



>1,200
charities
served!

2019 State Employee Charitable Campaign Ambassador Guide



For going above and beyond on behalf of others. Your work is making lasting change in our communities.



You're the Ambassador. You are the "go to" person. Be unique. Have fun.

Hold the Campaign Kickoff

- Make it fun
- Use agency leadership
- Invite local charities to speak

Make the Ask

- Educate and Encourage your fellow employees
- Add a personal touch
- If every employee gave \$2 a paycheck- the impact of that

What not to do

- Don't ask if they have or intend to give
- Don't post names, unless permission is given
- Don't make anyone feel that they must give

Promote and Publicize

- Place information in high traffic areas
- Send out reminders
- Use multiple methods of communication

Monitor and Report

- Keep track of dollars pledged and collect
- Ensure all pledges are turned in
- Share updates and results with co-workers, team and leadership

Say Thank You

- You can never say thank you too much
- Plan a thank you event
- Send thank you emails
- Have "thank you" posters
- Don't forget your team

2019 SECC Material Pick-Up and Drop Off Schedules

SECC Material Pick-Up Schedule

Wednesday, August 21 - 8AM-12PM

**HHSC Brown Heatly Bldg., 4900 N. Lamar
1st floor, room 1530, Phone 512-872-4930**

Pledge Forms and Special Event Money Drop-Off

Location 1

***HHSC Brown Heatly Bldg.
4900 N. Lamar
1st floor, room 1530
Phone 512-872-4930***

- **Friday, Sept 20 - 3PM-5PM**
- **Friday, September 27- 1PM-5PM ***
- **Friday, October 4 – 1PM-5PM**
- **Friday, October 11 – 10AM-1PM**
- **Friday, October 18 – 1PM-5PM**
- **Friday, October 25 – 10AM-5PM**
- **Friday, November 1 – 1PM-5PM**
- **Monday, November 4 – 8AM-1PM
(FINAL DROP-OFF)**

****Phone Number – 512-872-6648***

Location 2

***Environmental Defense Fund
301 Congress Avenue
Suite 1300 – Use elevators closest to
security desk
Phone 512-872-4930***

- **Thursday, September 26 – 10AM- 2PM**
- **Friday, October 18 – 10AM-2PM ***
- **Monday, November 4 – 10AM-2PM
(FINAL DROP-OFF)**

****Phone Number – 512-872-6648***

