



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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HR Memorandum

TO: Agency Administrators

FROM: Jennifer Henderson

VIA: Rip Colvin, Executive Director

SUBJECT: FSECC – Handling Pledge Forms & Contributions

DATE: October 16, 2012

The 2012 Florida State Employees Charitable Campaign (FSECC) is currently underway and JAC would like to provide guidance for collecting and processing your FSECC pledge forms. Employees will have the option of making a one-time charitable contribution via check/money order or through the convenience of payroll deduction. Each circuit should have received a FSECC Packet containing your employee pledge forms, campaign brochures, and a FSECC Envelope from your Regional Fiscal Agent. Please see the attached list of Fiscal Agents by region/county. Your circuit will be required to collect all pledge forms and any one-time contributions and ensure they are mailed to the Fiscal Agent, Solix, no later than **December 15, 2012**. You will need to complete the above "FSECC Campaign Report Form", attach the associated pledge forms and any one-time contributions, and mail your packet to:

Solix, Grant Management Solutions
FSECC Processing
400 SW Longview Blvd, Suite 290
Lee's Summit, MO 64081

I have attached the "2012 FSECC Instructions for Handling Pledge Forms & Contributions". As indicated above, cash contributions will not be accepted. Employees will need to submit their one-time contributions by check or money order, payable to: **FSECC**. Please remember to retain a copy of all pledge forms and checks for your records.

**** The final step will be for you to forward a copy of all pledge forms to JAC no later than **December 15, 2012**. Pledge forms should be sent to the Payroll Group email at: Payrollgroup@justiceadmin.org. Payroll deductions will then begin for employees on January 31, 2013. If you have any questions please contact Jennifer Henderson at Jennifer.Henderson@justiceadmin.org or (850) 488-2415, ext 293.



FSECC CAMPAIGN REPORT

FALL 2012 CAMPAIGN RESULTS

Received by Solix
 Date: _____
 Initials: _____
 Batch #: _____

INSTRUCTIONS

1. Prepare a Campaign Report for **each** bundle of Pledges and associated Checks to be mailed.
2. Complete **Part A: Contact Information** and **Part B: Pledge Information Summary**
3. Bundle and deliver the Campaign Report Packet including this Campaign Report, Pledge Forms, Checks, and Deposit Slips (if applicable) as directed in **Part C: Form Delivery Instructions**
4. For detailed instructions see **2012 FSECC Instructions for Handling Pledge Forms and Contributions**

PART A: CONTACT INFORMATION	
Agency:	Agency Code:
Division:	County:
Campaign Coordinator (or Person Preparing Report):	
Email:	Phone:

For auditing purposes summarize the number of pledges that will be included in this Campaign Report as indicated below.

PART B: PLEDGE INFORMATION SUMMARY		
METHOD OF GIVING	# OF PLEDGES	TOTAL PLEDGE AMOUNT
Payroll Deduction Donations		
Check Donations		
Cash Donations <p style="text-align: center;">Please do not mail cash.</p> Deposit Slip Enclosed : Yes <input type="checkbox"/> No <input type="checkbox"/> Check Number _____		
Date:	GRAND TOTAL:	

PART C: FORM DELIVERY INSTRUCTIONS	
FSECC Campaign Report	Campaign Report Packet (Includes: FSECC Campaign Report, Pledge Forms, Checks, and Deposit Slips)
Email completed copy of FSECC Campaign Report to: Jennifer.wuebker@solixinc.com Subject line: "FSECC Campaign Report" OR FAX To: 816-347-0325	Mail to: Solix, Grant Management Solutions FSECC Processing 400 SW Longview Blvd, Suite 290 Lee's Summit, MO 64081

FOR CAMPAIGN AUDITORS ONLY – PLEASE DO NOT WRITE BELOW THIS LINE				
Payroll	Cash	Checks	Amount Enclosed	Total Pledges
Data Entry By	Data Entry Date	Amount Deposited	Date Deposited	Deposited by

For any questions about how to complete this form please call 816-347-9449 for assistance.

2012 FSECC Instructions for Handling Pledge Forms and Contributions

ASSEMBLING CAMPAIGN REPORTS

While your local campaign is going on, you should collect all pledge forms, one-time contributions, event proceeds and designations and prepare a corresponding Campaign Report Packet. We will accept packets at any time during the campaign and encourage you to send packets at the end of major events or monthly depending on what works best for your local campaign drive. Regardless of how frequently you send your packets, all Campaign Report Packets for the 2012 Fall campaign season must be sent to the address indicated below by December 15, 2012.

IMPORTANT: *Please do not submit cash in a Campaign Report Packet. See Cash Handling Instructions on Page 3.*

Campaign Report Packet Contents

Each Campaign Report Packet should contain:

1. Campaign Report Form *(required)*

The main purpose of the Campaign Report Form is to summarize the campaign materials you are submitting in this packet and serve as a safeguard to ensure that all pledges and donations are properly accounted for. The Campaign Report Form is not cumulative. It should match the rest of the contents being submitted every time you turn in a packet. All information received in the Campaign Report Packet will be entered into the new pledge tracking system and will be associated with your Agency. When summarizing the cash donations, please indicate whether or not you are enclosing a deposit slip or a consolidated check and associated check number in lieu of actual cash.

For each Campaign Packet we receive we will use the contact information provided to send you confirmation that the packet has been received or address any questions about the packet materials.

Before enclosing the Campaign Report Form into your packet, make a copy for your own records.

2. Pledge Forms or Special Event Designation Forms

Since all pledges must be fully designated, every employee contribution should have a corresponding designation or pledge form completed by the employee. For either form that may be accompanied by a check, please write the check number on the top right corner of the pledge form in the format: "Check # ____". This will help us ensure all checks have been received. Regardless of which form is used, the number of pledge forms and the total value of those pledges should be entered on the Campaign Report Form.

- Pledge Form - Separate pledge forms authorizing payroll deductions into two parts. All of the Part 1's intended for the Fiscal Agent will go into the Campaign Report Packet. All of the Part 2's intended for Payroll should be handled as previously instructed for entry into the Mass Upload Spreadsheet in order to be transferred to the payroll system.

2012 FSECC Instructions for Handling Pledge Forms and Contributions

- Event Designation Forms - If you are using a Special Event Cash or Check Designation Form, please enclose the entire form in this packet.

3. Checks (if applicable)

Checks for one-time contributions and fundraising events should be included in the packet. Please make sure that check numbers are noted on each corresponding Pledge Form or Event Designation Form. The number of checks and their total value should be entered on the Campaign Report Form.

If a check is also included rather than a Deposit Receipt for the “Cash” donations, indicate the check # specific to those cash donations as indicated on the form, but do not add to the check donation line.

4. Bank Deposit Slip (if applicable)

If you have deposited cash into the FSECC account at a local Wells Fargo Bank, submit the deposit receipt you received from the bank. Indicate that a deposit slip has been enclosed on the Campaign Report Form.

Campaign Report Packet Mailing Instructions

- Make sure that the Pledge Forms, Event Designation Forms, and corresponding checks and deposit slips match the summary information provided on the Campaign Report Form.
- In order for the processing center to confirm that all Campaign Report Forms are received, please scan and email a copy of your Campaign Report Form to: jennifer.wuebker@solixinc.com OR Fax a copy to 816.347.0325, ATTN: FSECC Processing.
- Seal the contents of your report in an appropriate size envelope and mail it via First Class Mail to:

Solix, Grant Management Solutions
FSECC Processing
400 SW Longview Blvd, Suite 290
Lee’s Summit, MO 64081

Your final Campaign Report Packet should be mailed NOT LATER THAN DECEMBER 15, 2012.

Campaign Report Packet Help

If you have any questions on how to prepare your packet or complete the Campaign Report Form, please contact Jennifer Wuebker by phone at (816) 347-9449 or by email at:

Jennifer.wuebker@solixinc.com

2012 FSECC Instructions for Handling Pledge Forms and Contributions

CASH HANDLING INSTRUCTIONS

If you receive cash from a donor or Campaign Event, you have two options:

1. Convert the cash to a check made out to *FSECC* and enclose in the Campaign Report Packet.
2. Deposit the cash in the FSECC account that has been set up at Wells Fargo Bank and enclose the deposit slip in the Campaign Report Packet. ***The FSECC account number to be used for deposits is: 4945701084***

You can make a campaign deposit at any Wells Fargo branch. A branch locator can be found at <https://www.wellsfargo.com/locator/#f>. An example completed deposit slip is shown below. Please make sure you receive a deposit receipt from the bank.

Example Deposit Slip

Deposit:		WELLS FARGO
(Check One) <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Access <input type="checkbox"/> Command		
Account Number	Date	
* 4945701084	9/20/12	
Please print: Name	Deposits may not be available for immediate withdrawal. See Delayed posting information on reverse.*	
Please print: Street Address, City, State, Zip Code		
Please sign in teller's presence for cash received. Two forms of ID may be required for cash back transactions.	Cash	100.00
X	Total Checks <small>(include total from other side)</small>	.
Bank Use Only (When SVT Is Not Available) TLR8697 (08/11) WF0117 11602064	Subtotal	.
Customer id: Exp. date: Token Verified (✓) <input type="checkbox"/> Approval:	Minus cash back	.
⑈ 454 277308 ⑈ ⑆ 500000377⑆	Total \$	100.00

Wells Fargo Confidential When Completed

2012 FSECC LOCAL FISCAL AGENT CONTACT LIST ■

last updated 08/27/2012

LOCAL FISCAL AGENT #	FISCAL AGENT AREA (UNITED WAY)	COUNTIES COVERED	2012 CONTACT	PHONE NUMBER	E-MAIL ADDRESS
722	Big Bend	Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla	Alison Dodson	(850) 487-2087	alison@uwbb.org
712	Brevard County	Brevard, Indian River	Alecia Blattler	(321) 631-2740	ablattler@uwbrevard.org
713	Broward County	Broward	Jennifer Lacker	(954) 462-4850 (x.115)	jlacker@unitedwaybroward.org
730	Central Florida	Hardee, Highlands, Polk	Dale Stills	(863) 648-1500	Dale.stills@uwcf.org
704	Citrus County	Citrus	Jennifer Barber	(352) 795-5483	Jennifer.barber@local.unitedway.org
702	Escambia County	Escambia	Ron Denson / Trista Swauger	(850) 444-7043 (850) 452-2029	ron@unitedwayescambia.org trista@unitedwayescambia.org
726	Florida Keys	Monroe	Margie Smith	(305) 735-1929	president@keysunitedway.org
728	Heart of Florida	Orange, Osceola, Seminole	Dennis Burns	(407) 429-2094	Dennis.burns@hfuw.org
706	Hernando County	Hernando	Kathy Jones	(352) 688-2026	kathy@unitedwayhernando.org
720	Lake & Sumter Cos.	Lake, Sumter	Terri Kracht	(352) 787-7530	campaign@uwls.org
721	Lee County	Glades, Hendry, Lee, Charlotte, Collier	Louise Hawthorne	(239) 433-2000 (x. 225)	louise@unitedwaylee.org
724	Marion County	Marion	Traci Wilson-Brown	(352) 732-9696	twilson-brown@uwmc.org
725	Martin County	Martin	Lucy Corley	(772) 283-4800 (x. 222)	lcorley@unitedwaymartincounty.org
701	Miami-Dade	Miami-Dade	Jose Nieto	(305) 646-7186	nieto@unitedwaymiami.org
710	North Central Florida	Alachua, Bradford, Dixie, Gilchrist, Levy, Union	Dana Clayton	(352) 333-0846	dclayton@unitedwayncfl.org
717	Northeast Florida	Baker, Clay, Duval, Nassau, Putnam, St. Johns	John Smith	(904) 390-3272	JohnS@uwnefl.org
711	Northwest Florida	Bay, Calhoun, Gulf, Holmes, Jackson, Washington	Ron Sharpe	(850) 215-6749	rsharpe@unitedwaynwfl.org
727	Okaloosa-Walton Co.	Okaloosa, Walton	Bill Robinson	(850) 243-0315	bill@united-way.org
707	Okeechobee County	Okeechobee	Jennifer Lafferty (vol.) / Wayne Cunningham (vol.)	(863) 801-9229 (863) 824-7545	jlafferty@centerstatebank.com uwokee@gmail.com
703	Palm Beach County	Palm Beach	Toni Somma	(561) 375-6676	tonisomma@unitedwaypbc.org
735	Pasco County	Pasco	Duggan Cooley	(727) 835-2024	dcooley@unitedwaypasco.org
731	St. Lucie County	St. Lucie	Deborah Boyd	(772) 464-5300	Deborah.boyd@unitedwayslc.org
732	Santa Rosa County	Santa Rosa	Kyle Holley	(850) 623-4507	kyle@unitedwaysrc.org
716	Suwannee Valley	Columbia, Hamilton, Lafayette, Suwannee	Rita Dopp	(386) 752-5604	unitedway@bellsouth.net
718	Suncoast (formerly Tampa Bay)	Hillsborough, Pinellas, Sarasota, Desoto, Manatee	Diane Sharp	(813) 274-0927	dsharp@uwsuncoast.org
734	Volusia-Flagler Cos.	Flagler, Volusia	Lori Grant / Veronica Dunbar	(386) 253-0563	Lgrant@unitedwayvfc.org vdunbar@unitedwayvfc.org

NOTE: State employees must use the FSECC materials from the local fiscal agent that serves the county in which the state employee works. The 26 United Ways listed above serve as Local Fiscal Agents in conducting the campaigns.