL AMOUNT		\$

Coordinator Signature

Date

GASCCP Accounts Receivable Form Updated 092024

Accounts Receivable Form



GASCCP

State Charitable Contributions Program Accounts Receivable Form

NOTE: Funds collected from the Georgia State Charitable Contributions Program (GASCCP) should be recorded as a direct journal to SCOA# 466001, Fund 60180 and submitted to vendor within 5 business days. See instructions below.

Date Received: _____ Batch ID: _____

Received by: _____ Department: _____

<i>Coins</i>	<i>Dollars</i>	<i>Checks</i>
.01x _____	1x _____	Check # _____ Amount \$ _____
.05x _____	2x _____	Check # _____ Amount \$ _____
.10x _____	5x _____	Check # _____ Amount \$ _____
.25x _____	10x _____	Check # _____ Amount \$ _____
.50x _____	20x _____	Check # _____ Amount \$ _____
1.00x _____	50x _____	Check # _____ Amount \$ _____
	100x _____	Check # _____ Amount \$ _____

\$ _____ Total Coin Amount + \$ _____ Total Dollar Amount + \$ _____ Total Check Amount
= \$ _____ Total Amount Received

Finance Department Representative Signature Coordinator Signature

INSTRUCTIONS

COORDINATOR:

- Retain a copy of the completed form for your records.
- Remit all funds to the Finance Department. No cash or checks should be stored in your personal possession. GASCCP Funds Management and Accounts Receivable forms to your agency's financial representative for confirmation and signature.

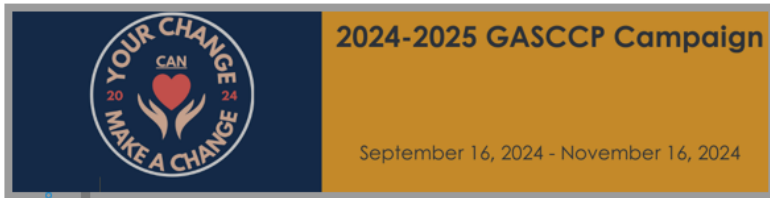
FINANCE REPRESENTATIVE: TWO METHODS TO REMIT FUNDS (please check one)

- ACH AVAILABLE (PREFERRED):** Via ACH, remit deposited funds to America's Charities within 5 business days in A/P using SCOA # 696002, Fund 60180. Ensure the BATCH ID is entered into the TeamWorks/PeopleSoft system to appropriately identify the funds to the submitting agency/entity. Email the completed forms to gascppledgeforms@charities.org.
- ACH NOT AVAILABLE:** Should your agency/entity **not** have an established ACH payment process, prepare a single payment check and mail the completed forms with funds to:

CHECK NUMBER: _____

GASCCP/America's Charities
14200 Park Meadow Drive, Suite 3305
Chantilly, VA 20151

Reporting Portal Log On Instructions



Georgia State Charitable Contributions Program

Dear «Username»,

Thank you for volunteering as a Coordinator for the 2024-2025 GASCCP! Your support of the program and encouraging generosity among your fellow Georgia State employees is greatly appreciated.

As mentioned during Coordinator training, this year you will receive your weekly agency reports by accessing a reporting portal. Each week on Tuesday by noon, the America's Charities team will update the reporting portal with the data you need to manage incoming pledges and track against agency goals. For this week, you will see all contributions made by your agency's employees through 9/30/2024.

Please be advised the reporting portal data does not reflect donations processed through the OneUSG Connect system.

To access the reporting portal and to create your personalized account, please follow the link below and login using the provided login credentials:

Reporting Portal Website: www.charities.org/reports

Username: «Email»

Password: GASCCPReports2024!

NOTE: Once you log in please change your password to a unique password known only to you.
You can change your password by clicking on the "Request new password" link on the login page.

[Create new account](#) [Log in](#) [Request new password](#)

As a registered Coordinator, you have access to view and download reports for campaign results to date for the GASCCP. These reports are not public.

If you have questions or need assistance, please contact the America's Charities Donor Services Team at GASCCP@charities.org.

Below are instructions to guide you through the process of viewing and downloading your agency reports.

ACCESSING REPORTS

America's Charities Reporting Portal

America's Charities provides a robust reporting portal to help you be successful in the Georgia Charitable Contributions Program. The reporting portal provides the data needed to manage incoming pledges and track against goals.

User Access

Once you are assigned access, you will receive an e-mail with instructions on how to [setup](#) a password.

The portal can then be accessed at Charities.org/Reports.

Dashboard

Upon logging into the Reporting Portal, you will see 2 reports to choose from. Click on the report you wish to view.

Reports Review



Search

My Account Donate Request a Demo

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User account

Access denied. You must log in to view this page.

Create new account Log in Request new password

E-mail/Username *

Enter your e-mail address or username.

Password *

Enter the password that accompanies your account.

Log in

www.charities.org/reports³⁶

Reports Dashboard


Q Search


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Reports Dashboard


 **Total Campaign Summary**


 **Business Group Summary**

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 [Member Resources](#)

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Reports – Total Campaign Summary

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Total Campaign Summary [Back to reports](#)



Amount Raised ▼▲	Average Gift ▼▲	Total # of Donors ▼▲
\$ 43,697.44	\$ 130.83	334

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[Board Resources](#)
[Member Resources](#)
[Client Resources](#)


America's Charities inspires employees and organizations to support causes they care about. We do this to bring more resources to the nonprofits that are changing our world.

Reports – Business Group Summary

Search

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Business Group Summary

[Back to reports](#)

Please choose a campaign to view pledge totals by Business Group.

Campaign
2020 GASCCP ▼

[View Report](#) [Reset](#) [Download CSV](#)

 Business Group ▼▲	Amount Raised ▼▲	Total # of Employees ▼▲	Total # of Donors ▼▲	Participation Rate ▼▲
Abraham Baldwin Agricultural College	\$ 0.00	391	0	0%
Administrative Office of the Courts	\$ 0.00	97	0	0%
Albany State University	\$ 0.00	754	0	0%
Albany Technical College	\$ 0.00	461	0	0%
Armstrong Atlantic State University	\$ 0.00	1,132	0	0%

Forms & Documents

www.gasccp.org



DOAS/HRA/IT
SONJA WILLIS
Business Analyst

Payroll Deduction File Transfer Process

- Takes place after the campaign period ends
- Reviews payroll pledges initiated during the campaign
 - SAO Peoplesoft/Non Peoplesoft Agencies
 - Manual Agencies
 - USGOne Connect (*self-manages*)
- Reconciles identified discrepancies
- Occurs late December 2024
- Confirms deductions that will take place starting January 2025



DOAS/HRA

- Tina Bufford
- Classification, Compensation & GASCCP Manager



2024-2025 GASCCP CAMPAIGN

Virtually Fun Campaigning!

SEPTEMBER 16, 2024 – NOVEMBER 16, 2024

2024-2025 GASCCP

Virtually Fun Campaigning!



- ▶ Activity Ideas
- ▶ Videos
- ▶ Build you own puzzle [Puzzlemaker](#)
- ▶ “Find A Cause” quiz
- ▶ Online Bingo [Bingo Creator](#)
- ▶ Virtual Walks/Runs
- ▶ Fliers
- ▶ Virtual Coffee and/or lunch Chats
- ▶ Template Letters
- ▶ Sewing Masks
- ▶ Recommendations – partner w/ agency IT & Communications departments
- ▶ Utilize technology (e.g., short encouraging, inspiring, motivational video clips)

2024-2025 GASCCP

Virtually Fun Fundraising!



PHASE	ACTIVITY/AGENCY RESOURCES
Pre-Campaign	Pre-campaign training – GASCCP Coordinator attends an HRA Training about the program and Website.
Pre-Campaign	<ul style="list-style-type: none"> • Pre-campaign motivational announcement – GASCCP Coordinator records a short cell phone video to post on the agency Website to let employees know the Giving Portal will be coming soon. • Distribute “Save the Date” email -- see Template #2
Pre-Campaign	Pre-campaign announcement to employees – The GASCCP Coordinator sends a kick-off email to agency employees with instructions on how and where to donate/pledge. Includes link to www.gasccp.org
During Campaign	<ul style="list-style-type: none"> • Agency/Entity Head video –Inspiring video to encourage employees to donate/pledge. It is posted on the agency website. The GASCCP Coordinator sends an email to employees with link – see sample video • Distribute “Welcome/Campaign Launch Letter – see Template #6
During Campaign	Coordinator explanation of ways to give – The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal.
During Campaign	Charities by service type – The GASCCP Coordinator sends an email to agency employees with a link to the gasccp.org Website.
During Campaign	“What a dollar can do!” – The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal.

2024-2025 GASCCP

Virtually Fun Fundraising!



PHASE	ACTIVITY/AGENCY RESOURCES
During Campaign	<ul style="list-style-type: none"> Employee “Why I Give” – Coordinator provides agency employees with instructions and a challenge to record a 15 – 30 second video. IT and/or Communications department posts recordings on agency website. Distribute campaign reminder/encouragement to participate emails -- see Template #9 and #10. Templates can be tailored to the agency's program and style.
During Campaign	Pop-up box reminder - The GASCCP Coordinator drafts and sends an email to agency employees with a link to the Giving Portal. Confirms with IT pop-up box capability.
During Campaign	Employee video recording contest - The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal. Email also can contain links to recordings of employee videos.
Post Campaign [Final campaign day and/or after]	Thank You! - The GASCCP Coordinator sends an email to agency employees with a link to the agency Website to a compilation of the videos that were submitted – see Template #11
Post Campaign	Agency preliminary performance status - The GASCCP Coordinator obtains data from Reporting Portal and sends an email to agency employees with a “preliminary” agency giving status.



Virtually/In-person Fun Fundraising!

- Review your Coordinator Toolkit materials
- Apply your agency's style to virtual fundraising
- Tailor the forms/templates based on campaign timeline
- Engage your agency leadership, IT and Communications team members, and employees to spark additional ideas!
- Focus on easy and fun!

Campaign Contacts & Resources



Available on
www.gasccp.org
 in the Coordinator
 Toolkit

CONTACT/RESOURCE	USER	PURPOSE
www.gasccp.org	Coordinators, employees, general public	GASCCP information
https://gasccp.americascharities.stratuslive.com	State of Georgia employees	On-line giving process
help@charities.org	Employee donors	America's Charities supports employee online giving portal questions
gasccp@charities.org	Coordinators	America's Charities supports various fund and financially-related coordinator questions
gasccppledgeforms@charities.org	Finance Representative	Document transmission when automated forms completion and/or ACH process is not available at an agency
America's Charities/GASCCP 14200 Park Meadow Drive Suite 330S Chantilly, VA 20151	Agency Coordinators, Payroll Reps & Financial Reps	Transmission of paper checks and vouchers when an agency/ entity does not have ACH-capabilities
gasccp.support@doas.ga.gov	Charities & Coordinators	Inquiries regarding GASCCP application process and program procedures

Questions?



Frequent Questions



Q1: When will the presentation be available for the participants to receive?

A1: The presentation will be made available in the GASCCP Coordinator toolkit prior to the September 16th campaign launch date.

Q2: Will agencies get a report of the individual donors for each division/department?

A2: The 2024-2025 campaign reports of individual donors will not be available due to the sensitive nature of donor information.

Q3: When they say “per department” do they mean internal agencies or department? What is the meaning of per department?

A3: Per department means the department that was used to be registered as a coordinator. Department is determined by the list of coordinators sent by the State of Georgia to America’s Charities.

Q4: Will the agency receive a confirmation for online pledges?

A4: Individual donors making online pledges will receive a pledge confirmation email.

Q5: Will the confirmation show the amount of the pledge and be sent via email, or just be shown on the giving portal?

A5: Once the donor completes the online giving process the donor will receive a confirmation email. The email includes the donor name, payment method, total amount contribution, as well as the charity information.

Q6: When you say department, is it specific to agency or the department in which the person works?

A6: If the coordinator registered using a sub-agency then that sub-agency’s name will appear on the reporting portal. A sample of the report will be made available in the Coordinator Toolkit.

Frequent Questions (cont.)



Q7: Can employees pay directly online via credit card or debit card?

A7: Yes. Online donations and pledges may be made via credit card, debit card, or recurring payroll deduction. Currently, USG employees may only make their donations via payroll deduction. Additional information is forthcoming regarding USG and the OneUSG Connect process.

Q8: Are there any fees associated with using a credit card or debit card?

A8: There is a 3.5% fee associated with using a credit or debit card online.

Q9: If someone gives online via credit or debit card how is it reconciled with the agency once that donation is submitted?

A9: The system will recognize all online donations. That information will be uploaded to the reporting portal. As a coordinator you will only be able to see overall amount pledges.

Q10: Can employees only donate from 9/16/2024 – 11/16/2024?

A10: Yes, and the deduction comes out of the checks starting January 2025. The GASCCP pledge deductions will be in the second paycheck of the month through December 31, 2025.

Q11: Is it possible to allow coordinators access to the giving portal before 9/16/2024?

A11: No. Access to the giving portal will be granted on 9/16/2024.

Q12: How many coordinators may an agency have?

A12: An agency should have a minimum of one (1) coordinator but may have more. All coordinators must be registered and designated by their Agency Head or HR leader at 2024-2025-GASCCP-Coordinator-Designation

Frequent Questions (cont.)



Q13: If a charity does not exist on the approved charity list, can the employee-requested charity be added?

A13: No. The 2024-2025 GASCCP application period closed on March 31, 2024. Applications were vetted and eligible applicants were reviewed and approved by the Georgia State Personnel Board on May 2024. Interested charities may be added to our charity communications list by notifying the GASCCP team at support@gasccp@doas.ga.gov. They may also stay abreast of GASCCP activities by visiting www.gasccp.org.

Q14: Will agencies need to get their campaigning videos and activities approved by the GASCCP team?

A14: The GASCCP team will not need to review and approve agency-specific campaigning ideas for the 2024-2025 campaign. Coordinators should meet with their agency heads and/or HR leaders to obtain approval on their agency's campaigning videos, activities and messaging.

Q15: How will coordinators handle cash donations?

A15: For the 2024-2025 GASCCP campaign it is recommended that employee donations and pledges be made via the Online Giving Portal. However, should a coordinator receive any cash, check or money order donations, the Georgia State Accounting Office's policy on Cash (Funds) Management must be applied. The policy and process for handling cash/funds donations is available on www.gasccp.org in the Coordinator Toolkit.

Q16: Will agencies receive credit towards fundraising for donations made by check or money order

A16: Yes. However, please revisit the agency winning criteria for the 2024-2025 campaign. Online payroll pledging, online one-time donations and paper payroll pledges are the elements that go towards the criteria for winning agencies.

Frequent Questions (cont.)



Q17: How to reset Password on the America's Charities Online Giving Portal?

A17: If you need assistance with your Username and Password, contact the Donor Services Team by email: Help@charities.org or visit www.charities.org/support.

Q18: How long will employees have to modify pledges on the America's Charities Online Giving Portal

A18: Employees will have until November 16th make any changes to the pledges.

Q19: What is the last day agencies can submit ACH Forms from Fundraisers to be included in grand total?

A19: Agencies must submit ACH forms no later than December 6th.

Q20: Will agencies receive credit towards fundraising for donations made by check or money order

A16: Yes. However, please revisit the agency winning criteria for the 2024-2025 campaign. Online payroll pledging, online one-time donations and paper payroll pledges are the elements that go towards the criteria for winning agencies.



Recap & Next Steps

- ▶ Become acquainted with GASCCP
 - ▶ Review Coordinator Handbook
 - ▶ Visit the GASCCP website and Giving Portal
 - ▶ Check in with your Agency Head to discuss your agency's plans
- Plan your Virtual & In-person Fundraising Campaign activities and schedule
 - Determine your area of greatest need

GASCCP Team



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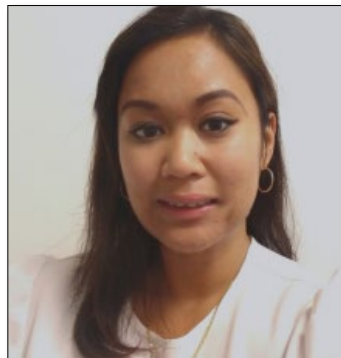
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GASCCP

Thank
you



Human Resources Administration
