

- Tina Bufford
- Sr Manager, Enterprise Compensation & HCM

# DOAS/HRA

- Amelia Rivers
- Human Resources Specialist 1
- 404 463-8524



- Welcome
- > 2025 GASCCP Campaign Announcement
- 2024 Campaign Results
- 2025 GASCCP Overview
  - Campaign Theme
  - 2025 Campaign Winner Criteria
  - Charity Directory
  - Coordinator List & Communications
- Giving Portal Online Walkthrough
- > ACH Transmission Process
- Funds Management Process
- Reports Review
- Reporting Portal Walkthrough
- Forms and Coordinator Toolkit
- Payroll File Transfer
- Virtual Campaigning
- Campaign Resources
- Frequent Questions
- Recap & Next Steps

AGENDA

### 2025 GASCCP Coordinators







You're the local voice and set the tone for GASCCP success
Success largely depends upon coordinators across the state
Your passion drives others to become engaged and invested in the program

- Serve as your local main point of contact
- Engage your executive leadership
- Encourage payroll deduction pledges and one-time donations

- Monitor campaign progress
- Express appreciation to each employee who contributes to the campaign

COORDINATOR: THE MOST IMPORTANT ROLE

### 2025 CAMPAIGN ANNOUNCEMENT







#### 2025 Georgia State Charitable Contribution Program Launch

September 15, 2025

To: Agency Heads and Human Resources Leaders

From: Al Howell, Deputy Commissioner Georgia Department of Administrative Services Human Resources Administration

The official launch of the 2025 Georgia State Charitable Contribution Program (GASCCP) campaign is September 15, 2025. The campaign theme is "Be the Reason Someone Smiles Today". Employees may participate by donating to one or more approved charities on the giving portal through November 14, 2025. The campaign goal is to raise funds to support State of Georgia charitable organizations that serve the well-being of their communities through education, health, environment, and more.

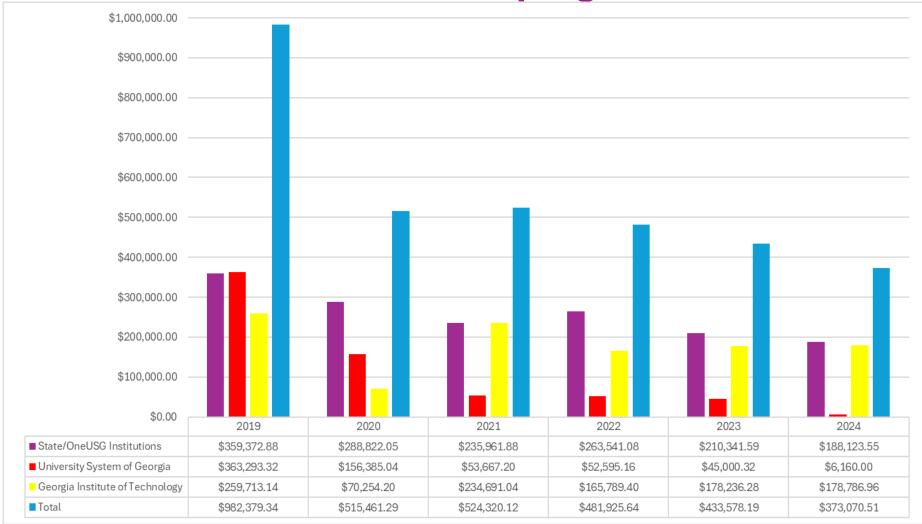
Visit the online giving portal today at: <a href="https://gasccp.americascharities.stratuslive.com/">https://gasccp.americascharities.stratuslive.com/</a>.

For more information on this year's campaign, contact your agency/entity's designated GASCCP Coordinator or visit: <a href="https://team.georgia.gov/about-georgia-sccp">https://team.georgia.gov/about-georgia-sccp</a>.

Thank you,

Al Howell, Deputy Commissioner Georgia Department of Administrative Services Human Resources Administration

# 2024 GASCCP Campaign Results



Note: OneUSGConnect comprises 26 State of Georgia colleges, universities, and institutions – including the University of Georgia and Georgia Institute of Technology.





### 2024 Georgia State Charitable Contributions Program Winners!

#### **GOVERNOR'S AWARD**

Georgia Institute of Technology
Department of Corrections
Department of Natural Resources
Department of Revenue
Teachers Retirement System
Office of State Admin Hearings

#### CHAMPION SPIRIT AWARD

Georgia State University
Kennesaw State University
Department of Community Supervision
Technical College System of Georgia
Georgia Technology Authority
Georgia Environmental Finance Authority

#### STELLAR AWARD

The University of Georgia
Department of Education
Department of Defense
Employees Retirement System
Professional Standards Commission

### 2025 GASCCP AWARDS CRITERIA



- Award Categories
  - 1st Place Governor's Award
  - 2<sup>nd</sup> Place Champion Spirit Award
  - > 3rd Place Stellar Award
  - Coordinator Award
- ▶ 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place Awards
  - Online One-time Donations +
  - Online Payroll Pledges +
  - Paper Payroll Pledges
- ➤ 3 Awards Per Employee Count Category
  - ▶ 1 − 100
  - **101-500**
  - **▶** 501 − 1,000
  - $\rightarrow$  1,001 5,000
  - > 5,001 9,000
  - > 9,001 +
- ▶ 18 Total Awards + Coordinator Recognition

# 2025 CAMPAIGN OVERVIEW

- Campaign Period: Sep 15, 2025 Nov 14, 2025
- Participation Criteria outlined by the Official Code of Georgia Annotated (O.C.G.A.) 45-20-51
- 508 Approved Charities
  - 49 Independent Charities
  - 12 Federations
  - 508 Member Charities
- State Personnel Board Review & Approval
  - June 10, 2025



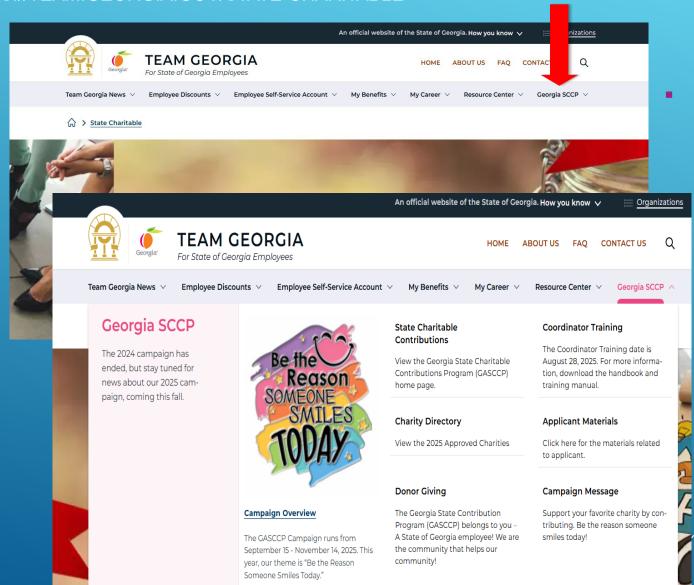
# 2025 CAMPAIGN THEME





### WEBSITE:

#### HTTPS://TEAM.GEORGIA.GOV/STATE-CHARITABLE



MARITY



#### 3 primary users:

- Applicants
- Donors
- Coordinators

Incorporated new slogan, image and campaign information

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# **COORDINATOR TOOLKIT**

### WEBSITE: HTTPS://TEAM.GEORGIA.GOV/COORDINATOR-TOOLKIT



The Georgia State Charitable Contributions Program Coordinator Toolkit for the 2024-2025 Campaign

Forms	Resources	State Entity Training Materials	Marketing Materials	ONEUSG CONNECT  Training (For use by OneUSG Connect Coordinators)
2024 GASCCP Batch Payroll Deduction Form  2024 GASCCP Funds Management Flow  2024 GASCCP Campaigning Events Management & Accounts Receivable Form  2024 GASCCP Accounts Receivable Form  2024 GASCCP Pledge Form	2024 GASCCP Charity Directory 2023-2024 GASCCP Campaign Contact List 2024 GASCCP Campaign Message 2024 GASCCP Campaign Awards Criteria 2023-2024 GASCCP Online Report 2023-2024 GASCCP Coordinator Training Thank You & FAQ SAO Cash Management Policy (GASCCP)	2022-2023 GASCCP Reporting Portal Quick Reference Guide  2023-2024 GASCCP Coordinator Training Video  2023-2024 GASCCP Coordinator Handbook	2024 GASCCP Theme Slogan Banner  2023-2024 Emplovee Giving Campaign Communications Toolkit	Making a SCCP Contribution (ESS Job Aid)  2021-2022 GASCCP OneUSG Connect Coordinator Training with O&A  2021-2022 GASCCP OneUSG Connect Coordinator Training Video  Managing the State Charitable Contributions Program (SCCP) for My Institution? (PRA Job Aid)  How Do I Make A SCCP Contribution If I Have Previously Contributed? (ESS Job Aid)

08/04/2025

[7]



#### **TABLE OF CONTENTS**

The GASCCP

Administrative Costs

Organizational Structure

**Coordinator Responsibilities** 

**Coordinator Training Schedule** 

Campaign Management

Cash Management

Dos and Don'ts

Coordinator Checklist

Campaign Resources

Appendix



- 2025 GASCCP
- GEORGIA STATE CHARITABLE CONTRIBUTIONS PROGRAM
- · Coordinator Handbook

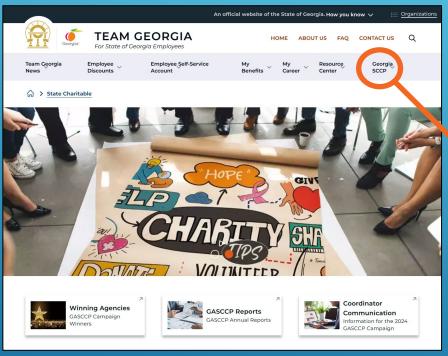
2025 COORDINATOR HANDBOOK

# AMERICA'S CHARITIES

- Tamara Bibby
- Corporate Social Responsibility (CSR) Manager



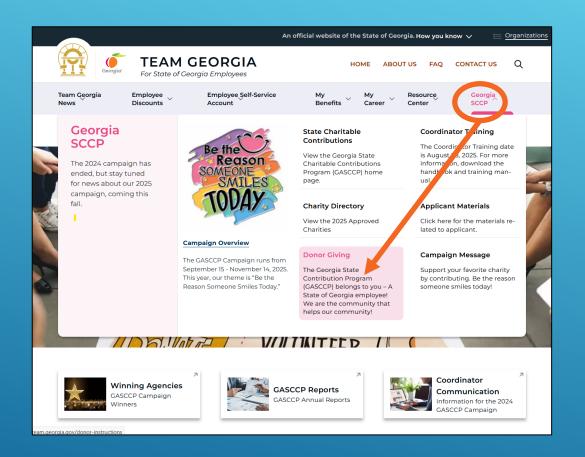
#### team.georgia.gov/state-charitable



#### gasccp.americascharities.stratuslive.com





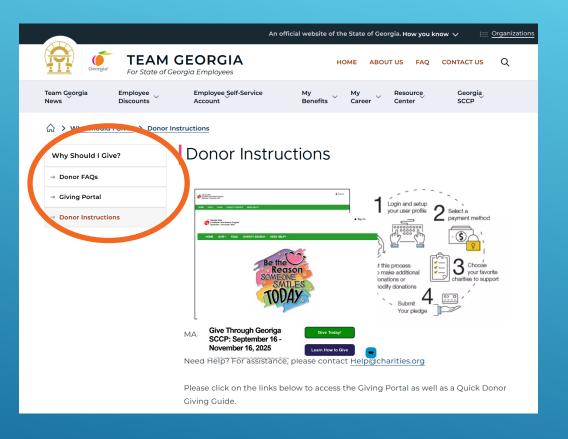


**Step 1: Access the Donor Giving Section** 

From the **Georgia SCCP** drop-down menu, select "**Donor Giving.**"

This will direct you to the next page, where you'll find detailed instructions to guide you through the giving process.

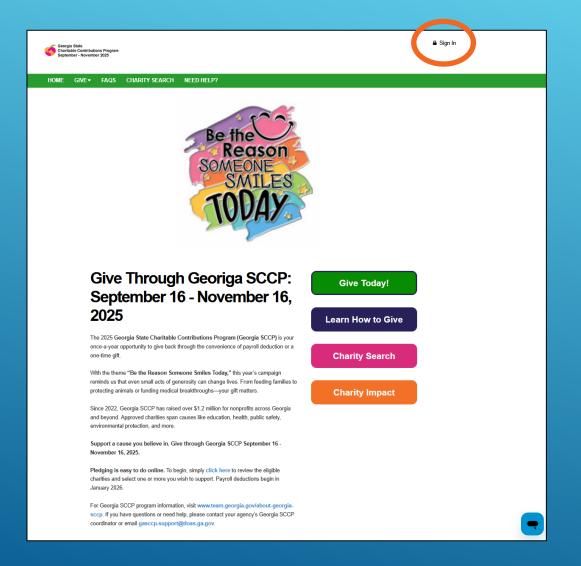




# **Step 2: Explore the Donor Giving Page**

On this page, you'll find helpful links with information about the **Georgia State**Charitable Contributions
Program (SCCP), as well as direct access to the online giving portal.





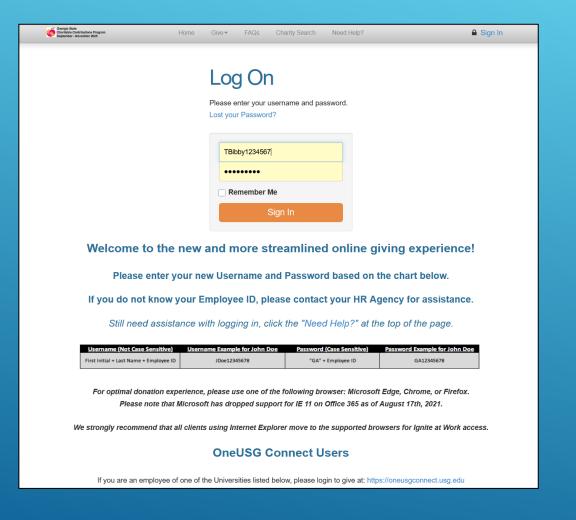
# Step 3: Sign In and Explore the Giving Portal

Once you access the **online giving portal**, sign in to your account to begin exploring the platform.

# Through the America's Charities online giving portal, you can:

- Search for participating charities
- Make contributions to eligible organizations
- Learn about the impact these charities have on your community





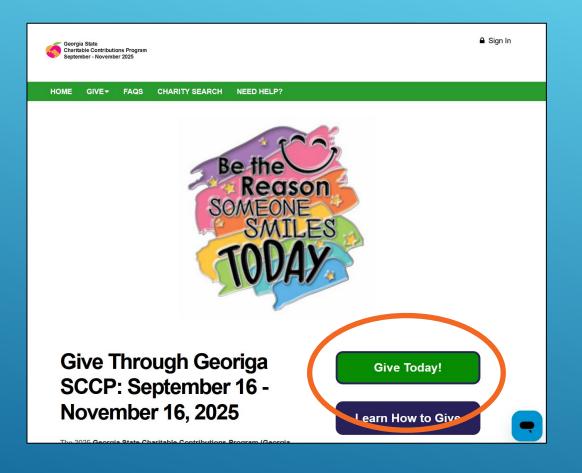
# Step 4: Sign In to the Online Giving Platform

On the "Sign In" page, you'll be prompted to enter your username and password to access the giving platform.

- Use the chart provided on the page to help determine your correct login credentials.
- Important Note: If you are
  a OneUSG Connect uset,
  do not use this platform.
  Instead, click the link
  provided to access your
  designated giving site.

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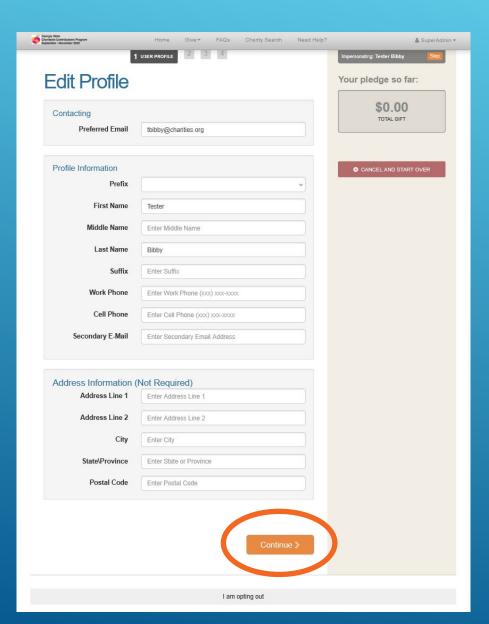


#### **Step 5: Ready to Give?**

When you're ready to make a contribution, click the "Give Today!" button to begin the donation process.

This will guide you through selecting your charity(ies), choosing your donation method, and finalizing your gift.





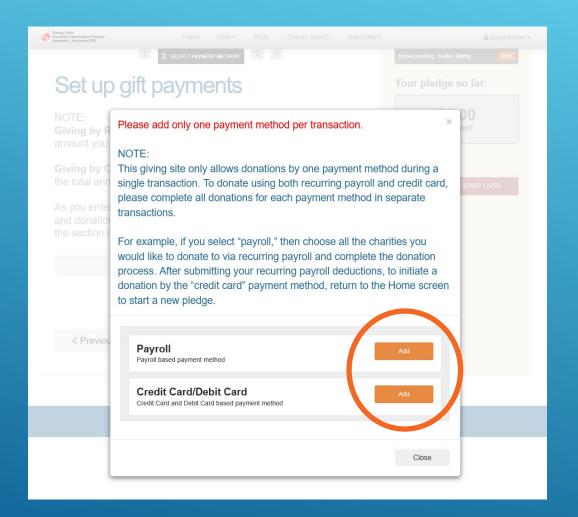
**Step 6: Edit Your Profile** (Optional)

After signing in, the site may prompt you to **edit your profile**.

These fields are **optional**—you may provide as much or as little information as you'd like.

When you're ready, click the orange "Continue" button to proceed.





# **Step 7: Choose Your Donation Method**

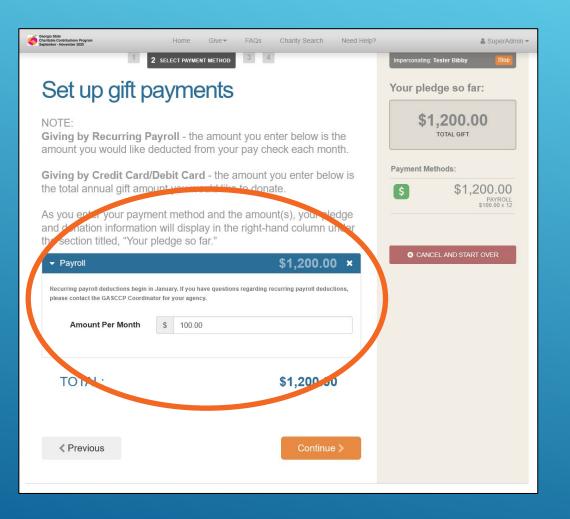
You will now be directed to a page to select your preferred **donation method**.

The Georgia SCCP offers the following options through the online giving platform:

- Recurring payroll deduction
- One-time credit/debit cand payment

If you'd prefer to give by check, please use the 23 pledge form provided.



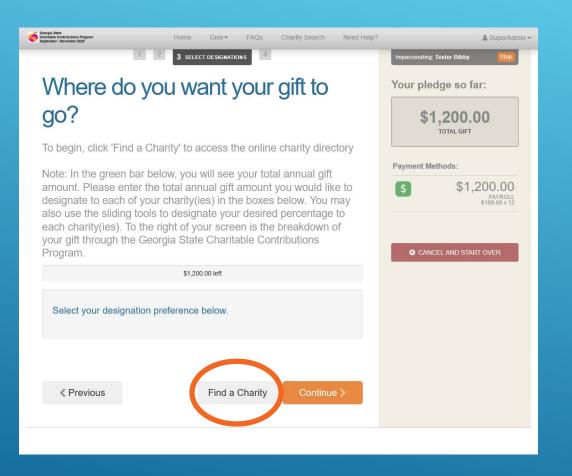


# Step 8: Enter Your Donation Amount

Based on your selected payment method, you will now enter the amount you'd like to donate.

For recurring payroll deductions, enter the amount you'd like to give each month. For credit card/debt card, enter the total annual amount you'd like to donate.

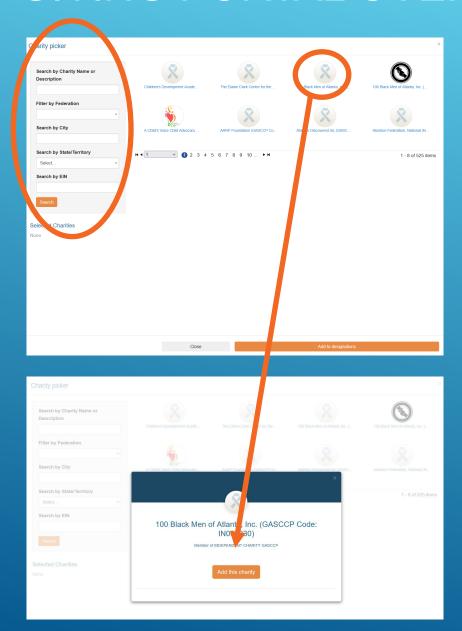




# Step 9: Select Your Charity(ies)

Next, you will be prompted to choose the charity or charities you'd like to support with your donation.



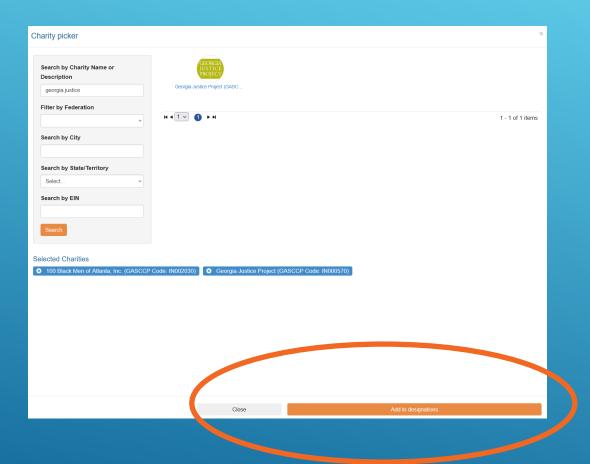


# **Step 10: Use the Charity Picker**

On the "Charity Picker" page, you can search for specific organizations or browse the full listing.

- Use the search bar on the left side to locate a charity by name.
- Or scroll through the numbered listing to explore available options.
- Once you find a charity, chick on the charity name and then select "Add This Charity."

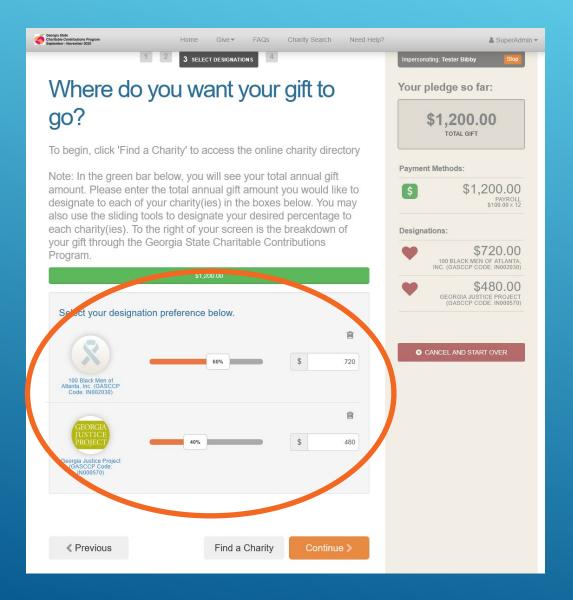




# Step 11: Add to Designations

Once you've selected the charities you'd like to support, click the **orange** "Add to Designations" button to move forward.



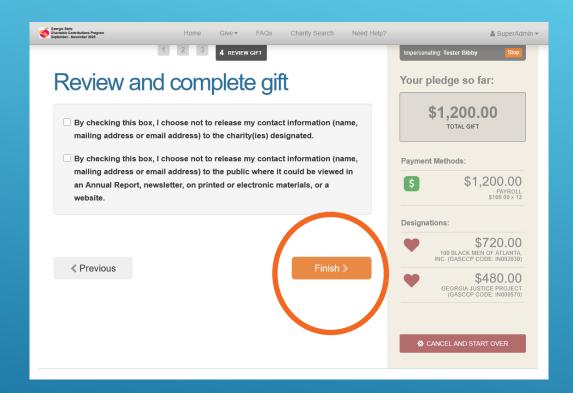


# Step 12: Designate Donation Amounts

Now it's time to decide how much you'd like to give to each selected charity.

- Use the sliders or manually enter a dollar amount in the spaces provided for each organization.
- When finished, click the orange "Continue" button to proceed.





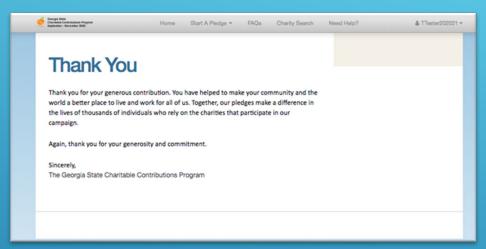
# Step 13: Privacy Preferences

Before finalizing your donation, you'll have the option to update your privacy preferences:

- Choose whether you do not want your contact information shared with the selected charities.
- Indicate if you do not wish to receive communications from the charities you've supported.

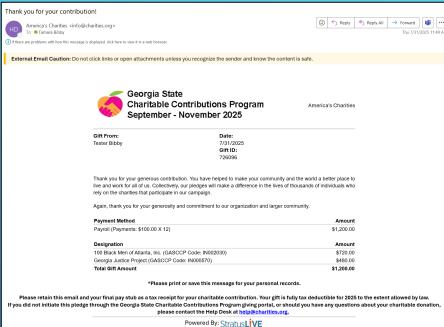
Review your selections 29 carefully before continuing.





Step 14: Complete Your Donation
After you finalize your donation, a "Thank
You" message will appear on the screen
to confirm your submission.

You will also receive a **detailed confirmation email** summarizing your donation, including the amount, selected charities, and payment method.



# AMERICA'S CHARITIES

- Melonie Hayes
- Analyst, Charitable Funds Management Solutions (CFMS)

# ACH TRANSMISSION PROCESS



#### **ACH TRANSMISSION PROCESS**

The ACH transmission process is managed by the agency/entity Finance or Payroll representative. All ACH-capable agencies/entities should transmit GASCCP funds via this method.

The Finance representative should coordinate with America's Charities on coding, completion and submission of the Vendor Management.



- Managed by the agency/entityFinance or Payroll representative
- All ACH-capable agencies/ entities should transmit GASCCP funds via this method
- The Finance representative should coordinate with America's Charities on coding, completion and submission of the Vendor Management
- Agencies/entities without ACH capability must follow the SAO Funds Management (Cash Management) process

# FUNDS MANAGEMENT PROCESS



#### **FUNDS MANAGEMENT**

For the 2021-2022 GASCCP campaign employees are encouraged to make their donations via the Giving Portal at <a href="https://pubm.net/acschatilites.statuslive.com/">https://pubm.net/acschatilites.statuslive.com/</a>. The Giving Portal is also accessible via the campaign website at <a href="https://www.qasccp.org">www.qasccp.org</a>.

IMPORTANT: Whenever cash, check and/or money order donations are received, the SAO Cash Receipt Policy must be adhered to (CM-100009)



Agency coordinator meets with her agency leader.

Agreement is established that all cash, checks and money orders collected during the campaign will be taken to agency's Finance department representative for reconciliation.



Agency coordinator receives cash, checks and money orders from employee(s) desiring to only participate via cash/check/money order. Collected cash, checks, moneys are recorded on the Accounts Receivable form. Additionally, the Funds Management Form is completed.



Agency coordinator meets with the backup coordinator (or other agency co-worker) to tally and record the monies received and review Accounts Receivable information, and Funds Management form





4a. Agency coordinator and co-worker meet with the agency Finance department representative. Coordinator and co-worker count the cash and checks together. Finance representative verifies the cash/checks/money orders and provides the coordinator a reverified balance sheet for recordkeeping (or copy of the Accounts Receivable and Funds Management forms).



4b. Finance representative transmits funds to America's Charities via ACH process. Should agency not have ACH transmission available, Finance representative (or agency Payroll representative) drafts a check or voucher and mails to America's Charities.



Each time cash, checks or money orders are collected, the GASCCP coordinator reconciles the funds with the Finance department representative.



# FUNDS MANAGEMENT PROCESS



# AMERICA'S CHARITIES

- Manual/Automated Forms
- Use for managing cash/checks/money order donations
- ▶ Funds Management Form
- Accounts Receivable Form

# FUNDS MANAGEMENT FORM



Georgia®	Fundraising Even	Fundraising Events				
Sco.y	For Coordinator Use					
TODAY'S DATE	BATCH ID (This is your Subdivision ID _Today's Date, Example: 403_MMDDYYYY)					
STATE AGENCY/UNIVERSIT	TY NAME	SUBDIVISION ID				
COORDINATOR	EMAIL		PHONE			
	Reconcile the collected donations using the attached Accounts ID is entered on the Accounts Receivable Form. Remit all funds					
CHARITY DESIGNA	ATIONS  Use this area to designate of	ash/check	s funds to specific charities.			
CHARITY DESIGNATE  CHARITY CODE	ATIONS  Use this area to designate of CHARITY NAME		s funds to specific charities.			
			OUNT			
			OUNT \$			
			OUNT \$			
			OUNT \$ \$ \$ \$ \$			
			OUNT \$ \$ \$ \$ \$ \$ \$			
			OUNT			
			OUNT			
		AM	OUNT			

# ACCOUNTS RECEIVABLE FORM

Date Received:



#### State Charitable Contributions Program Accounts Receivable Form

NOTE: Funds collected from the Georgia State Charitable Contributions Program (GASCCP) should be recorded as a direct journal to SCOA# 466001, Fund 60180 and submitted to vendor within 5 business days. See instructions below.

Batch ID:

Receiv	red by:	Department:						
Coins	Dollars	Checks						
.01x_	1x	Check#	Amount \$					
.05x_	2x	Check #	Amount \$					
.10x_	5x	Check #	Amount \$					
.25x_	10x	Check #	Amount \$					
.50x_	20x	Check #	Amount \$					
1.00x	50x	Check #	Amount \$					
	100x	Check #	Amount \$					
\$	_Total Coin Amount + \$	Total Dollar Amount + \$	Total Check Amount					
	= \$	Total Amount Received						
		_						
Finan	ce Department Representativ	e Signature Coordinator Sig	gnature					
		INSTRUCTIONS						
COOR	DINATOR:							
a)	Retain a copy of the completed form for your records.							
ь)	Remit all funds to the Finance Department. No cash or checks should be stored in your person							
	•	nagement and Accounts Receivab	le forms to your agency's financi					
	representative for confirmation	and signature.						
FINAN	CE REPRESENTATIVE: TWO MET	HODS TO REMIT FUNDS (please o	heck one)					
		Via ACH, remit deposited funds	•					
_		A # 696002, Fund 60180. Ensure						
	TeamWorks/PeopleSoft system	to appropriately identify the fun	ds to the submitting					
	agency/entity. Email the completed forms to gasccppledgeforms@charities.org.							
	ACH NOT AVAILABLE: Should your agency/entity not have an established ACH payment process,							
	prepare a single payment check	k and mail the completed forms v	vith funds to:					
	CHECK NUMBER:							

GASCCP/America's Charities 14200 Park Meadow Drive, Suite 330S Chantilly, VA 20151

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### **COORDINATOR REPORTS**



### gasccp.americascharities.stratuslive.com/reports



#### **Step One**

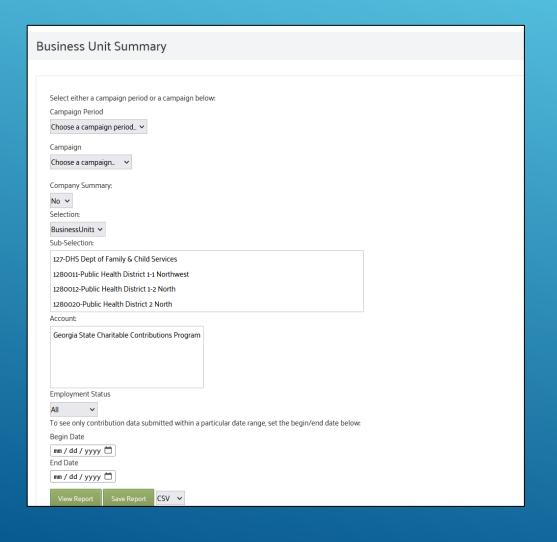
Click the orange button
"Run Business Unit Summary
Report and log in using the
same credentials that you
would use to make your
pledge.

As a campaign coordinator, you have the ability to view the Business Unit Summary Report for your department.

### BUSINESS UNIT SUMMARY REPORT



### gasccp.americascharities.stratuslive.com/reports



#### **Step Two**

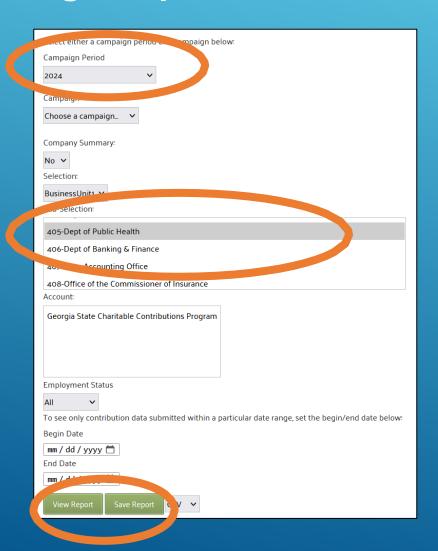
Once you login, you will be directed to the Business Unit Summary report.

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### BUSINESS UNIT SUMMARY REPORT



### gasccp.americascharities.stratuslive.com/reports



#### Step 3

Select the Campaign
Period for which you would
like to see contributions
made by your
department's employees.

Although all departments are listed, your access as campaign coordinator will only show contributions made by your department employees. Select "View Report" or "Save Report."

### **BUSINESS UNIT SUMMARY REPORT**



Step Five: View Report

#### **Business Unit Summary Report**

**Business Unit Summary Report** 

lata As Of: 8/17/2022 10:27:00 A

Total Sees																							
House of Regree 150 3	#Emp	Curr# C	urr %	Outstanding Givers	Prev Total Gi	ft Prev # Givers	Prev % Part	Prev Avg	Prev Per Emp	\$ Change Diff	% Change Diff	Curr Total Gift	Curr #Givers	New Givers	Curr % Part	Curr Avg Gift	Curr Per Emp	#Opt O	pt Out %	Goal Amount	% Goal Amount	Goal Participation	% Goal
Totals	444.0	IXCSP	псыр			Olvers	Fait	- Gill						Gircia				Out				r aracipation	Participation
166 3	414-Dep	t of Educ	ation																				
	1322	15	1.1%	4	\$1,560.0	0 9	0.7%	\$173.33	\$1.18	\$2,435.00	156.1%	\$3,995.00	15	10	1.1%	\$266.33	\$3.02	0	0.0%				
	Totals																						
	1322	15	1.1%	4	\$1,560.0	0 9	0.7%	\$173.33	\$1.18	\$2,435.00	156.1%	\$3,995.00	15	10	1.1%	\$266.33	\$3.02	0	0.0%				

Column	Description
Current Respondents	No of employees who have participated (given or logged in)
Current Response Rate	No of employees who have participated by %
Previous Total Gift	Previous year's total contribution amount
Previous No of Givers	Previous year's no of givers
Previous % Part	Previous year's participation rate
Previous Avg Gift	Previous year's average gift amount
Previous Per Emp	Per capita gift amount
\$ Change Diff	Dollar difference previous year vs. current year
% Change Diff	Percent gift amount difference previous year vs. current year
Curr Total Gift	Current contribution amount raised
Curr No of Givers	Current no of employees who have given
Current % Part	Current year's participation rate
Current Avg Gift	Current year's average gift amount
Current Per Emp	Per capita gift amount
Current % Part	Current year's participation rate

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DOAS/HRA/IT

SONJA WILLIS BUSINESS ANALYST

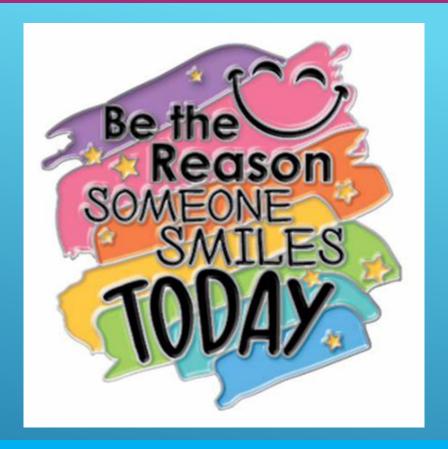
# PAYROLL DEDUCTION FILE TRANSFER PROCESS

- Takes place after the campaign period ends
- Reviews payroll pledges initiated during the campaign
  - SAO Peoplesoft/Non Peoplesoft Agencies
  - Manual Agencies
  - USGOne Connect (selfmanages)
- Reconciles identified discrepancies
- Occurs late December 2025
- Confirms deductions that will take place starting January 2026



### DOAS/HRA

- · Tina Bufford
- Classification, Compensation & GASCCP Manager



# 2025 GASCCP CAMPAIGN Virtually Fun Campaigning! SEPTEMBER 15, 2025 - NOVEMBER 15, 2025

# 2025 GASCCP VIRTUALLY FUN CAMPAIGNING!



- Activity Ideas
- Videos
- Build you own puzzle <u>Puzzlemaker</u>
- "Find A Cause" quiz
- Online Bingo Bingo Creator
- Virtual Walks/Runs
- Fliers
- Virtual Coffee and/or lunch Chats
- Template Letters
- Sewing Masks
- Recommendations partner w/ agency IT & Communications departments
- Utilize technology (e.g., short encouraging, inspiring, motivational video clips)

# 2025 GASCCP VIRTUALLY FUN FUNDRAISING!



PHASE	ACTIVITY/AGENCY RESOURCES
Pre-Campaign	Pre-campaign training – GASCCP Coordinator attends an HRA Training about the program and Website.
Pre-Campaign	<ul> <li>Pre-campaign motivational announcement – GASCCP Coordinator records a short cell phone video to post on the agency Website to let employees know the Giving Portal will be coming soon.</li> <li>Distribute "Save the Date" email see Template #2</li> </ul>
Pre-Campaign	Pre-campaign announcement to employees – The GASCCP Coordinator sends a kick-off email to agency employees with instructions on how and where to donate/pledge. Includes link to www.gasccp.org
During Campaign	<ul> <li>Agency/Entity Head video –Inspiring video to encourage employees to donate/pledge. It is posted on the agency website. The GASCCP Coordinator sends an email to employees with link – see sample video</li> <li>Distribute "Welcome/Campaign Launch Letter – see Template #6</li> </ul>
During Campaign	Coordinator explanation of ways to give – The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal.
During Campaign	Charities by service type – The GASCCP Coordinator sends an email to agency employees with a link to the gasccp.org Website.
During Campaign	"What a dollar can do!" – The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal.  46

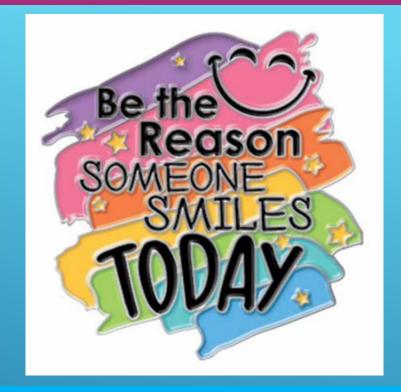
[Cont.]

# **2025 GASCCP**Virtually Fun Fundraising!



PHASE	ACTIVITY/AGENCY RESOURCES
During Campaign	<ul> <li>Employee "Why I Give" – Coordinator provides agency employees with instructions and a challenge to record a 15 – 30 second video. IT and/or Communications department posts recordings on agency website.</li> <li>Distribute campaign reminder/encouragement to participate emails see Template #9 and #10. Templates can be tailored to the agency's program and style.</li> </ul>
During Campaign	Pop-up box reminder - The GASCCP Coordinator drafts and sends an email to agency employees with a link to the Giving Portal. Confirms with IT pop-up box capability.
During Campaign	Employee video recording contest - The GASCCP Coordinator sends an email to agency employees with a link to the Giving Portal. Email also can contain links to recordings of employee videos.
Post Campaign [Final campaign day and/or after]	Thank You! - The GASCCP Coordinator sends an email to agency employees with a link to the agency Website to a compilation of the videos that were submitted – see Template #11
Post Campaign	Agency preliminary performance status - The GASCCP Coordinator obtains data from Reporting Portal and sends an email to agency employees with a "preliminary" agency giving status.

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# Virtually/In-person Fun Fundraising! Review your Coordinator Toolkit materials

- Apply your agency's style to virtual fundraising
- Tailor the forms/templates based on campaign timeline
- Engage your agency leadership, IT and Communications team members, and employees to spark additional ideas!
- Focus on easy and fun!

## CAMPAIGN CONTACTS & RESOURCES



CONTACT/RESOURCE	USER	PURPOSE
https://team.georgia.gov/state-charitable	Coordinators, employees, general public	GASCCP information
https://gasccp.americascharities.stratuslive.com	State of Georgia employees	On-line giving process
help@charities.org	Employee donors	America's Charities supports employee online giving portal questions
gasccp@charities.org	Coordinators	America's Charities supports various fund and financially-related coordinator questions
gasccppledgeforms@charities.org	Finance Representative	Document transmission when automated forms completion and/or ACH process is not available at an agency
America's Charities/GASCCP 14200 Park Meadow Drive Suite 330S Chantilly, VA 20151	Agency Coordinators, Payroll Reps & Financial Reps	Transmission of paper checks and vouchers when an agency/ entity does not have ACH-capabilities
gasccp.support@doas.ga.gov	Charities & Coordinators	Inquiries regarding GASCCP application process and program procedures

### QUESTIONS?





### FREQUENT QUESTIONS



Q1: When will the presentation be available for the participants to receive?

A1: The presentation will be made available in the GASCCP Coordinator toolkit prior to the September 16<sup>th</sup> campaign launch date.

Q2: Will agencies get a report of the individual donors for each division/department?

A2: The 2025 campaign reports of individual donors will not be available due to the sensitive nature of donor information.

Q3: When they say "per department" do they mean internal agencies or department? What is the meaning of per department?

A3: Per department means the department that was used to be registered as a coordinator. Department is determined by the list of coordinators sent by the State of Georgia to America's Charities.

Q4: Will the agency receive a confirmation for online pledges?

A4: Individual donors making online pledges will receive a pledge confirmation email.

Q5: Will the confirmation show the amount of the pledge and be sent via email, or just be shown on the giving portal?

A5: Once the donor completes the online giving process the donor will receive a confirmation email. The email includes the donor name, payment method, total amount contribution, as well as the charity information.

Q6: When you say department, is it specific to agency or the department in which the person works?

A6: If the coordinator registered using a sub-agency then that sub-agency's name will appear on the reporting portal. A sample of the report will be made available in the Coordinator Toolkit.

### FREQUENT QUESTIONS (CONT.)

Q7: Can employees pay directly online via credit card or debit card?

A7: Yes. Online donations and pledges may be made via credit card, debit card, or recurring payroll deduction. Currently, USG employees may only make their donations via payroll deduction. Additional information is forthcoming regarding USG and the OneUSG Connect process.

Q8: Are there any fees associated with using a credit card or debit card?

**A8:** There is a 3.5% fee associated with using a credit or debit card online.

Q9: If someone gives online via credit or debit card how is it reconciled with the agency once that donation is submitted?

A9: The system will recognize all online donations. That information will be uploaded to the reporting portal. As a coordinator you will only be able to see overall amount pledges.

Q10: Can employees only donate from 9/16/2025 – 11/16/2025?

A10: Yes, and the deduction comes out of the checks starting January 2026. The GASCCP pledge deductions will be in the second paycheck of the month through December 31, 2026.

Q11: Is it possible to allow coordinators access to the giving portal before 9/16/2025?

A11: No. Access to the giving portal will be granted on 9/16/2025.

**Q12:** How many coordinators may an agency have?

A12: An agency should have a minimum of one (1) coordinator but may have more. All coordinators must be registered and designated by their Agency Head or HR leader at 2024-2025-GASCCP-Coordinator-Designation



### FREQUENT QUESTIONS (CONT.)



### Q13: If a charity does not exist on the approved charity list, can the employee-requested charity be added?

A13: No. The 2025 GASCCP application period closed on March 31, 2025. Applications were vetted and eligible applicants were reviewed and approve by the Georgia State Personnel Board on May 2025. Interested charities may be added to our charity communications list by notifying the GASCCP team at <a href="mailto:support@gasccp@doas.ga.gov">support@gasccp@doas.ga.gov</a>. They may also stay abreast of GASCCP activities by visiting <a href="mailto:www.gasccp.org">www.gasccp.org</a>.

### Q14: Will agencies need to get their campaigning videos and activities approved by the GASCCP team?

A14: The GASCCP team will not need to review and approve agency-specific campaigning ideas for the 2025 campaign. Coordinators should meet with their agency heads and/or HR leaders to obtain approval on their agency's campaigning videos, activities and messaging.

#### Q15: How will coordinators handle cash donations?

A15: For the 2025 GASCCP campaign it is recommended that employee donations and pledges be made via the Online Giving Portal. However, should a coordinator receive any cash, check or money order donations, the Georgia State Accounting Office's policy on Cash (Funds) Management must be applied. The policy and process for handling cash/funds donations is available on https://team.georgia.gov/coordinator-toolkit in the Coordinator Toolkit.

### Q16: Will agencies receive credit towards fundraising for donations made by check or money order

A16: Yes. However, please revisit the agency winning criteria for the 2025 campaign. Online payroll pledging, online one-time donations and paper payroll pledges are the elements that go towards the criteria for winning agencies.

## FREQUENT QUESTIONS (CONT.)



Q17: How to reset Password on the America's Charities Online Giving Portal? A17: If you need assistance with your Username and Password, contact the Donor Services Team by email: Help@charities.org or visit www.charities.org/support.

Q18: How long will employees have to modify pledges on the America's Charities Online Giving Portal

A18: Employees will have until November 15th to make any changes to the pledges.

Q19: What is the last day agencies can submit ACH Forms from Fundraisers to be included in grand total?

A19: Agencies must submit ACH forms no later than December 5th.

**Q20: Will agencies receive credit towards fundraising for donations made by check or money order** 

A16: Yes. However, please revisit the agency winning criteria for the 2025 campaign. Online payroll pledging, online one-time donations and paper payroll pledges are the elements that go towards the criteria for winning agencies.



- Become acquainted with GASCCP
- Review CoordinatorHandbook
- Visit the GASCCP website and Giving Portal
- Check in with yourAgency Head todiscuss your agency'splans

- Plan your Virtual & Inperson FundraisingCampaign activitiesand schedule
- Determine your area of greatest need

RECAP & NEXT STEPS

### GASCCP TEAM





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### Human Resources Administration