



# Philly Gives Together

**Sep 21 - Dec 31, 2021**

[www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign)



**Captain's Training Manual**

# The City of Philadelphia 2022 Employees' Combined Campaign

## September 21 – December 31, 2021

Thank you for serving as a Captain of the [City of Philadelphia 2022 Employees' Combined Campaign](#), the City's workplace charitable giving program. **We are grateful for you.** Your leadership and commitment to public service is what sets this Campaign apart. Since 1983, Philadelphia employees have raised more than \$38 million for impactful nonprofits through the Combined Campaign. That collective generosity is incredible, and it could not have been achieved without the staunch support of Captains.

Yet the need is greater than ever. The COVID-19 pandemic has strained every public resource available and the nonprofits serving our communities are stretched thin as they struggle to fulfill ever-increasing demand with ever-dwindling resources. With your help, Philly's employees will bring vital funds to the causes that support the most vulnerable among us through the Combined Campaign.

This year's goal is to raise \$400,000. Paramount to achieving that goal is the retention of current employee donors and recruitment of new donors. This is the area where you and your fellow Captains can make the most impact. **We need your help to invite every single employee, without coercion, to contribute to causes they love.** This Captain's Manual is designed to support you in that endeavor. In the following pages you will find key information to help you succeed in your leadership role as Captain.

## Campaign Overview

The City of Philadelphia 2022 Employees' Combined Campaign gives City employees the opportunity to contribute to charities they care about in order to positively impact communities across Philadelphia and beyond.

## Fast Facts

- The 2022 Combined Campaign runs **September 21 - December 31, 2021**.
  - All **pledge forms** are due by **December 4, 2021**; we will not accept pledge forms after.
  - **Online** giving is available from September 1, until the end of day on **December 31, 2021**.
- The Campaign **website**, and starting point for all employees, is [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign). The giving portal, accessible from the Campaign website, is <https://bit.ly/phillygive>.
- Mark your calendar! Please plan to join our **kick-off** celebration **on Tuesday, September 21 at 11 am in Conversation Hall at City Hall**. Soon you will receive an email with a registration link and additional details.
- 12 federations and funds and their charity members are participating this year, as well as a group of unaffiliated charities vetted by America's Charities.
  - In all, donors may choose from any of the more than **350** individual participating **charities**.
  - Each charity has been pre-vetted by America's Charities and meets eligibility standards.
- This year's **goal** is **\$400,000**. With your help, we can do it!
- City employees may give using the convenience of payroll deduction, credit/debit card, or check. Contract employees may make one-time donations to the campaign via credit/debit card or check.
- The Captains' job is to solicit non-coercively 100% of eligible donors—all employees paid through central payroll and all quasi departments. Your goal is to **ask everyone**.
- The 2022 Campaign **theme** is the same as last year: **Philly Gives Together**.
- We will have a **prize drawing each week** of the Campaign. See the prize information on page 5 for additional details.
  - Any donor who gives \$5 or more per pay period is eligible for the drawings.
  - Donors stay in the running until they win or the Campaign ends.
- The 2022 Campaign Chair is Mayor Jim Kenney; the Advisory Chair is Commissioner Kathryn Ott Lovell.

## Message from Kathryn Ott Lovell, 2022 Advisory Chair

I am so excited to serve as the Chair of the 2022 Employees' Combined Campaign! The dollars raised by City employees are just as impactful now as they were when the Campaign began nearly 40 years ago. Yet, due to the pandemic, this year the need has never been greater. As someone who spent most of my career serving in the nonprofit sector, I understand how important each dollar raised is to the charities that are providing critical services here in Philadelphia. Now, more than ever, we need to support their work, so that they may continue to support the most vulnerable among us. Our online giving portal allows you to easily locate the charities that mean the most to you. Making a donation online is easier than ever—just a few clicks and you're done! Our giving site continues to highlight the charities working in Philadelphia's most critical areas of racial justice & equity, education, and COVID-19 relief. You can search for charities, make a pledge online, and learn more about the Campaign at:

[www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign). As we slowly emerge from a difficult year and a half, I would be remiss not to acknowledge how many among us are still struggling. It is my hope that we can come together as coworkers and Philadelphians to continue to support the hundreds of charities working tirelessly for our City by giving through the Combined Campaign. If you are able to give, I hope that you will. Every dollar makes a difference, and every gift, no matter what size, helps create a brighter future for Philadelphia, and for us all.

With gratitude,



Kathryn Ott Lovell, Commissioner, Philadelphia Parks & Recreation  
2022 Campaign Advisory Committee Chair



Watch Kathryn's video message:  
<https://youtu.be/kJg6MdXi3f4>

## Campaign Management Organization

[America's Charities](http://America'sCharities.org) is the Campaign Management Organization (CMO), in charge of planning and implementing the Combined Campaign, supporting Captains, and managing donated funds. The CMO works with you and other Captains to develop and execute fundraising strategies and ensure the Campaign's success. You may reach Campaign Manager Becky Marx any time at [bmarx@charities.org](mailto:bmarx@charities.org) or 215-586-3299.

## Captain's Role and Responsibility

Your responsibility as Captain is to educate your co-workers about the Combined Campaign and invite them to participate. You may engage your co-workers in groups or individually to solicit pledges, or organize volunteers to engage multiple units or locations. Captains set departmental goals, distribute supplies, organize fundraising events, assist donors with their donations both online or by pledge form, and generally provide project management and administrative support. Specifically they:

- Educate your co-workers on the benefits of the Campaign and invite them to give
- Provide visible support for the Campaign; promote and publicize the Campaign
- Keep in contact with Becky Marx, the Campaign Manager; monitor progress and offer assistance and encouragement to other Captains
- \*Collect any paper pledge forms, make sure they are filled out correctly, and turn them in with completed batch form to the **designated drop off locations at Window 18 or MSB Room 1530**. You can also mail them to America's Charities at 14383 Newbrook Drive, Suite 300, PMB #706 Chantilly, VA 20151

## Five Steps to Plan Your Campaign

### 1. Develop a Plan

- **Establish a Campaign timeline** for your fundraising activities. Set goals based on past Campaign results and dollars/percent participation. Ask the CMO for your department's history. If needed, speak with the CMO lead about the best way to utilize your time and efforts and decide what works best for your department.

### 2. Establish Support from the Top. Work with Top Management to:

- Endorse the Campaign through emails or speak at virtual meetings.
- Attend Campaign events and invite your department employees.
- Thank and recognize volunteers and donors throughout the Campaign.

### 3. Recruit a Team (Co-Captains)

- Find enthusiastic employees who support the Campaign to serve on your team to assist you.
- When planning your Co-Captain trainings, ask for a charity speaker to attend and give a virtual five-minute presentation.
- If you have employees at multiple locations, it is best to have a Co-Captain located at each.

### 4. Promote and Educate

- At your next department staff meeting, schedule the CMO lead, Becky Marx, to speak for five to seven minutes or help you schedule a charity speaker.
- Publicize your Campaign dates and events through emails, employee newsletters, bulletin boards, etc. – contact the CMO lead to leverage charity impact and dollar-buy statements.
- Schedule a kick-off event.
- Have your commissioner or director send a general endorsement email to all employees.
- Provide incentives for donating online at specific intervals.

### 5. Make the Ask and Say “Thank You”

**NOTE:** People can't give if they don't know about it. **Please ask everyone!**

- Send a personal “thank you” note to your Campaign team
- Have top management send organization-wide thank you(s) and acknowledgement emails

## Talking Points: Why Give Through the Campaign

- The Campaign is a way for City employees to make a difference in communities across Philly and beyond.
- Funds help feed the hungry, shelter the homeless and animals, protect our environment, assist youth and the elderly, and much more.
- More than 350 charities are eligible for your donation.
- Set it and forget it; pledge now and pay in 2022.
- Payroll deduction allows you to have a big impact without taking a big chunk out of your bank account since you can take a little bit out of each paycheck all year long.
- Raising funds through the Combined Campaign is the most effective way for a charity to raise sustainable support for its programs and services. Since the Campaign is a single, coordinated appeal, rather than hundreds of individual fundraising drives, it significantly reduces the administrative burden on charities.

## Need Help?

You've got questions; we've got answers!

- **Captains**, contact the following for assistance: CMO lead, Becky Marx, at 215-586-3299 (cell), or [bmarx@charities.org](mailto:bmarx@charities.org)
- **Donors** should contact the Help Desk at 703-222-3861, and dial “3” when prompted, or [help@charities.org](mailto:help@charities.org)

Be sure to take advantage of all the information available to you that can help answer questions – including the Contributors' Guide, FAQs, and more – on the website, [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign), and giving portal, <https://bit.ly/phillygive>.

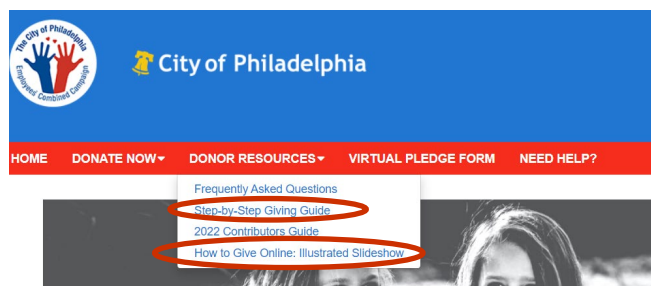


## Two Ways to Give

1. Online: Payroll deduction, credit/debit card, electronic check
2. Pledge Form: Payroll deduction, check, credit/debit card

### NOTE: Find instructions online!

Access **step-by-step giving instructions** on the giving portal, <https://bit.ly/phillygive>, under “Donor Resources,” in two formats—a narrative with screen grabs in **PDF** or an illustrated **slideshow**.



## Distributing Campaign Materials

At the start of the Campaign, you will receive the following materials, which you should share with the employees of the departments to which you're assigned. It is vital that you distribute materials to every employee with whom you come in contact. These materials are also available on the website, [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign), and giving portal, <https://bit.ly/phillygive>:

- **Contributors' Guide:** includes a message from Mayor Kenney and Commissioner Ott Lovell; the charity code directory, listing all causes and their affiliated code; help and support information; and the pledge form and instruction.
- **Pledge forms:** One for each employee (pledge forms will NOT be pre-populated with employee names and ID numbers)
- **Batch forms:** You can use any inner office envelope
- **Catholic Charities Appeal Parish forms:** For contributions to 21-0000
- **Archdiocese Parish Forms (Green)**

## Incentives: Weekly Prize Drawing and Raffle Prizes

To thank donors for their participation in the Campaign, we are offering new raffle prizes each week. When a donor gives \$130 (\$5 per pay period) or more, the donor will automatically be entered to win. Donors stay in the running until either they win or the Campaign ends. **NOTES:** Prize winners will be notified via email. Winners have two weeks to claim the prize before another winner is chosen.

Date	Prize	Details
Sept. 21	Wawa gift basket	For the kickoff
Sept. 24	76ers	Autographed Tobias Harris jersey
Oct. 1	Turney Safran Restaurants	\$100 gift card
Oct. 8	Visa	\$200 gift card
Oct. 15	Constitution Center Tickets	4 passes
Oct. 22	Dell Music Center	8 pairs of tickets (4 winners)
Oct. 29	Please Touch Museum	3 month pass
Nov. 5	76ers	Branded gear (2 winners)
Nov. 12	Reading Terminal Market	2 gift cards
Nov. 19	Visa	\$100 gift card
Nov. 26	Visa	\$100 gift card
Dec. 3	Mann Center for the Performing Arts	2 tickets for any orchestra performance w/ VIP parking & donor terrace access
Dec. 10	Flyers	Signed Travis Konecny jersey
Dec. 17	Gatehouse Restaurant	\$100 gift card
Dec. 24	Eagles	Autographed footballs: Jake Elliot & DeBrandon Graham (2 winners)

Featured prizes from:



## Charity Speaker Request

Plan your meetings or charity fairs in advance. Contact the CMO lead, Becky Marx, to help schedule a speaker for your campaign event. Email Becky at [bmarx@charities.org](mailto:bmarx@charities.org) with these six pieces of information:

1. Event date and time
2. Meeting platform (In Person, Zoom, Teams, Google Meet, GoToWebinar, etc.)
3. Number of employees participating
4. Number of charity speakers wanted
5. How long charity representative would speak
6. Coordinator name and phone number

If you aren't sure of any of the above details, that's fine. Contact Becky to discuss.

## Special Events

Virtual events and text-to-give are a great way to encourage giving through the SECC.

### NOTES:

- Captains must obtain approval from before holding any fundraising events.
- Captains are in charge of administering fundraising events.
- Captains wishing to set-up an event will use a tool called a Cognito form to request a special fundraising page for their event.
- America's Charities will then set-up your fundraising web page using a tool called Give Lively.

Below are instructions for setting up events:

### Use Text-to-Give to Donate Via a Unique Giving Page

- Department Captains should request a text-to-give code by submitting a virtual request form via this link: [www.cognitoforms.com/AmericasCharities/CityOfPhiladelphiaCombinedCampaignRequestVirtualCampaignEventT2G](http://www.cognitoforms.com/AmericasCharities/CityOfPhiladelphiaCombinedCampaignRequestVirtualCampaignEventT2G)
- Captains must submit a separate form for each event.
- For planning purposes, please allow a few days for processing.
- The code will provide donors with a link to a unique, mobile-friendly event-specific giving page. [Click here](#) to see an example or view the screen grab below.
- The form asks for the following information:
  - Event start and end date
  - Virtual event name (event name promoted to employee donors)
  - Description of your event

### NOTES:

- The information submitted here is copied and pasted verbatim on the unique event landing page, thus Captains should take care in describing the event to donors.
- Remember to include all key facts: where, when, and why the event is being held; how donors can participate; any giving deadlines or minimum donation requirements; the benefits of giving; and so on.
- To which charity the event funds should be designated.
  - You can choose to have funds designated to up to a maximum of five charities or select "Undesignated" if you do not wish to highlight any specific charities. Undesignated funds will be distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.
  - If designating more than one charity, please enter what percent of event donations will be allocated to each designated charity.
- Text-to-give fundraising goal (optional)



- Using that information, America's Charities will set-up the text-to-give campaign, then email the Captain who submitted the form the unique code and five-digit text number to share with donors.
- In promotion of the virtual event, Coordinators should provide the five-digit number and unique campaign code to participants/donors.
- After donors' text the unique code to the five-digit number, they will receive a reply text with a secure link to a virtual event campaign page where they can donate via credit/debit card or bank account.
- After donating, they will receive a tax receipt immediately.
- After the text-to-give campaign's end date, upon request, America's Charities will provide a summary report to the Captain within two weeks.
- Donations from the event will be recorded as a single donation (total funds raised through the event) and listed as a "Special Event," with reference to the batch number (from the request form), on the Reporting Portal.

## Captains' Reports

You can access your reports, including reports for your department, as well as the Contributors' Guide and other materials as needed, on the giving portal. Please see below for instructions:

### America's Charities Reporting Portal Guide Instructions

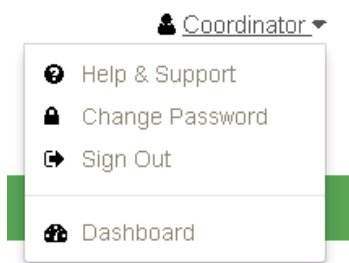
America's Charities provides a robust reporting portal to help Captains be successful in charitable giving campaigns. The reports provide coordinators with the data they need to manage incoming pledges and track against goals.

#### User Access

America's Charities will work with you to determine who should have access and at what level. Coordinators can be limited to a single Business Unit, multiple Business Units, or can view the entire organization. A Business Unit can be an agency, department, team, etc. Business Unit access is hierarchal. For example, if an organization has an Accounting department, with Accounts Payable and Accounts Receivable teams underneath, a coordinator who has access to the Accounting department will have access to all data from both teams underneath.

#### Dashboard

To access reports, you'll need to login to the giving site. Once you're logged in, click your username in the top-right corner and choose Dashboard from the menu.



Once you're on the Dashboard, click View Reports.

New Jersey Employee...

- Dashboard
- Content
- Reports
  - View Reports
- Translations
- Settings
- Help

Portal Reports - Choose the report you wish to view.

User: Coordinator | [Logout](#)

Report Name	Description	Actions
Employee Details By Business Unit	Detail of Contributions grouped by Business Unit	<a href="#">Run</a>
Cost Center Report	Cost Center Report	<a href="#">Run</a>
Daily Contribution Report	Daily Contribution Report	<a href="#">Run</a>

## Employee Details by Business Unit Report

This report provides pledge details for each donor, grouped by Business Unit. To run the report, select the options in the fields shown below. For the Sub-selection, if you choose \*All\* it will only show data for the Business Units that you have access to.

Select a campaign period below:

Campaign Period  
2018 ▼

Selection:  
BusinessUnit1 ▼

Sub-Selection:  
\*All\*  
Absecon Public School District  
Atlantic Cape Community College  
Atlantic City School District

View Report Save Report CSV ▼

Once you've selected your option, click View Report. You can also choose to 'Save Report' as a CSV, Word, Excel, or PDF file.

Employee Details by Business Unit Report									
Data As Of: 10/10/2018 5:21:27 PM									
Page 1									
Business Unit Name	Employee Id	Full Name	Suggested Gift	Current Total Gift	Previous Total Gift	New	Net Difference	Out-standing	Incomplete Contributions
IT	1234	James Anderson	\$0.00	\$1,000.00	\$0.00	Y	\$1,000.00	N	
	12345678	David Thompson	\$0.00	\$0.00	\$0.00	N	\$0.00	N	
	A123456789	Jenny Hampton	\$0.00	\$910.00	\$0.00	Y	\$910.00	N	
	Total		\$0.00	\$1,910.00	\$0.00		\$1,910.00		
Marketing	1234	Sarah Jones	\$0.00	\$0.00	\$0.00	N	\$0.00	N	
	12345678	Tom Smith	\$0.00	\$0.00	\$0.00	N	\$0.00	N	
	Total		\$0.00	\$0.00	\$0.00		\$0.00		
Sales	123456789	John Doe	\$0.00	\$3,134.00	\$0.00	Y	\$3,134.00	N	\$0.00
	Total		\$0.00	\$3,134.00	\$0.00		\$3,134.00		\$0.00
	Grand Total:		\$0.00	\$5,044.00	\$0.00		\$5,044.00		\$0.00

## Cost Center Report

This report provides an overview of all Business Units. There are no settings for this report, just click 'Run' to view the report.

Cost Center Summary Report									
Data As Of: 10/10/2018 5:18:34 PM									
Page 1									
Business Unit 1	Business Unit 2	Business Unit 3	Total Pledge	Num Emps	Num Donors	Percent Participation	Per Capita Gift	Average Gift	
IT	N/A	N/A	\$1,000.00	3	1	33.33 %	\$333.33	\$1,000.00	
IT	Help Desk	N/A	\$910.00	1	1	100.00 %	\$910.00	\$910.00	
Marketing	N/A	N/A	\$0.00	2	0	0.00 %	\$0.00	\$0.00	
Sales	N/A	N/A	\$3,134.00	1	1	100.00 %	\$3,134.00	\$3,134.00	
Totals:			\$5,044.00	7	3	42.86 %	\$720.57	\$1,681.33	



## Pledge Form Instructions

The directions for completing the pledge form are included on the form itself. Please review carefully.

**Collect and turn-in pledge forms on a weekly basis.** This is very important. The timely return of pledges means that payroll deductions can be promptly processed and helps us track the progress of the Campaign. Please make sure all batches of paper pledge forms have a **COMPLETED batch form**. This does not have to be placed on the front of the envelope but paper clipped to the batch of paper forms you are turning in. When pledges are collected they need to be placed in an envelope or an interoffice envelope marked for the Combined Campaign.

**Captains and Co-Captains please make sure all department information is on the form.**

- If an employee wants to donate to more than five (5) charities they can use a second pledge form, and check the box in the upper right hand corner. Then fill in all of their information including their employee ID number, and paper clip together.

**Captains and Co-Captains should review all pledge forms that are submitted. Please make sure:**

- All employee information is included
- Ensure department number is entered and correct
- All payroll deductions need to be a minimum of \$2 per pay period, per charity. This is a City Payroll rule.
- That they have checked either payroll deduction or check
- If employee checked the "Checks" box, please make sure that check is attached to the pledge form made out to the "Combined Campaign" for the amount indicated
- Make sure pledge form is signed

### To Return Pledge Forms

**Campaign Co-Captains:** You are to turn your report envelopes into your Campaign Captain. That is the individual who has given you your supplies for the Campaign.

**For Campaign Captains:** Report envelopes are to be taken to the one of these locations:

- MSB Building, 1401 JFK, Lower Concourse, Window 18. Hours of operations 8 am-Noon.
- MSB Building Room 1530, Combined Campaign Desk.

### Pledge Form Batching

Please make sure all pledge forms have been batched with a completed form attached to the pledge forms and not attached to the envelope.

**Mailing Pledge Forms to the CMO:** If you are mailing a batch directly to America's Charities, make sure that the completed batch form was included with pledge forms. Please make sure you have made a copy of all pledge forms retained for your records and inform the CMO lead, Becky Marx at [bmarx@charities.org](mailto:bmarx@charities.org), when the envelope is mailed.

Combined Campaign Captains will be able to batch and mail their pledges to: **America's Charities, Attention: Philly Combined Campaign, 14150 Newbrook Drive, Suite 110, Chantilly, VA 20151**

**Please make sure to have a completed batch form attached to the pledge forms.** All instructions are on the batch form. Captains do not need a special envelope to drop off batched pledge forms. The only information needed on the envelope: Combined Campaign, department #, and name of Captain. **The batch form should be inside the envelope attached to the pledge forms.**

All checks or Money Orders need to be made out to "Combined Campaign" regardless of whether the employee donation is for one charity or more. Attach the check or money order to the pledge form.

**NO CASH will be accepted.** If your department had a fundraiser, cash needs to be converted to a check or Money Order made out to "Combined Campaign" and attached to a pledge form under your department number. On the pledge form, you can fill in the Charity Code for the organization your fundraiser supported.



# City of Philadelphia Combined Campaign 2022 Pledge Form

Pledge online at [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign)

☐ Check this box for  
additional pledge  
form page only.



EMPLOYEE ID NUMBER

DEPARTMENT CODE #

FIRST NAME

MIDDLE INITIAL

LAST NAME

## CONTACT INFORMATION

CITY DEPARTMENT/EMPLOYER															PHONE NUMBER (For use to verify designation)									
<input type="text"/>															<input type="text"/> - <input type="text"/> - <input type="text"/>									
EMAIL																								
<input type="text"/>																								
HOME ADDRESS (Optional) Required for acknowledgements if no email																								
<input type="text"/>																								
CITY															STATE					ZIP				
<input type="text"/>															<input type="text"/>					<input type="text"/>				
Do you authorize your address and gift amount to be released to the designated charities so that you will receive an acknowledgement? <input type="checkbox"/> Yes <input type="checkbox"/> No																								

## DESIGNATING YOUR GIFT Choose which charities to support and enter your pledge amount and payment method.

Charity codes are listed in the Contributors' Guide and at [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign). The minimum required payroll deduction amount for each designated charity is \$2.00 per pay period. To designate more than 5 charities, please use a second form and check the box in the top right corner of the additional page.

CHARITY CODE	CHARITY NAME	PER PAY PERIOD DEDUCTION/CHECK AMOUNT	PAYMENT METHOD	
<input type="text"/>		\$ <input type="text"/>	<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check
<input type="text"/>		\$ <input type="text"/>	<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check
<input type="text"/>		\$ <input type="text"/>	<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check
<input type="text"/>		\$ <input type="text"/>	<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check
<input type="text"/>		\$ <input type="text"/>	<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check

**In Honor/Memorial Requests:** If you are making one of your gifts above in honor of or in memory of someone, please check the box shown to the right and enter the requested information on page 2 of this form. ☐ My gift is in honor or in memory of someone.

**Checks:** Please make your one-time payment payable to: Combined Campaign. Attach the signed check with your completed pledge form and return to your Department Captain. **Total Check Amount \$**

**Recurring Payroll Deduction Gifts:** Please check the # of your pay periods here (Deduction period Jan.-Dec. 2022): ☐ 26 ☐ 52 **Total Per Pay Period Deduction Amount \$**

**For Payroll Deduction Pledges:** Please submit this form electronically to: [phillypledges@charities.org](mailto:phillypledges@charities.org)

**For Check Donations:** Please submit this form along with your check donation to your Department Captain.

## AUTHORIZATION (Sign and date here to authorize pledge and payment method.)

My signature below authorizes the City of Philadelphia to deduct the amount shown from my paycheck each pay period, starting with my first paycheck in January 2022 and ending with my last paycheck in December 2022, provided the amounts so deducted shall be remitted to the Combined Campaign. I understand that I can revoke this authorization at any time.

Sign: <input type="text"/>	Date: <input type="text"/>
----------------------------	----------------------------

**KEEP A COPY OF THIS FORM AS A TAX RECEIPT.** Please keep a copy of this pledge/authorization form for your records (use your smart phone or other scanning device). Contributions to a qualified 501 (c)(3) are tax deductible to the extent of the law. Contributions made to the Campaign are confidential.

**IRS Disclosure:** No goods or services are provided in whole or in partial consideration for any contribution made via this pledge form.

### IN HONOR/MEMORIAM CONTRIBUTION REQUEST (OPTIONAL)

To make your donation in honor/memoriam of someone, please complete this section. Enter the charity(ies) you designated on page 1, along with the name and contact information of the recipient you would like acknowledged. The information below will be shared with the designated charity(ies).

<u>In honor/memorial request #1:</u>	<u>In honor/memorial request #2:</u>
<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> In honor of           <input type="checkbox"/> In memorial of         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><b>Select One:</b></span> <div style="display: flex; gap: 10px;"> <span>DR <input type="checkbox"/></span> <span>MR <input type="checkbox"/></span> <span>MRS <input type="checkbox"/></span> <span>MS <input type="checkbox"/></span> </div> </div> <div style="margin-top: 10px;">       Recipient Name: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Recipient Address: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       City: <input style="width: 90%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>State: <input style="width: 20%;" type="text"/></span> <span>Zip Code: <input style="width: 20%;" type="text"/></span> </div> <div style="margin-top: 10px;">       Designated Charity: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Charity Code: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Amount Pledged: \$ <input style="width: 100px;" type="text"/> </div>	<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> In honor of           <input type="checkbox"/> In memorial of         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><b>Select One:</b></span> <div style="display: flex; gap: 10px;"> <span>DR <input type="checkbox"/></span> <span>MR <input type="checkbox"/></span> <span>MRS <input type="checkbox"/></span> <span>MS <input type="checkbox"/></span> </div> </div> <div style="margin-top: 10px;">       Recipient Name: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Recipient Address: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       City: <input style="width: 90%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>State: <input style="width: 20%;" type="text"/></span> <span>Zip Code: <input style="width: 20%;" type="text"/></span> </div> <div style="margin-top: 10px;">       Designated Charity: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Charity Code: <input style="width: 90%;" type="text"/> </div> <div style="margin-top: 10px;">       Amount Pledged: \$ <input style="width: 100px;" type="text"/> </div>

**KEEP A COPY OF THIS FORM AS A TAX RECEIPT**

Please keep a copy of this pledge/authorization form for your records (use your smart phone or other scanning device). Contributions to a qualified 501(c)(3) are tax deductible to the extent of the law. Contributions made to the Campaign are confidential.

If you make an online pledge, please DO NOT fill out and submit a paper pledge card for the same gift. Doing both will double the amount you designate to give. If you make a mistake and submit both, let your Department Captain know or contact America's Charities' donor support team via email at [help@charities.org](mailto:help@charities.org) or call 703-222-3861 (dial "3" when prompted).

If you receive verification for a pledge you did not make, please contact the CMO lead at (215) 586-3299 and we will correct your account. If you see an unauthorized payroll deduction on your pay stub, contact the Campaign at [phillysupport@charities.org](mailto:phillysupport@charities.org) and we will correct the error and reimburse you for any unauthorized funds that were withheld.

## 2022 PARTICIPATING CHARITY CODES

For a list of these organizations and their member/funded charities, see this year's Contributors' Guide or visit [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign).



**AIDS Fund**  
**24-0000**



**America's Charities**  
22-0000



**Bread & Roses Community Fund**  
**12-0000**



**Catholic Charities  
Appeal  
21-0000**



**CHC: Creating Healthier Communities**  
**14-0000**



**Delaware Valley  
Legacy Fund  
25-0000**



**EarthShare Pennsylvania**  
**23-0000**



Global Impact  
18-0000

## Independent Charities

(vetted by America's  
Charities)

**30-0000**



**Police Athletic League  
of Philadelphia  
19-0000**



United Negro College Fund  
20-0000



**United Way of Greater Philadelphia  
and Southern New Jersey  
11-0000**



**WOMEN'S WAY**  
15-0000

**Visit [www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign) for more information, FAQs, and to pledge online.**

# The City of Philadelphia 2022 Employees' Combined Campaign

## 6 Steps to Complete and Submit Your Paper Pledge Batch Form

\*Pledge forms should be submitted to your Captain weekly\*

### INSTRUCTIONS

#### 1. **Review each pledge form for completeness and accuracy**

- Make sure there is a signature
- Ensure the address is complete if included
- Make sure the correct pay period frequency is selected, and the pledge amounts are calculated correctly
- Verify per pay period deduction amount is correct
- Verify total annual gift amount is correct

Pledge forms that are incorrect or incomplete will not be processed.

#### 2. **Organize Pledge Forms**

- Use a separate form for each department
- Sort pledge forms by pledge type:
  - Payroll Deductions
  - Personal Checks/Money Order – attach checks with the corresponding pledge forms
  - Fundraising Event – attach checks to the batch submission form

#### 3. **Complete the Paper Pledge Batch Submission Form for each type of donation: Payroll Deduction, Checks/Money Orders, and/or Fundraising Activities**

- Complete the top section with:
  - Date: Use the date the pledge forms were collected
  - Batch number: Create the batch number (your department # \_today's date)
    - Example: 01\_10112018
  - For each batch submitted, the Captain will receive an email confirmation
    - If there are any errors, an email will be sent before the batch is processed
  - If the batch is prepared without errors, an email will be sent assigning the batch with a three digit identifier. This three digit identifier will serve as a way to track your batches throughout the Campaign
    - Example: 001\_01\_10112018
- Department name and number
- Captain's name and contact information

#### 4. **Complete Batch Summary Section:**

- Enter the number of pledge forms enclosed in the batch and the total annual amount pledged

#### 5. **Complete the Final Section:**

- Sign and date
- Submit completed form to America's Charities with the pledge forms and corresponding checks or money orders attached

#### 6. **Mail to America's Charities: (or drop off at one of these additional locations listed)**

- America's Charities  
14150 Newbrook Drive, Suite 110  
Attn: Philly Combined Campaign  
Chantilly, VA 20151
- MSB Building, 1401 JFK, Lower Concourse, Window 18. Hours of operations 8 am-Noon.
- MSB Building Room 1530, Combined Campaign Desk

Please make sure you have made a copy of all pledge forms retained for your records and inform the CMO lead, Becky Marx at [bmarx@charities.org](mailto:bmarx@charities.org), when the envelope is mailed.

Contact Becky Marx at 215-586-3299 or [bmarx@charities.org](mailto:bmarx@charities.org) if you have any questions.



# 2021-22 City of Philadelphia's Combined Campaign Paper Pledge Batch Submission Form: **Payroll Deduction**

Please complete this form according to the instructions provided below. Thank you!

DATE	BATCH# (This is your department# _today's date, Example: 01_10112019)		
DEPARTMENT NAME		DEPARTMENT NUMBER	
CAPTAIN	EMAIL		PHONE
PLEDGE FORM DELIVERY METHOD	MAILED TO AMERICA'S CHARITIES	<input type="checkbox"/>	DATE:
	DROPPED IN DROPBOX	<input type="checkbox"/>	DATE:

## INSTRUCTIONS

For all paper pledge forms, group batches by same pledge type: Payroll Deduction, Personal Check/Money Order, or Fundraising Event Money. Tally the # of Individual Contributors and Total Annual Amount. Print and sign this form and submit this form with the paper pledge forms to America's Charities.

**PLEASE NOTE:** Submit only one type of pledge form per batch: Payroll Deduction, Personal Check/Money Order, or Fundraising Event. *Complete a new batch form with each submission.*

**All checks should be made payable to Philadelphia Combined Campaign.** Cash must be converted to A Money Order or Check. **America's Charities will not accept cash.**

**SUBMISSION:** Submit batches to one of two locations below.

- MSB-Concourse-Window 18
- MSB-Combined Campaign Desk, Room 1530

**Remember: # of Individual Contributors must match the total paper pledge forms included with the report.**

PAPER PLEDGES	Only include one pledge type in this report. Enclose all required documents listed.	# of Individual Contributors	TOTAL ANNUAL AMOUNT SUBMITTED IN THIS REPORT
Payroll Deduction	(Ensure pledge form includes amount and is signed)		\$

## REMINDER CHECKLIST

Review each pledge form for:

- Entered Employee ID Number and Department Code #
- Entered Agency Code and Charity Name
- Accurate Per Pay Period Amount per Designation and is at least \$2.00 per pay period
- Accurate Total Pay Period Deduction Amount
- Signed and Dated

\_\_\_\_\_  
Captain Signature

\_\_\_\_\_  
Date





# 2021-22 City of Philadelphia's Combined Campaign Paper Pledge Batch Submission Form:

## Personal Checks

Please complete this form according to the instructions provided below. Thank you!

DATE	BATCH# (This is your department# _today's date, Example: 01_10112019)		
DEPARTMENT NAME		DEPARTMENT NUMBER	
CAPTAIN	EMAIL		PHONE
PLEDGE FORM DELIVERY METHOD	MAILED TO AMERICA'S CHARITIES	<input type="checkbox"/>	DATE:
	DROPPED IN DROPBOX	<input type="checkbox"/>	DATE:

### INSTRUCTIONS

For all paper pledge forms, group batches by same pledge type: Payroll Deduction, Personal Check/Money Order, or Fundraising Event Money. Tally the # of Individual Contributors and Total Annual Amount. Print and sign this form and submit this form with the paper pledge forms to America's Charities.

**PLEASE NOTE:** Submit only one type of pledge form per batch: Payroll Deduction, Personal Check/Money Order, or Fundraising Event. *Complete a new batch form with each submission.*

**All checks should be made payable to Philadelphia Combined Campaign.** Cash must be converted to A Money Order or Check. **America's Charities will not accept cash.**

**SUBMISSION:** Submit batches to one of two locations below.

- MSB-Concourse-Window 18
- MSB-Combined Campaign Desk, Room 1530

**Remember: # of Individual Contributors must match the total paper pledge forms included with the report.**

PAPER PLEDGES	Only include one pledge type in this report. Enclose all required documents listed.	# of Individual Contributors	TOTAL ANNUAL AMOUNT SUBMITTED IN THIS REPORT
Personal Checks/Money Order	(Ensure pledge form includes amount and is signed)		\$

### REMINDER CHECKLIST

Review each pledge form for:

- Entered Employee ID Number and Department Code #
- Entered Agency Code and Charity Name
- Accurate Check Amount per designation
- Accurate Total Check Amount
- Check(s) attached directly with the corresponding pledge form
- Signed and Dated

\_\_\_\_\_  
Captain Signature

\_\_\_\_\_  
Date



# 2021-22 City of Philadelphia's Combined Campaign

## Paper Pledge Batch Submission Form:

# Fundraising Event

Please complete this form according to the instructions provided below. Thank you!

DATE	BATCH# (This is your department# _today's date, Example: 01_10112019)		
DEPARTMENT NAME			DEPARTMENT NUMBER
CAPTAIN	EMAIL		PHONE
PLEDGE FORM DELIVERY METHOD	MAILED TO AMERICA'S CHARITIES	<input type="checkbox"/>	DATE:
	DROPPED IN DROPBOX	<input type="checkbox"/>	DATE:

### INSTRUCTIONS

**PLEASE NOTE:** Submit only fundraising event monies with this batch. Tally the # of Individual Contributors and Total Annual Amount. Print and sign this form and submit this form with the fundraising event monies to America's Charities.

**All checks should be made payable to Philadelphia Combined Campaign.** Cash must be converted To a Money Order or Check. **America's Charities will not accept cash.**

**SUBMISSION:** Submit batches to one of two locations below.

- MSB-Concourse-Window 18.
- MSB-Combined Campaign Desk, Room 1530

BATCH SUMMARY	<i>Only include fundraising event monies in this report</i>	<i># of Individual Contributors</i>	TOTAL AMOUNT SUBMITTED IN THIS REPORT
Fundraising Event	<i>(List designations below, checks payable to Philadelphia Combined Campaign)</i>		\$

FUNDRAISING EVENT MONEY PLEDGE		<i>Use this area to designate special event funds to specific charities.</i>
AGENCY CODE	CHARITY NAME	AMOUNT
-		\$
-		\$
-		\$
-		\$
-		\$
-		\$
TOTAL FUNDRAISING AMOUNT		\$

### REMINDER CHECKLIST

Review each pledge form for:

- Entered Agency Code, Charity Name, and Amount per Charity in the box above
- Total Fundraising Amount equal to Check Amount
- Check(s) attached directly to Batch Submission Form

Captain Signature

Date

# Thank you for supporting the Combined Campaign!

[www.phila.gov/combinedcampaign](http://www.phila.gov/combinedcampaign)

We are so grateful for your time and energy.

## *#PhillyGivesTogether*

