



Department Resource Guide

Oct. 1 -
Dec. 10,
2021

cvc.hr.vt.edu



Goal:
\$390,000



Department Representative Responsibilities

Kick-off (Sept. 30):

As a department representative, your responsibilities include:

- Familiarizing yourself with the online pledge system at cvc.hr.vt.edu. Your CVC steering team representative can also visit individual departments in order to familiarize employees with the system and to demonstrate using the website. Please help get the word out about this easy and convenient way to give. The online system can be used for bi-monthly payroll deduction or for a one time payroll deduction. Payroll deductions will begin on Jan. 15, 2022.
- Build awareness within your department by creating:
 - Graphs and charts to keep track of total donations and post them in common areas.
 - Competitions within areas of your department.
- Send your department an email sharing the link to the CVC website and online pledge form.
- Considering hosting a department-wide fundraiser to increase participation and dollars raised in your department. See the next page for ideas.

During this year's campaign (Oct. 1 - Dec. 10):

- Check in frequently with your team to see if there are questions regarding the campaign.



- Consider identifying a location where employees who do not have access to a computer on a regular basis can use a computer to make an electronic pledge.
- Consider holding a meeting with your department's employees to demonstrate the online pledge system.
- Encourage employees to use payroll deduction or make a one-time gift through cvc.hr.vt.edu.
- Send out a communication near the end of the campaign to remind employees that the close of this year's campaign is Dec. 10.
- Encourage employees to monitor the total dollars raised by visiting cvc.hr.vt.edu regularly.

Department Fundraisers

Procedures

- Departments are responsible for entering their fundraising events into the online pledge system (cvc.hr.vt.edu).
- The staff member responsible for entering events must contact the CVC coordinator at jessp82@vt.edu to gain access to the CVC administrative site.
- Departments must enter the Virginia Tech ID number of each employee who participates for the department to be credited for participation.
- The system will recognize the Virginia Tech ID number of an employee who has previously made an individual pledge and will not double-count them since their participation was captured by their individual pledge.
- Events entered using ID numbers will not be reflected as a noted event on the Senior Management Area report.
- Events may be entered as an event without reflecting individual participation. You need to just enter the department and name of the event.
- After the event, make an appointment with CVC coordinator for delivery of funds (Monday, Wednesday, or Friday between 9 a.m. - 2 p.m.).

Please make the appointment by emailing jessp82@vt.edu. Appointment times are scheduled Monday, Wednesday, or Friday between 9 a.m. - 2 p.m. Note: Currency and/or checks only; no coins accepted!

- All funds must be in a sealed envelope and include a completed pledge card and event funds log. Please print Senior Management Area and the name of the person delivering the funds on the outside of the envelope.
- Teams may designate up to four charities to receive contributions per fundraiser.
- The CVC coordinator will verify the amount received and enter the total dollar contribution into the online pledge system.
- Contributions will reflect on the Senior Management Area report (available from the administrative portion of the CVC website) after the amount has been verified and entered into the system by the CVC coordinator.





Donate

The Commonwealth of Virginia Campaign (CVC) is a voluntary, charitable donation program for state employees. It is a convenient way for employees to voluntarily support a wide range of not-for-profit health and human services organizations. Through payroll deduction, check, or cash donations, state employees may contribute to a better community.

Employees may select a charity of choice or donate to the general fund.

Donation Options

The simplest way to give is through an online payroll deduction. Employees may elect to make a one-time gift. Continuing from last year, credit cards are accepted through cvcgives.org. Please use the agency code 208 - Virginia Polytechnic Institute and State University.

Other options include cash and check. To donate by check, fill out a pledge form and return it by campus mail to CVC Coordinator (0318) or United States mail CVC Coordinator, North End Center, Suite 2300 (0318), 300 Turner Street NW, Blacksburg, VA 24061.

Note: Cash donations cannot be sent by mail. Email jessp82@vt.edu to schedule an appointment.

Tax Deductions

All charitable donations made through CVC via payroll deduction, cash, or check are eligible for tax deduction status (if no goods or services were received in exchange for the gift).

Virginia Tech does not provide receipts. Receipts for tax deduction purposes are provided by the charities.

IRS Guidelines

Complete information is available at irs.gov/pub/irs-pdf/p526.pdf, starting on page 17.

Designate

Choose one or more charities. The “Directory of Charities” is available at cvc.hr.vt.edu. Please Note: Charities must re-apply each year and only participating charities for this year’s campaign are listed in the directory and on the website.

Record the selected charity’s “Code No.” annual amount, and name. If you designate, 90 percent of your gift will go to the charity of choice, 10 percent will go toward administrative fees. If a charity is not designated, the gift will be distributed proportionally to all of the participating charities.

Online Pledge System Overview

Additional pledge forms are available at cvc.hr.vt.edu. Instructions are listed below, and followed by the pledge form.

STEP ONE: Your Information

- Enter your name and Virginia Tech ID number.

STEP TWO: Method of Payment

- Payroll Deduction:** Record the amount you wish to give per pay period then multiply by 24 to determine the “Annual Gift” total. Note: Payroll deductions are post-tax. Unfortunately, payroll deduction is not available for wage employees. They may contribute by cash or check.
- Cash:** Record the amount in the “Annual Gift” column next to “Cash” and include the cash with the pledge card.
- Check:** Record the amount in the “Annual Gift” column next to “Check,” make payable to CVC, and attach.

STEP THREE: Designation


- Choose up to four charities per pledge card. Employees may designate more than four charities when using the online pledge form. The “Directory of Charities” is available at cvc.hr.vt.edu, or ask the CVC representative

in your department for a copy. **Please note:** Charities must re-apply each year and only participating charities for this year’s campaign are listed in the directory and on the website.

- Record the selected charity’s “Code No.” annual amount, and name. If you do not designate a charity, your gift will be distributed proportionally to all of the participating charities. If you do designate, 90 percent of your gift will go to the charity of choice, 10 percent will go toward administrative fees.

STEP FOUR: Authority and Acknowledgment

- All pledge forms must be signed or they will be returned for signature.
- If you would like for your charity to send a receipt for tax purposes, you must check “Yes” and include an address in the space provided.
- Return your pledge form by campus mail to CVC Coordinator (0318) or United States mail to CVC Coordinator, North End Center Suite 2300 (0318), 300 Turner Street, NW, Blacksburg, VA 24061.
- For more information visit cvc.hr.vt.edu, or email jessp82@vt.edu.

Agency : <u>Virginia Tech</u> Code: <u>208</u>		1 EMPLOYEE ID#	Employee Name (Last, First, Middle Initial)	
 The Commonwealth of Virginia Campaign			cvc.hr.vt.edu	▼ DON'T FORGET TO SIGN ▼
2 METHOD		Annual Gift		4 AUTHORITY AND ACKNOWLEDGMENT
Payroll Deduction	Annual Gift	Other	Annual Gift	Date: _____
\$ _____ per pay period x 24	\$ _____	Cash (attach)	\$ _____	<input checked="" type="checkbox"/> I authorize this contribution to the CVC (Signature of Employee) <input type="checkbox"/> YES, I wish to receive confirmation of my pledge. Please share my name, address and gift amount with the charities I have selected for acknowledgment and tax-filing purposes (provide address below). <input type="checkbox"/> NO, I wish my gift to be anonymous.
\$ _____ one-time deduction	\$ _____	Check (payable to CVC and attach)	\$ _____	
			\$ _____	
3 DESIGNATION				
<input type="checkbox"/> I DO WISH to designate my gift to one or more specific charities. <input type="checkbox"/> I DO NOT wish to designate my gift to a specific charity. (Consult the list of CVC-approved charities and enter the proper code numbers and dollar amounts here. The CVC accepts pledges for CVC-approved charities only.)				
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Code No.	Annual Amount	Name of Charity		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Code No.	Annual Amount	Name of Charity		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Code No.	Annual Amount	Name of Charity		