



Philly Gives Together

Oct 28 - Nov 29, 2024

www.phila.gov/combinedcampaign



The City of Philadelphia 2025 Employees' Combined Campaign

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Need Help?

Contact the following for assistance:

CMO lead, Becky Marx: call 215-586-3299 (cell) or email bmarx@charities.org

Donor support: call 703-222-3861, dial "3" when prompted or email help@charities.org

The City of Philadelphia Employees' Combined Campaign BROTHERLY LOVE BLITZ

October 28 – November 29, 2024

Thank you for serving as a Captain of the City of Philadelphia 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.

This year's goal is to raise \$150,000 in just FIVE WEEKS for local Philadelphia charities!

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 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.

But first, let's review the campaign basics.

1. What Is the Combined Campaign?

The City of Philadelphia 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.

Most years, the Combined Campaign runs for several months, giving Captains and employees' plenty of time to make pledges and host events. However, this year we have just FIVE WEEKS to make magic happen. We're going to have to hustle, and to help increase interest, participation and engagement in the campaign, this short fundraising rush will introduce some friendly competition among city departments in the first ever BROTHERLY LOVE BLITZ (more on that later)!

2. What Does a Department Captain Do?

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. Below is the overview of a Captain's role and responsibilities:

- Attend Campaign training
- Distribute campaign materials (virtually or in-person, depending on your preference and department)
- Engage employees, educate your co-workers on the benefits of the Campaign, 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.

3. Distributing Campaign Materials

A Campaign Contributor's Guide is made available each year for employee donors. The Guide lists all of the charities eligible for donations, and is provided in a hardcopy print format, or a pdf for electronic distribution. Most departments will find the pdf version suitable for their needs, but if your department has a large amount of employees without access to a computer, you can submit a request for hard copies here: [Combined Campaign Print Materials Request](#). **Note that you will need to pick up your materials** from Central Duplication, in the basement of MSB once they are ready.

The available materials are:

- **Contributors' Guide:** includes 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)
- **Campaign Posters:** available in size 7x11 (pickup at Central Duplication) or size 8.5x11 (print from your computer)

4. Collecting Campaign Donations & Pledge Forms

Every effort should be made to encourage employees to give online through the [giving portal](#), rather than through pledge form. We are able to more quickly and accurately process online donations and calculate Campaign progress and totals. Plus, online giving provides the donor with an immediate tax receipt and enables their pledge history to be online in subsequent years. Pledge forms should be made available only for those **without** access to the internet. **Donors who do not wish to give via payroll deduction have the option to make a one-time gift through the giving site.**

For those unable to make a pledge online, you should instruct employees to return their completed pledge forms to you, the Captain, for processing. When you have received a completed pledge form, you will need to turn it in one of the following ways:

- **Drop off** at Window 18 (M-F, 8am-12pm) or MSB Room 1530
- **Scan and email** to: phillypledges@charities.org
- **Mail** them c/o America's Charities at: 14200 Park Meadow Drive, Suite 330S, Chantilly, VA 20151

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.

IN ADDITION: For all departmental event fundraiser submissions, please make sure to have a completed batch form attached to the event pledge forms to submit with any event checks or Money Orders (see sample form and instructions below)

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

ANYTIME A CHECK OR MONEY ORDER IS DROPPED OFF OR MAILED, please also complete the EVENT CHECK SUBMISSION FORM. This lets us know to expect your funds, attribute them to the correct department and charity, and assists in providing a paper trail in the event that the funds are not received.

Note that there will be a delay in including paper pledges in your department pledge totals, ***please allow at least 2 weeks for paper pledges to be processed.***

6 Steps to Complete and Submit Your Fundraising Event Batch Form

- 1) Complete the Paper Pledge Batch Submission Form with each Fundraising Activity Submission**
 - a. Complete the top section with:
 - i. Date: Use the date the event was held
 - ii. Department name and number
 - iii. Captain's name and contact information

- 2) Complete Batch Summary Section:**
 - a. Enter the number of pledge forms enclosed in the batch and the total amount of checks/Money Orders included

- 3) Complete the Final Section:**
 - a. Sign and date
 - b. Submit completed form to America's Charities with the pledge forms and corresponding checks or money orders attached

- 4) Mail to America's Charities: (or drop off at one of the locations listed)**
 - a. Philadelphia Combined Campaign, c/o America's Charities 14200 Park Meadow Drive, Suite 330S, Chantilly, VA 20151



**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	<p>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.</p> <p>All checks should be made payable to Philadelphia Combined Campaign. Cash must be converted To a Money Order or Check. <i>America's Charities will not accept cash.</i></p> <p>SUBMISSION: Submit batches to one of two locations below.</p> <ul style="list-style-type: none"> MSB-Concourse-Window 18. MSB-Combined Campaign Desk, Room 1530
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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

CAN CONTRACT EMPLOYEES PARTICIPATE?

Yes! Contract employees (those without a city-issued employee ID) may make donations to the campaign via check or credit card. Contract may complete a paper pledge form, or make a donation online using the [Contract Employee Giving Site](#). The [Contract Employee Giving Site](#) is the **only** giving method that allows contract employees to make monthly recurring donations. Donations made via paper pledge forms must be one-time contributions. Checks from contract employees should be submitted in the same way employee checks and pledge forms are.

If a contract employee would like to make a one-time donation using a credit card, they can do so using the Contract Employee Giving Site.

All paper pledge forms MUST be postmarked or electronically submitted by FRIDAY, NOVEMBER 29.



5. Who's Who Behind the Scenes: Campaign Advisory Committee

The Campaign Advisory Committee is chaired by a city employee appointed by the Mayor, and is comprised of one representative from each Participating Fund or Federation, city employee representatives, annual Co-Chairs, a representative from the Campaign Management Organization (CMO), and other individuals who may be invited by the Mayor.

The Advisory Committee oversees the planning and execution of the Campaign, including: developing procedures, administrative budgets, and operating guidelines for each annual Campaign, approving Campaign materials, and providing support and materials for Campaign activities and events

Fund/Federation Members:

- AIDS Fund
- America's Charities
- Bread & Roses Fund
- Catholic Charities Appeal
- CHC: Creating Healthier Communities
- DVLF (Delaware Valley Legacy Fund)
- EarthShare
- Global Impact
- Police Athletic League
- UNCF
- United Way of Eastern PA & Southern NJ
- WOMEN'S WAY

Campaign Management Organization

City Employee Members:

- **Mike Zaccagni**, Director of Human Resources
- **Marsha Greene-Jones**, Deputy Director of Human Resource

As they have for the past several years, [America's Charities](#) – a nonprofit which inspires employees and organizations to support each other and the causes they care about – 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 Becky Marx, the lead Campaign Manager, any time at bmarx@charities.org or 215-586-3299.

SECTION 2: “FUN”DRAISING

1. The Brotherly Love Blitz!

The Combined Campaign timeline is short this year, and we need to make EVERY EFFORT COUNT! For **FIVE WEEKS ONLY** City Departments will engage in some friendly competition to raise funds quickly in the first ever **Brotherly Love Blitz!**

THE CHALLENGE: 5 weeks to raise a collective \$150,000 for our local charities, while ALSO working to earn the most points for your department.

Points will be awarded to departments for donations, employee participation, and completing campaign-related activities, with the top-scoring department winning the grand prize for ALL of their donors: a catered lunch and behind-the-scenes tour of Lincoln Financial Field!

How You Can Earn Points:

- Register a new employee for payroll deduction contributions – 3 activity points per employee
- Raise \$1000 in payroll contributions – 1 donation point per \$1000 (*departments raising a total amount between \$500-\$1000 will receive ½ point*)
- Hold a campaign fundraising event (on-site – 15 activity points, virtual – 10 activity points)
- Submit money raised from a departmental fundraising event – 1 donation point per \$100
- Host a charity speaker (in-person – 20 activity points, virtual – 10 activity points)
- Hang 5 campaign posters in Municipal Buildings – 10 activity points
- Send an engaging email about the Blitz to departmental staff – 2 activity points each (max 4 points per week)
- Post about the Blitz or a featured charity on your department’s social media, website or intranet – 2 activity points each
- Employee donor matches or increases their 2023 campaign donation – 1 activity point for each

BONUS POINTS (awarded at the conclusion of the Blitz):

- 20% employee participation at the end of the Brotherly Love Blitz – 5 BONUS POINTS
- Department with the highest participation INCREASE – 5 BONUS POINTS

RULES

- Points are categorized as: activity points, donation points, and bonus points. The sum of all will count toward your department’s total.
- No more than 50% of a department’s point total may be attributed to total payroll contributions at the conclusion of the campaign (*for example, if you have \$10,000 in total monetary donations, you must also have 10 points in other campaign activities to receive all 10 points from total donations. If you have 7 activity points and 10 donation points, you will only get credit for 7 donation points*)
- All point activities must be submitted using the form link within 1 week of the activity to receive points: [Brotherly Love Blitz Point Submission Form](#)
- Any donation points for funds raised online will be counted and tallied weekly and emailed to Captains.
- Cash donations raised from departmental events MUST be converted to check or Money Order and dropped off or mailed to America’s Charities with an event batch form. Prior to mailing, please complete the [Check/Money Order Submission Form](#) to ensure your department receives credit for those donations in a timely manner. This form should also be used when mailing one-time donation checks and paper pledge forms.

2. Talking Points: Why Give Through the Campaign

- The City of Philadelphia 2024 Employees' Combined 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 300 charities are eligible for your donation.
- Set it and forget it; pledge now and pay in 2024.
- 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.

3. Five Steps to Plan Your Campaign

1. Develop a Plan

- **Establish a Campaign timeline** for your fundraising activities. This year the Campaign will run October 28- November 29. Plan your activities early.
- **Set goals** based on past Campaign results and dollars/percent participation. Ask the CMO for your department's history.
- **Implement strategies to meet your goals.** Ask your Department Manager to assist. 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:
 - Attend trainings with you.
 - Assist you in Campaign planning.
- 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 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: The #1 reason people do not give is because they were never asked. 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

4. Six Tips for Success

1. **Your goal is to ask everyone.**
 - Giving every person the chance to contribute and share in the City of Philadelphia 2024 Employees' Combined Campaign will consistently strengthen the Campaign with each passing year.
 - However, stress to solicitors that coercing employees is unacceptable, and can only hurt the Campaign.
 - No one is required to give; giving is a choice, not an obligation.
2. **Make your pledge first!** If your co-workers know that you believe in and support the Campaign, they're more likely to pledge.
3. **Promote the Campaign by publicizing group meetings and special events** – have FUN with the Campaign!
4. **Work with the CMO.** Becky Marx and the America's Charities team are here to answer your questions, provide materials, strategize with you, etc.
5. **Be positive and explain the benefits of giving** to a charity through the workplace. Stress the importance of each person's contribution to the community and how every gift makes a difference.
6. **Say thank you.** Whether your co-workers indicate they will make a gift or not, thank them for their consideration.

5. Helpful Links For Captains

- [BLITZ POINTS SUBMISSION](#)
- [PRINT MATERIALS REQUEST](#)
- [CHARITY SPEAKER REQUEST](#)
- [CONTRACT EMPLOYEE DONATION SITE](#)
- [EVENT CHECK SUBMISSION FORM](#)

SECTION 3: MAKING A DONATION & DEPARTMENT REPORTS

1. Donor Giving Instructions

- **Online:** Payroll deduction, credit/debit card, electronic check
- **Paper** Pledge Form: Payroll deduction, check, credit card

How to Give Online:



Login and Setup Your User Profile

- (1) Click “Sign in” from the top right corner of the site and enter the following credentials:

City Employees:

Username = First Initial of First Name + First Initial of Last Name + Employee ID

(Example: A person named John Doe with the Employee ID of 123456 would use the username **JD123456** or **jd123456**)

(Note: Enter information as it appears on your pay stub. No space between names and not case sensitive.)

Password = P + Employee ID (Example: **P123456**)

(Note: Password is case sensitive. "P" should be capitalized. Enter ID as it appears on your pay stub.)

Quasi Employees:

Username = First Initial of First Name + First Initial of Last Name + Unique ID (Example: **JD234567** or **jd234567**)

(Note: Enter information as it appears on your pay stub. No space between names and not case sensitive)

Password = P + Unique ID (Example: **P234567**)

(Note: Password is case sensitive. "P" should be capitalized. Contact your payroll office to obtain your Unique ID.)

- (2) Once you are logged in, your username will display in the upper right corner of the screen.
- (3) Click “Give Now” to start the pledge process online.
- (4) First, you will be asked to “Edit [your] Profile.” Information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift upon your request.
- (5) Select “Continue” when you have finished updating your contact information.

A screenshot of a web page titled "Log On". It contains a login form with fields for "User Name or Email" and "Password", a "Remember Me" checkbox, and a "Sign In" button. Below the form, there are instructions for City Employees and Quasi Employees, including examples of usernames and passwords. The instructions specify that passwords are case sensitive and should be capitalized, and that usernames should be entered as they appear on pay stubs.

Log On

Please enter your username and password.
Lost your Password?

User Name or Email
Password
 Remember Me
Sign In

All City Employees Enter the Following Credentials to Login:
Username: First Initial of First Name + First Initial of Last Name + Employee ID (Example: A person named John Doe with the Employee ID of 123456 would use the username JD123456 or jd123456)
(Note: Enter information as it appears on your pay stub. No space between names and not case sensitive)
Password: P + Employee ID (Ex: P123456)
(Note: Password is case sensitive. "P" should be capitalized. Enter ID as it appears on your pay stub.)

All Quasi Employees Enter the Following Credentials to Login:
Username: First Initial of First Name + First Initial of Last Name + Unique ID (Ex: JD234567 or jd234567)
(Note: Enter information as it appears on your pay stub. No space between names and not case sensitive)
Password: P + Unique ID (Ex: P234567)
(Note: Password is case sensitive. "P" should be capitalized. Contact your payroll office to obtain your Unique ID.)

Step 2

Select a Payment Method

You may support your favorite nonprofits via Payroll Deduction or a one-time donation by credit card.

- (1) Click “Add” to choose your payment method.

Payroll Deduction:

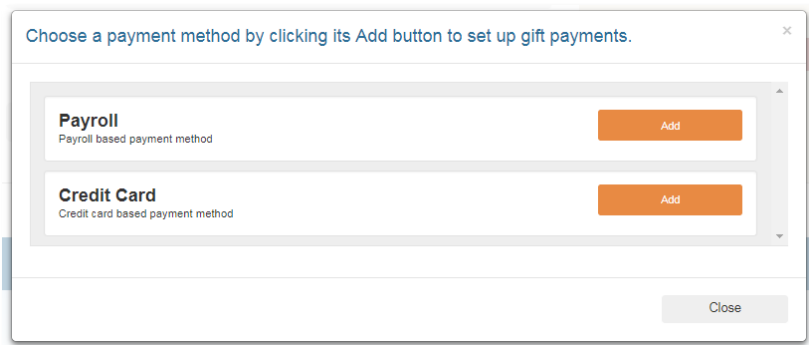
Enter in the amount you would like to pledge per pay period. As you enter in the per pay period amount, you will see the annual amount you are pledging on the right under “Your pledge so far.”

NOTE: The City of Philadelphia Combined Campaign requires donors to give a minimum of \$2 per pay period per charity (\$52 per charity annually).

Credit Card:

This will be a one-time credit card gift. All credit card fees will incur a per transaction fee of 3.5% by your carrier. Credit card transactions are immediate. In the event of an error, you will need to contact your credit card company to cancel the transaction.

- (2) Once you have selected the amount you would like to pledge per pay period or by one-time credit card payment, and you agree with the annual total you are pledging to the right under “Your pledge so far,” click “Continue” to find charities to support.



Set up gift payments

Choose and edit one or more gift payment methods

Payroll \$0.00 ✕

Please Note - The City of Philadelphia 2019 Employees' Combined Campaign requires donors give a minimum of \$2 per pay period per charity.

Amount Per Period

Pay Periods 26

[Add payment method](#)

[< Previous](#) [Continue >](#)

Your pledge so far:

\$0.00
TOTAL GIFT

Payment Methods:

\$0.00
PAYROLL

[CANCEL AND START OVER](#)

Set up gift payments

Choose and edit one or more gift payment methods

Credit Card \$0.00 ✕

All credit card fees will incur a per transaction fee of 3.5% by your carrier.

Total Annual Amount

Credit Card Type Visa MasterCard AmericanExpress Discover

Credit Card Number

Credit Card CCV

Expiration Date Month Year

[Add payment method](#)

[< Previous](#) [Continue >](#)

Your pledge so far:

\$0.00
TOTAL GIFT

Payment Methods:

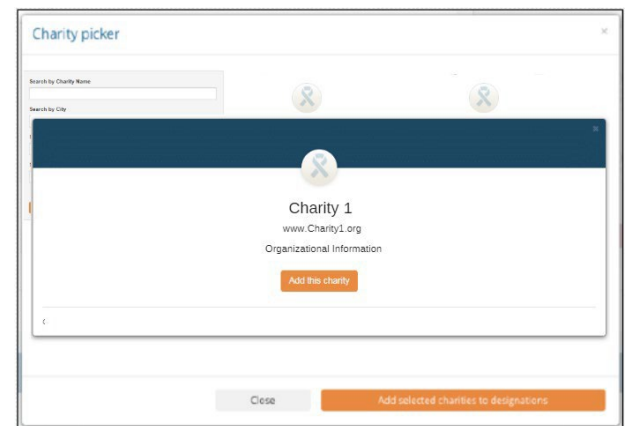
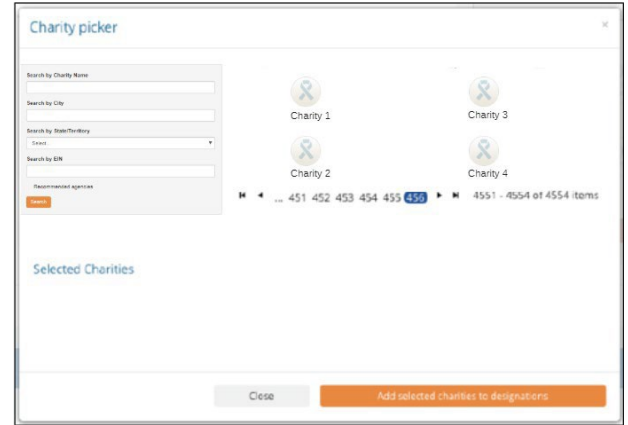
\$0.00
CREDIT CARD

[CANCEL AND START OVER](#)

Step 3

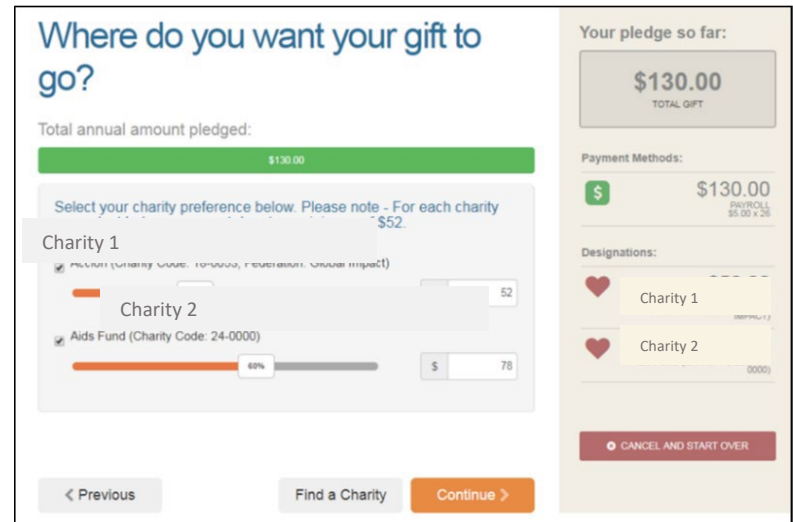
Choose Your Favorite Charities to Support

- (1) To find charities to support, click the “Find a Charity” button.
- (2) The Charity Picker screen will appear. Search by charity name, city, or state, or filter by federation to find a specific organization, or click through the alphabetical list.
- (3) You can select as many charities to support as you would like. As you find charities you want to support, click “Add” and they will appear highlighted in blue under “Selected Charities.”
- (4) Click the orange “Add selected charities to designations” button. The organization(s) you selected will now display on your list of designations.
- (5) Next, you will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.



Change Donation Amount of Charity Designations:

- (1) The amount you selected during the payment method step will be allocated between the charities you have selected. **Please Note: The City of Philadelphia Combined Campaign requires donors to give a minimum of \$2 per pay period per charity (\$52 per charity annually).**
- (2) To adjust the total amount you would like to pledge, click the “Previous” button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge. When you have finished allocating your donation between designated nonprofits, click “Continue.”



Step 4



Submit Your Pledge

- (1) You will have one final chance to review your gift and designations, and you will also be able to select whether your gifts remain anonymous or if you grant permission to have your contact information shared with the charity(ies) you supported through this Campaign.
- (2) Click “Finish” to submit your pledge.

Review and complete your gift

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

[< Previous](#) [Finish >](#)

Your pledge so far:

\$130.00
TOTAL GIFT

Payment Methods:

\$ **\$130.00**
PAYROLL
\$5.00 X 26

Designations:

\$52.00

Charity 1

Charity 2

[CANCEL AND START OVER](#)

Step 5



Repeat this Process to Modify Your Donation

Credit card transactions are immediate. In the event of an error, you will need to contact your credit card company to cancel the transaction. However, if you would like to edit a payroll donation, you may do so.

1. Log into the Campaign website and click “Give Now.”
2. You will be given an option to “Modify a gift from this Campaign”
 - Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge to edit. You will need to complete all steps of the pledge process as outlined above to return the gift to a completed status.

2. Captains' Reports

America's Charities Reporting Portal Guide Instructions

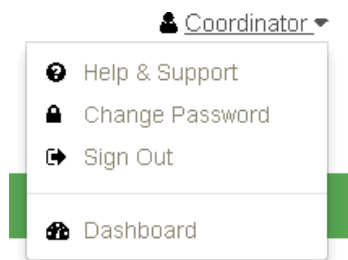
America's Charities provides a robust reporting portal to help Captains be successful in charitable giving campaigns. The reports provide coordinators with the data they need to manage incoming pledges and track against goals.

User Access

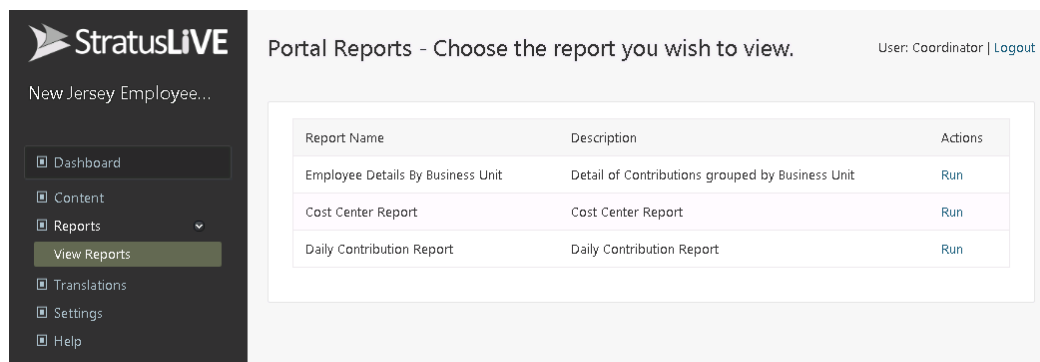
America's Charities will work with you to determine who should have access and at what level. Coordinators can be limited to a single Business Unit, multiple Business Units, or can view the entire organization. A Business Unit can be an agency, department, team, etc. Business Unit access is hierarchal. 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.



Report Name	Description	Actions
Employee Details By Business Unit	Detail of Contributions grouped by Business Unit	Run
Cost Center Report	Cost Center Report	Run
Daily Contribution Report	Daily Contribution Report	Run

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	