2015 CCFD
The Campus Charitable Fund Drive
SEPTEMBER 21 - NOVEMBER 13
Goal $1.3 million & 25% employee participation
Welcome from the CCFD Advisory Board

Dear Volunteer Leaders,

The CCFD Advisory Board would like to thank you for serving as a volunteer leader for the 2015 charitable fund drive. The University of Illinois sets an ambitious fund-raising pace annually and your efforts working with your unit is key to the success of the campaign.

We offer this handbook to assist you in encouraging your colleagues to continue to give generously, or to become first-time givers. Of course, a handbook cannot anticipate every question, so please feel free to contact any Advisory Board member if you have questions.

Thank you again for joining with us in this worthwhile program opportunity that is just one more way the University of Illinois is a leader!

Best Regards,
Allan Stratman, 2015 CCFD Chair
Executive Director of Facilities and Services

Advisory Board Members 2015

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<tr>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>Allan Stratman</td>
<td>Chair Facilities and Services</td>
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<tr>
<td>Julie Gunn</td>
<td>Vice Chair School of Music</td>
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<td>Wynne Korr</td>
<td>Chair 2014 School of Social Work</td>
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<td>Pradeep Khanna</td>
<td>Office of the Chancellor</td>
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<td>Barbara Allen</td>
<td>Committee on Institutional Cooperation</td>
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<td>Michael Andrejasich</td>
<td>College of Fine and Applied Arts</td>
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<td>Maureen Banks</td>
<td>Department of Safety and Compliance</td>
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<td>Roger Clark</td>
<td>Retiree Member</td>
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<td>William Dick</td>
<td>Illinois Applied Research Institute</td>
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<td>Todd Gleason</td>
<td>Information Technology and Communication Services, College of ACES</td>
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<td>Nick Glumac</td>
<td>Mechanical Sciences and Engineering</td>
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<td>Tonja Henze</td>
<td>Division of Animal Resources</td>
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<td>Cynthia Kelly</td>
<td>University Library Human Resources</td>
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<td>Sara Myers</td>
<td>Division of Animal Resources</td>
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<td>Kirsten Ruby</td>
<td>Housing Division</td>
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<td>Alma Seaine</td>
<td>Housing Division</td>
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<td>Leta Summers</td>
<td>Facilities &amp; Services, Planning Division</td>
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<tr>
<td>Kathryn Sweedler</td>
<td>University of Illinois Extension</td>
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Events for You

🎉 Thursday, September 17, 2015
Volunteer Leader Training
For all CCFD Section and Unit Leaders
Illini Union, Illini Rooms A and B

Check-in and breakfast buffet - 8:30 - 9:00 a.m.
Training - 9:00 - 10:00 a.m.

📅 Monday, September 21, 2015
Kickoff and Agency Fair: All Illinois employees and retirees encouraged to attend.
Illini Union, Illini Rooms A and B — 11:45-1:30 p.m.

📅 Morning Report Coffees
Come share a cup of coffee, report your success, and maybe win a great door prize! Report Coffees will be held in the locations indicated below.

Report Coffee #1
Friday, October 2, 2015, 10:00 - 11:00 a.m.
Illini Union Ballroom, 2nd floor

Report Coffee #2
Friday, October 16, 2015, 10:00 - 11:00 a.m.
Illini Union Ballroom, 2nd floor

Report Coffee #3
Friday, October 30, 2015, 10:00 - 11:00 a.m.
Illini Union Ballroom, 2nd floor

Report Coffee #4
Friday, November 13, 2015, 10:00 - 11:00 a.m.
Illini Union Ballroom, 2nd floor
Need to Know: How CCFD Works

Who:
The University of Illinois Campus Charitable Fund Drive (CCFD) encourages all employees and retirees to donate to charitable organizations.

When:
Pledges are accepted from September 21 to November 13.

What:
Umbrella Agencies and Designated Organizations
The University of Illinois at Urbana-Champaign collects donations for 12 umbrella organizations, (shown below). Within each of these 12 umbrella organizations, there are designated organizations (“designations”) that donors can choose to donate to specifically.

Checks are always made out to one of the 12 umbrella agencies even if donors choose a designated organization. Descriptions of the agencies and designations can also be found in the Agency Brochure.

Questions about individual designations should be directed to those designations or their umbrella agencies.

How:
We encourage donors to make payroll, check and stock pledges online – it’s quick, easy and secure. Go to ccfd.illinois.edu to make a pledge. Donations by check and stock continue to be accepted. Cash and credit card are not accepted.

If an employee donated via payroll deduction in a previous campaign, their contribution will automatically roll over at the same amount. No action is needed on their part to continue the deduction.

Need to change your payroll deduction amount or agency? An employee should complete the online forms or fill out a pledge form and deliver it (along with designations forms if applicable) to you. Automatic rollovers will only be counted toward your unit goal AFTER the campaign has ended.

Why: Cooperation.
Together, our many contributions are combined into a very powerful funding source that fuels vital community services.

2015 CCFD AGENCIES

American Cancer Society
America's Charities
Black United Fund of Illinois
American Heart Association
American Stroke Association

Community Health Charities Illinois
Community Shares of Illinois
EarthShare Illinois
Global Impact

Independent Charities of America
Special Olympics Illinois
UNCF
United Way of Champaign County
Frequently Asked Questions

1. I’m a current payroll deduction donor. How do I change my pledge(s) for the new campaign year?

There are two ways to make changes to your payroll deduction: (1) Go online to ccfd.illinois.edu and follow directions to make a new pledge; or (2) complete a paper pledge form and submit to your Unit Leader. These changes will replace previous donations made to that same agency or designation and will go into effect as of the first pay period in January. Contributions you make through payroll deduction continue until you cancel or change the donation in writing, retire or resign from the University.

2. May I specify which charity my money goes to within the CCFD agencies?

Yes. Through CCFD, donors can specify exactly who their money is given to, if they choose. Donors can choose simply to give to an agency, or they can go one step further designate their money to go to a charity within that agency (called a “designation”). Review the full list of agencies and designations on the “AGENCIES” menu at ccfd.illinois.edu and then make your selection by going to the “GIVE” menu. If you are completing a paper pledge form, write in the name of the agency and designation.

3. I currently have a CCFD payroll deduction. Am I required to complete a new pledge form (online or paper) this year if I wish my pledge to continue exactly the same?

No. It is not necessary to submit a new pledge if you are not making any changes to your payroll deduction to umbrella agencies or to designations though you may choose to do so to receive an updated receipt of your donation. Note: It is not necessary to ensure that your pledge continues, but if you wish you may go to the “GIVE” menu in the ccfd.illinois.edu site and “rollover” your pledge. This confirms to your Unit Leader that you will be continuing your pledge.

4. Which pledge method should a donor choose: online or paper pledge?

Donating via the CCFD website –whether paying via check or payroll deduction– ensures accuracy and efficiency. If you give online and choose the “paper check” option, you will be asked to print a pre-filled form with your name and information, and send it along with your check. Less writing for you and more accurate!

5. Can I give to an organization that is not listed in the Agency Brochure?

Yes, if you are giving online, choose “United Way of Champaign County”. Finish your contribution and then email CCFD at ccfd@illinois.edu with the name, address and phone number of the 501(c)3. CCFD will provide the specific name of your 501(c)3 to United Way. After imposing a 6% designation fee, the United Way will then route the money accordingly. If you are filling out a paper pledge form, please write in “United Way” as the agency name, and then on the designation line under it write in the charity name of your choice, its address and phone number. This option is listed in the agency listing at the end of the United Way in the Agency Brochure.

6. Can a donation to an agency covered by the CCFD but not given through the CCFD be counted toward my unit’s goal?

Yes, if the donation was made during the campaign and you can provide documentation of the donation (a copy of the canceled check, credit card receipt or a thank you note) we can count it toward your unit’s goal. This also applies to contributions made by retirees. The documentation must include the date of the donation, the amount and 501(c)3 name.

7. Can a University retiree contribute through CCFD?

Yes. Retirees can make a yearly, one-time donation to CCFD by check or stock via a paper pledge form or by visiting www.ccfd.illinois.edu and selecting the “GIVE” page. If you donate via the website, you can create a login or if you have your login information from when you were an employee, you may use that. Please indicate your most recent campus unit so that we can include your donation in the totals for the correct campus unit.

Forms and checks can be given to a unit leader or mailed directly to the CCFD office at: Campus Charitable Fund Drive, 807 South Wright Street, Suite 330, Champaign, IL 61820.

A retiree that has returned to University employment also has the option of payroll deduction. To sign up, retirees should log on to www.ccfd.illinois.edu or complete the paper pledge form and return it to their Volunteer Leader.

8. Can a graduate student contribute through CCFD?

Yes, a graduate student can contribute, same as employees.
9. Are contributions pre-or post-tax? Are contributions tax-deductible?

Contributions are deducted from paychecks after state and income taxes are deducted. Yes, contributions are tax deductible. Please consult the Internal Revenue Service (IRS) for specifics on deducting contributions.

10. Will my gift be acknowledged by CCFD?

Those who donate through the website will receive an email confirmation immediately. When paper pledges are processed, donors will receive an email to acknowledge receipt of the donation.

Unless they specify that their name should not be included on published lists, donors who give at designated levels will be publicly recognized in Inside Illinois and other CCFD printed materials.

11. Will an agency acknowledge my gift?

Each agency handles recognition in different ways, some will send a thank you note to your home or work, but it varies. Home addresses are not provided to the agency by CCFD; they could obtain that information from your check, if applicable. If you need a receipt for tax purposes, contact the agencies to which you donated directly. CCFD does not provide agencies with any donor addresses. This is to prevent unwanted mail going to your home or office.

12. When will my donation be sent to the agencies I have contributed to?

Monthly disbursements are made to each agency by University Payroll when a donation is made through payroll deduction. When donating by check, it is forwarded to the agency by our office bi-weekly.

13. Does the university take a cut of my pledge to pay for overhead or processing?

Never. The University forwards 100% contributions to the agency; no administrative charges are deducted by the university.

14. I see the terms “agency” and “designation.” What do those terms mean?

The University of Illinois at Urbana-Champaign collects donations for 12 umbrella agencies. The 12 agencies are listed at www.ccfd.illinois.edu, under the “AGENCIES” page. Within each of these 12 agencies, there are designated programs (“designations”) that donors can choose to have their donations given to. Once on the “AGENCIES” page, click on an agency’s name to see their designations. Checks are always made out to the umbrella agency even if donors choose a designated program.

15. I see a percentage listed next the descriptions of some of the agencies and designations. What do they mean? What if there isn’t a percentage listed?

This figure represents the portion of an agency’s overall expenses that goes to fundraising and administrative costs, as reported by each agency. If there is no percent listed, the agency did not provide us with the figure.

16. What happens to a payroll deduction pledge if an employee resigns or retires from the University?

CCFD payroll deductions cease with the donor’s final payroll check. If there is an outstanding pledged amount and the employee would like to complete their pledge prior to leaving the university, CCFD can accept donations by check at any time during the year.

17. How do I make changes to my current payroll deduction outside of the fund drive dates?

If you want to increase, decrease, or terminate the amount that is currently coming out of your paycheck, contact CCFD at ccfd@illinois.edu or 217-265-6398. Email is preferred because changes must be confirmed in writing. Please indicate when you want the change made and we will try to comply.

18. How is an organization included in the Campus Charitable Fund Drive?

CCFD is part of the State and University Employees Combined Appeal (SECA). Under the Illinois Voluntary Deductions Act, the Illinois Comptroller is vested with the duty to qualify petitioning organizations under SECA. A petitioning charity can become qualified under SECA in one of two ways:

A. As a stand-alone agency: In this scenario, the charity will go through the SECA qualification process pursuant to 5 ILCS 340 et al. This process entails obtaining 500 designations from state employees or annuitants within one year. To begin, review the Voluntary Payroll Deductions Act then contact Robert Osgood (217-558-5159), Sara Wooley (217-558-3721), or write to: State of Illinois Comptroller Judy Baar Topinka, Attn: Legal Dept., 325 West Adams Street, Springfield, IL 62704.

B. As a qualified charity under an agency: A charity may contact any CCFD agency and request an application to be accepted within that agency. Each agency has its own criteria, rules, regulations, and fees. Agency contact information is listed in the CCFD Agency Brochure and at www.ccfd.illinois.edu.
CCFD Volunteer Roles & Responsibilities

Volunteers are essential for the Campus Charitable Fund Drive. Section Leaders (formerly known as College Leaders) and Unit Leaders coordinate the drive and make it happen throughout our campus.

Section Leaders
Section Leaders are recruited by their deans, directors or department heads. They are chosen for the knowledge of their units and their ability to motivate others – both Unit Leaders and donors. Section Leaders build and coordinate a team of Unit Leaders throughout the drive to meet giving goals.

Responsibilities
- Work with Department Heads to appoint Unit Leaders
- Monitor progress of department-level tasks and act as chief reporting officer by updating your dean, director or department head. Login to get your Section's data at http://go.illinois.edu/ccfdreports.
- Attend Volunteer Leader Training.
- Visit the Agency Fair to learn more about participating organizations. Encourage your Unit Leaders to attend, too.
- Offer to collect and submit pledge forms for your Unit Leaders in between report Coffees. Pledges can also be dropped off at Report Coffees or sent to the CCFD office in campus mail.
- Attend the Report Coffees. Hear the latest information on the fund drive progress and be eligible to win great prizes.
- Encourage your Unit Leaders to attend the Report Coffees, too. Coffees are an opportunity to share tips and share experiences.
- Provide information and support to Unit Leaders as requested.

Unit Leaders
Unit Leaders are the glue that connects the fund drive with each donor. They coordinate fund raising within an individual department or campus unit. Unit Leaders MOTIVATE and assist donors. They help employees understand the campaign, solicit pledges, and share how contributions make a difference.

Responsibilities
- Serve as the primary fund drive liaison for employees.
- Stay current and learn about any new instructions for reporting information.
- Attend Volunteer Leader Training.
- Visit the Agency Fair to learn more about participating agencies. Encourage colleagues to go with you.
- Verify all pledge forms for accuracy before submitting to Section Leader, bringing them to a Report Coffee or sending them to CCFD office via campus mail. Checks need to be written to agencies unless the check is being written to United Way – Other and then the check needs the name, address and phone number included on it.
- Monitor giving levels for your Unit. Use the online reports at http://go.illinois.edu/ccfdreports.
- Keep your unit involved in the campaign by updating your thermometer regularly.
- Visit Resources Online (www.ccfd.illinois.edu) for helpful tips and sample documents.
- Attend the Report Coffees. The report coffees offer interesting and motivating speakers, prizes, and updates on the fund drive.

Have Suggestions?
The CCFD Advisory Board and staff welcome your comments and suggestions on the website, events, printed materials and other areas of the campaign. If you would like a reply to your feedback, please email us at ccfd@illinois.edu. If you wish to send us a note anonymously, please comment at http://go.illinois.edu/ccfdleaderfeedback.
Monitor Giving During the Drive
http://go.illinois.edu/ccfdreports

As the Unit Leader, you have access to view who has donated from your unit.
You should see:
• your department name,
• amount of money given per two-week Report Coffee period,
• a total amount given,
• a donor count (the number of donors who have given),
• potential donors (the number of people in the unit),
• percent participation as of that time,
• your unit goal, and
• the percent of the goal you have achieved so far.
• new dollars (the sum of pledges an individual gives above last year’s donations)

Click on your unit ID to view the employees in the unit and their donation.
Use the information on this site to send thank you notes, remind those who have not donated, and stay tuned to your progress in reaching your goal.
Section and Unit Leaders will see online pledges on the Reports site as soon as the pledges are submitted.
Section leaders also have access to reports for their section and units.
Please allow a few days for processing of paper pledges before they appear in the Reports Site.

Online Resources
www.ccfd.illinois.edu

Downloads for Donors
Complete List of Agencies and Designations
CCFD Agency Brochure and Pledge Form
Online Instructions
Complete List of Section and Unit Leaders

Downloads for Volunteer Leaders
Volunteer Handbook
11X17 Thermometer
Sample Donor Letter #1
Sample Donor Letter #2
Sample Donor Letter #3
Top 10 Reasons to Give
CCFD Planning Calendar
Tips and Tools
More Tips than You Can Imagine!

Questions?
Contact any of the Advisory Board members (listed on page 2) or email ccfd@illinois.edu.

Campus Charitable Fund Drive
330 Illini Union Bookstore Building
807 South Wright Street - MC319
Champaign, Illinois 61820
ccfd.illinois.edu | 217-265-6398
# 2015 Volunteer Leader Suggested Activities

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<td>Leader Training - 8:30 am, Illini Rooms A&amp;B</td>
<td>Display CCFD progress poster and distribute Agency Brochures</td>
<td>Send Kick-Off email to employees in your unit!</td>
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<td>2015 Volunteer Leader Suggested Activities</td>
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<td>Send thank you note to donors</td>
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<td>Send Halloween themed reminder to employees</td>
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Check your progress at the Reports Site, go.illinois.edu/ccfdreports.

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