

One Gift 2021 Campaign Overview for Liaisons



Purpose

One Gift gives State of Iowa employees an opportunity to donate to participating charitable agencies through payroll deduction.

Donations through One Gift help fellow Iowans.

One Gift Agencies Help:

- Children
- Teenagers
- Scholars
- The elderly
- The disabled
- Veterans
- The homeless
- Victims of domestic abuse
- Those with serious illness
- Those needing hospice care
- The LGBT community
- The environment
- Animals, *and more*



Reminders

*Don't
Forget*

- Charitable agencies cannot directly solicit State employees.
- The State cannot promote a specific charitable agency. The State must promote the entire One Gift Program.

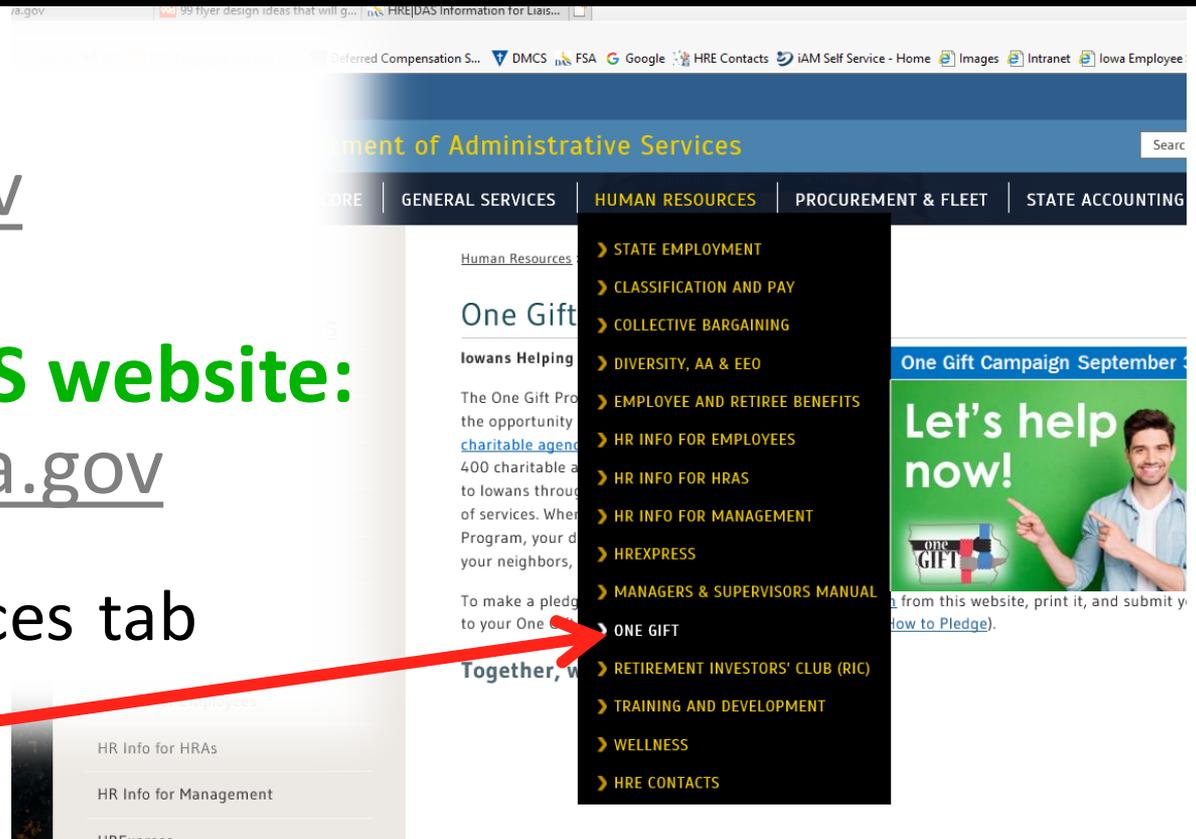


Online resources

Website:
onegift.iowa.gov

Access from DAS website:
<https://das.iowa.gov>

- Human Resources tab
- One Gift link



Online resources

Liaison information

Access forms, flyers, data entry dates, and more. If you would like to have additional tools please let us know!



The screenshot displays the One Gift website interface. On the left is a dark teal sidebar with a white 'One Gift' header and a list of menu items: 'How to Pledge', 'Frequently Asked Questions', 'Charitable Agencies', 'One Gift Liaisons', 'Information for Liaisons and HRAs', and 'Information for Charitable Agencies'. A red arrow points to the 'Information for Liaisons and HRAs' menu item. The main content area is titled 'Information for Liaisons and HRAs' and contains several blue underlined links: 'Pledge Form', 'Data Entry Dates for 2020 Pledges (2019)', 'Pay Period Calendar-2020 (2019)', 'Computer Manual', and 'Approved charitable agencies'. To the right of these links is a green promotional banner with the text 'Let's help now!' and a photo of a smiling man in a light blue shirt pointing towards the viewer. The banner also features the One Gift logo, which consists of a map of Missouri with four hands (red, black, blue, and white) holding it together.



Last year's results



2020 Campaign

In 2020 a very small percentage of employees contributed a substantial amount of money to One Gift.

Amount pledged	# of employees during campaign	# of contributing employees	% of employee participation
\$ 162,822.86	18,245	475	2.60%

Let's focus on increasing participation during this year's campaign. Even \$1/paycheck makes a difference!



Last year's results



2020 Campaign

Departments with *greatest pledge amounts*:

Department	Pledged amount	# of staff during campaign	# of contributors	% of staff
Transportation	\$ 21,943	2,524	47	1.86%
Human Services	\$ 18,172	3,918	45	1.15%
Education/Voc Rehab	\$ 14,440	585	37	6.82%
Corrections	\$ 10,940	2,520	18	0.71%



Last year's results



2020 Campaign

Departments with *highest employee participation*:

Department	Pledged amount	# of staff during campaign	# of contributors	% of staff
Public Employment Relations Bd (PERB)	\$ 1,948	11	7	63.64%
Treasurer of State	\$ 2,103	22	13	59.09%
Management	\$ 1,920	21	4	19.05%
Iowa Communications Network	\$ 3,474	76	14	18.42%



Liaisons

Responsibilities

- Promote One Gift Campaign in your agency
- Collect pledge forms or direct them to your human resources associate.



State of Iowa
One Gift Pledge Form
Download this form to your computer if you wish to use a digital signature.
100% of all donations go directly to the charitable agencies of your choice.

EMPLOYEE INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Initial

Agency/Department/Commission

Please indicate payroll deduction schedule:

All out of the first paycheck of each month (12 deductions/year)

All out of the second paycheck of each month (12 deductions/year)

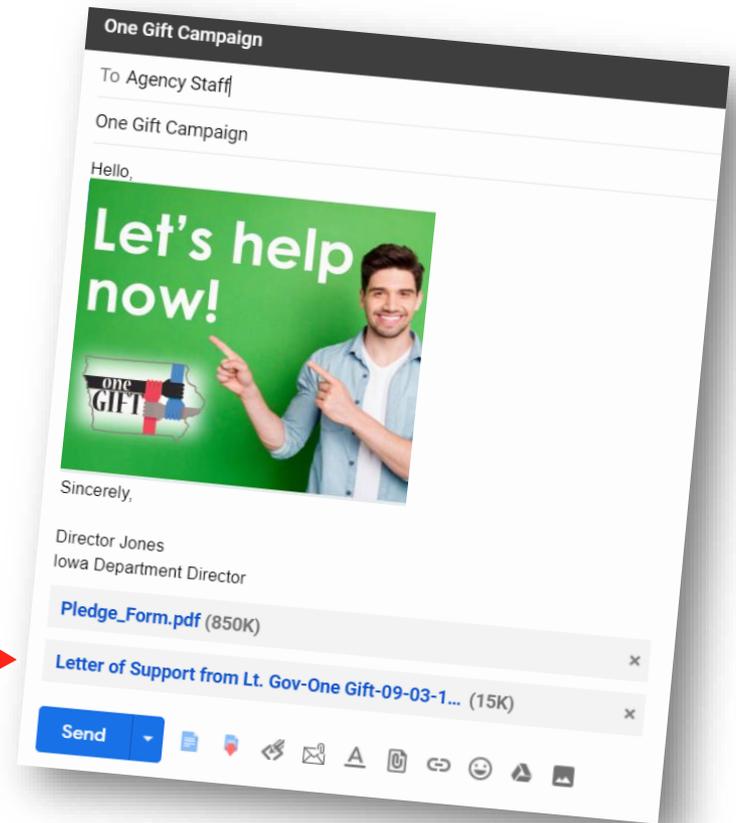
Equally out of the first and second paychecks each month (24 deductions/year)



Liaisons

Promotion ideas

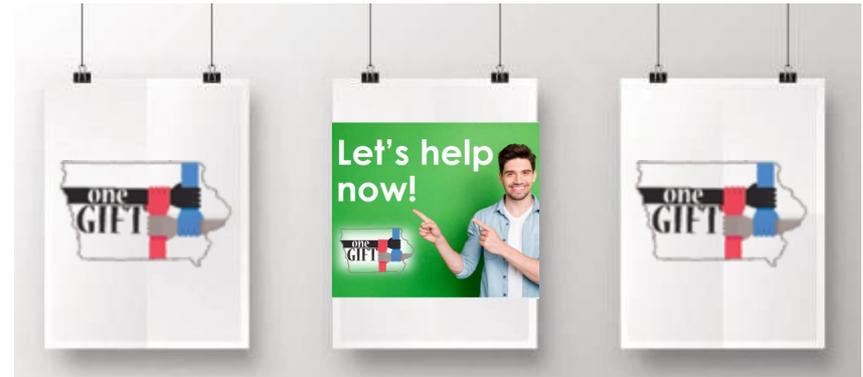
Ask your director to send an email in support of the campaign to agency staff. Possibly include the Lt. Governor's letter and a pledge form.



Liaisons

Promotion ideas

- Weekly flyer (post and send by email)



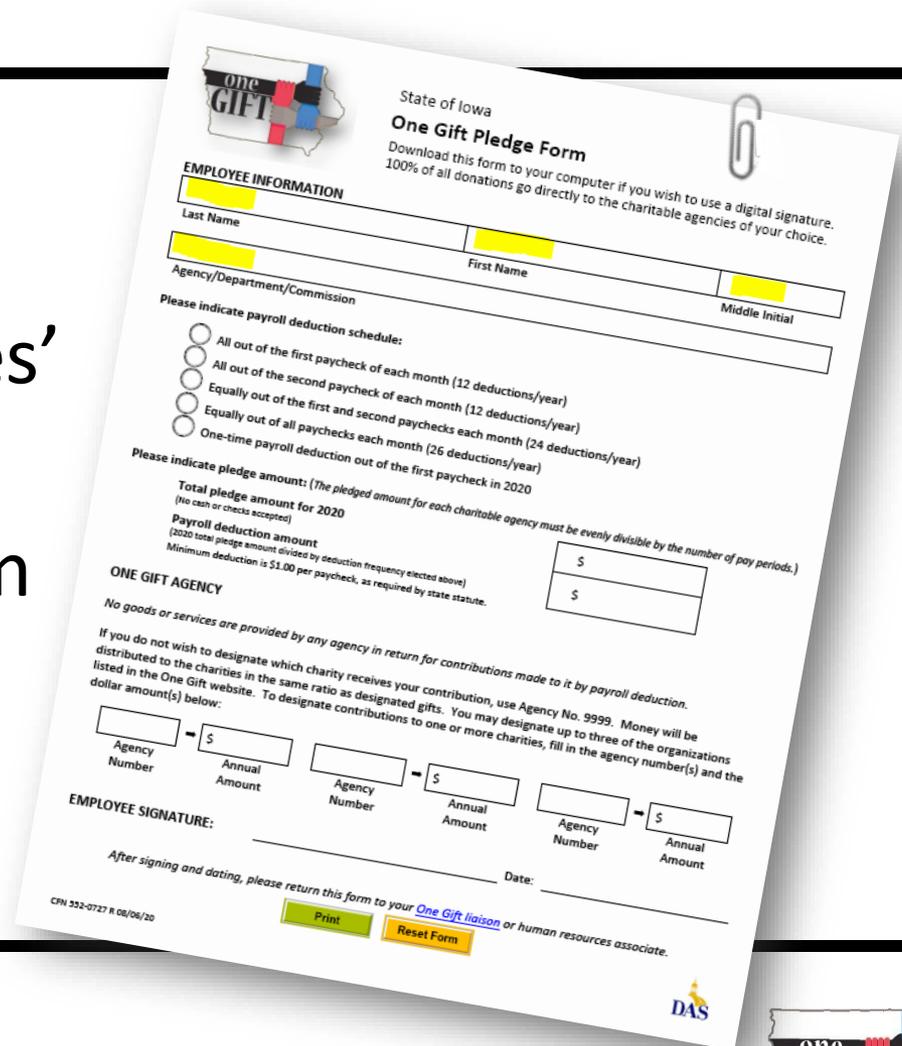
- Staff meetings – inform and encourage pledges



Liaisons

Promotion ideas

- Personalize pledge form with employees' names.
- Forward pledge form to employees via an email merge.



State of Iowa
One Gift Pledge Form
Download this form to your computer if you wish to use a digital signature.
100% of all donations go directly to the charitable agencies of your choice.

EMPLOYEE INFORMATION

Last Name: [Redacted] First Name: [Redacted] Middle Initial: [Redacted]

Agency/Department/Commission: [Redacted]

Please indicate payroll deduction schedule:

- All out of the first paycheck of each month (12 deductions/year)
- All out of the second paycheck of each month (12 deductions/year)
- Equally out of the first and second paychecks each month (12 deductions/year)
- Equally out of all paychecks each month (24 deductions/year)
- One-time payroll deduction out of the first paycheck in 2020

Please indicate pledge amount: (The pledged amount for each charitable agency must be evenly divisible by the number of pay periods.)

Total pledge amount for 2020
(No cash or checks accepted)

Payroll deduction amount
(2020 total pledge amount divided by deduction frequency elected above)
Minimum deduction is \$1.00 per paycheck, as required by state statute.

ONE GIFT AGENCY

No goods or services are provided by any agency in return for contributions made to it by payroll deduction.

If you do not wish to designate which charity receives your contribution, use Agency No. 9999. Money will be distributed to the charities in the same ratio as designated gifts. You may designate up to three of the organizations listed in the One Gift website. To designate contributions to one or more charities, fill in the agency number(s) and the dollar amount(s) below:

[Redacted] = \$ [Redacted] Annual Amount

[Redacted] = \$ [Redacted] Annual Amount

[Redacted] = \$ [Redacted] Annual Amount

EMPLOYEE SIGNATURE: _____ Date: _____

After signing and dating, please return this form to your [One Gift liaison](#) or human resources associate.

Print Reset Form

CIN 252-0727 R 08/06/20



Liaisons

Promotion ideas

If you have ideas or past success with promoting One Gift in your department, please email your ideas to susan.churchill@iowa.gov so she can share them with other liaisons.



Data entry dates

ONEG CODE	Deduction frequency	Beginning	Ending
1	12 / year - 1 st check only	12/25/2020	11/26/2021
2	12 /year - 2 nd check only		
3	24 / year - 1 st and 2 nd checks/mo		
4	26 / year - all paychecks		
5	1 / year – from first check in Jan	12/25/2020	12/25/2020

Pledges may be entered at any time from September to December 31, 2020.



Questions or suggestions

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Thank you!

