
SECC AMBASSADOR FAQs

Capital Area SECC 2021

FIRST AND FOREMOST, WE WANT TO THANK YOU. Thank you, not only on behalf of state employees, but the whole community. The work you're doing with this campaign makes a true impact for hundreds of deserving causes and vetted non-profit organizations in the Capital Area and beyond. Our most vulnerable neighbors, environment and the health of our community will improve because of you. As a Workplace Ambassador, you are our greatest champion in creating lasting change: securing permanent housing for our homeless neighbors, empowering students with quality education, and helping veterans find employment, just to name a few. **ON BEHALF OF THE MANY PEOPLE WHOSE LIVES ARE FOREVER CHANGED BY YOUR DEDICATION, THANK YOU.**

Employees love the SECC because:

- It's an easy, effective, and cost-efficient way to give to the charities of your choice. Employees can give as little as \$2 per paycheck to make a difference.
- There are over 1,000 charities to choose from offering a wide variety of services to the community.
- All charities are fully vetted by the LEC and must meet strict eligibility criteria. You can feel confident that your gift is being used efficiently and effectively by your designated charities.
- With rapidly changing needs, the SECC is your opportunity to give back to the community.

Charities love the SECC because:

- It's a low cost and efficient way for charities to raise funds.
- The funds that are raised are unrestricted meaning they can use the money where it is most needed.
- The charities know exactly how much money they can expect from the SECC for the next year so they can budget accordingly.

FREQUENTLY ASKED QUESTIONS

Ambassador Training & Resources

How are State employees current and former made aware of the SECC?

Each agency or department should have a SECC ambassador to promote the campaign to their coworkers.

Where can I find Ambassador training resources?

On the Capital Area webpage.

<http://www.secctexas.org/capital-area>

Is there a Facebook Page?

Yes, this year we are encouraging ambassadors to join the [state-wide SECC Facebook group](#) where you can collaborate with other ambassadors.

Can I use the SECC logo and graphics?

Yes, and you can download them here.

[Download the State-wide Logo](#)

For those of us running state-wide campaigns, did or will all campaign areas be holding trainings for Ambassadors?

That is up to the local state employee committees, you can find their contact information on the SECC website.

<http://www.secctexas.org/map.php>

When can we get access to run donation reports?

Contact us when the campaign begins, and we can give you access to your agency information.

Does the Donor Pledge Report contain one-time donations that are completed on the paper pledge form and sent to your office? How long does it take to view paper pledge donations in the donation reports?

Not immediately. Paper pledges should be collected and sent in one batch at the end of the campaign. These donations will be in the reports by mid-January.

We recommend keeping a running tally of your paper pledges for your records and purposes.

How do we verify someone has donated?

Run a donation report on Giving Nexus.

[Click here](#) for a video about running donation reports.

Does the donor's email address link to their giving tracking?

Yes. Donors must use their work email address. Donations will not go through with a personal email address.

Payroll Donations

Can donations be received from individuals that are not associated with our state agency? (friends, neighbors etc.)

No, the SECC is limited to state employees

Can donations be made in CAPPs?

No, donations are not made through CAPPs. Individuals should use Giving Nexus (which integrates with CAPPs automatically) or can give cash or check donations directly to you, the ambassador, if you are comfortable accepting.

Is there a flow chart for offline donations?

Yes, you can [access it here](#).

What is the minimum pledge for payroll deductions?

Payroll Deduction: \$2/month per charity

After someone has completed the online pledge, does the ambassador need to do anything else?

No.

If the employee enters the '.' after their agency name in the email address for an online account, will they receive an error message?

Yes.

Are there other payment options for agencies not on CAPPs or without access to Giving Nexus?

Yes, you can fill out a [pledge form](#) electronically and send it to us, and we will enter it into Giving Nexus.

Special Events & One-Time Donations

How can we do virtual special events?

There are several ideas in the [virtual events training video](#).

Are there any representatives available to speak with Ambassadors/Agency Committees about the campaign this year?

Yes. You can [contact the SECC staff](#) or the charities listed on the [Charity Contact Sheet](#) to find speakers for your campaign.

What platforms can you use for virtual meetings and events?

Use whatever your agency has access to. We understand that not everyone has access on their state issued computer.

What is the minimum pledge for one-time deductions?

One-time Donations: no minimum

What payment methods are accepted for one-time donations?

Cash, checks, and credits & debit cards.

If we are hosting special events, is it ok to go into Giving Nexus multiple times to do one-time donations?

Yes.

How do we handle cash and checks this year?

Only handle cash and checks if you are comfortable doing so. For information on how to keep and deposit cash and check donations, [view our training video](#).

Does the SECC have a Zelle, PayPal, Venmo, or other cash transfer account?

No. However, the Capital Area will have a credit & debit system for one-time online pledges. The Statewide Campaign Manager is planning to make credit and debit one-time payments available statewide, so if you have employees in other areas, contact the [Local Campaign Manager](#) in that area for more information.