



STATE CHARITABLE CONTRIBUTIONS PROGRAM

WHAT YOU SHOULD KNOW ABOUT PARTICIPATING IN THE SCCP CAMPAIGN

1. Application period is from December 15th through February 15th. If your application is approved by the State Personnel Board you will be notified by June 1.
2. You are responsible for applying annually in order to renew your status. The renewal period the same as the application period. If you do not renew you will be removed from participation in the campaign.
3. The SCCP Campaign runs from September 1st through December 31st annually. During that period, the various SCCP regions will hold events and activities to promote participation in the campaign. You will receive notices about events going on around the state.
4. At the conclusion of the campaign solicitation period, you will receive reporting from each of the regions in which you have received employee designations. This report is usually distributed in April. The report will provide information about the total amount that was pledged, the schedule for distributing funds and a list of donors that authorized to have their names released for acknowledgment purposes. Please be sure to send timely acknowledgements to those donors that have requested them. You are not responsible for sending tax receipts; this is simply an acknowledgment for their pledge. Since funds pledged during the fall campaign will be distributed 2015 with the final distribution in 2016, it is essential that you notify the SCCP office of any personnel changes that will impact reporting and distributions. To save costs, many SCCP only sends reports via email. If you wish to sign up for fund distribution via ACH, we will contact you separately to provide banking information to accept deposits electronically. Distributions occur quarterly and are reduced by the fees calculated by the State.
5. For marketing, there are many ways your charity will be listed during the campaign.
 - a. The official charity listing available in print and electronic versions.
 - b. The online charity directory will list all participating charities in the same format as the printed brochure. The online listing is searchable by key word. The online search tool available at www.giveattheoffice.org/sccp/.
 - c. Contact list for local coordinators indicating all charities who signed up for the Speakers Bureau.
6. The participant charity is responsible for their listing in the SCCP database. Listings are derived from the application materials. Descriptions have been edited to fit the 25 word limit by the SCCP manager.
7. The campaign solicitation – Information found [here](#) about how charities interact with SCCP.