

## METHODS OF GIVING THROUGH THE SECC – Campaign Year 2021

To help ease a bit of confusion, we have created this guide for giving this year!

1. **ePledge (electronic giving)** is the giving method that occurs after an employee has received a unique email with a link to our ePledge site. The link allows the employee to change their password & begin a secure method of giving, either through payroll deduction or a one-time credit card gift. Charity designations are picked & the entire process is electronic. If someone pledges through this method, they do **not** need to fill out any other pledge form. Team Captains do **not** need to record this gift on a report form as it is automatically entered on the [campaign progress portal](#).
  - **NOTE: Not all depts/univs/agencies use ePledge** – please email [Laurabaker@ncsecc.org](mailto:Laurabaker@ncsecc.org) if you are unsure whether you have this option at your workplace.
2. **PDF Pledge Form (digital & printable form)** is the 2<sup>nd</sup> method of giving we use. The PDF form follows the exact same pledge form that we print each year. There are two ways to submit this form:
  - ➔ **Submit via Adobe:** To use the ‘submit’ button on the pledge form, you must first download the form from the web browser and re-open in your Adobe program ([view instructions here](#)). There are red areas on the form to indicate ‘required’ fields. If those areas are not filled out, the form will not submit. After you hit submit, the form will be created as a PDF attachment and you will be taken to your email platform that you use for work. You will then need to press send to ensure it is sent to us. Be sure to double check your sent mailbox to ensure it was delivered.
  - ➔ **Save and Email/Mail:** You can also save the form and email it to [seccsupport@ncsecc.org](mailto:seccsupport@ncsecc.org) or mail it to: SECC, PO Box 196, Durham, NC 27702. This form does not need to be mailed to the SECC if it was sent via email. It also does not need to be filled out if someone gave through ePledge.
  - **NOTE: Please do not submit this form for cash gifts.** Instead, please print & mail or give to the Team Captain to mail. **For credit card & e-check, it is a 2-step process.** You can find instructions for the process [here](#). The [Donate Now](#) button on the SECC website is only for the PDF & printed pledge forms and it requires the donor to make a secure credit card transaction first and then take that transaction # & put it on their pledge form. This allows the SECC to give credit to the employee at their workplace but also gives the SECC the information on what charity the donor would like to support. If an employee only does the Donate Now button on the website, we will see there was a gift made but we will not have any form to be able to credit the gift back to the workplace.

It is important to note that **only 1 method is required to avoid duplication** of forms, and the PDF and printed form requires 2 steps.

Please let us know if you have any questions. We are more than happy to hop on a call and review this again for those that still have questions!

**THANK YOU AGAIN FOR YOUR SUPPORT!**