EMC

2006 Coordinator Training

MAY – DECEMBER

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What is the CMC?

The Combined Municipal Campaign extends the opportunity to city employees to demonstrate a strong sense of community by supporting environmental, health and social welfare issues that concern the citizenry of Houston.

The CMC is an annual drive by city empoyees to raise funds for charitable organizations of their choice. CMC begins in August and continues through October.

Thousands of people have been helped by the organizations represented in the campaign. The generosity of city employees contributes to improving conditions and demonstrates the power of the collective dollar and its far reaching impact.

History of the CMC

Before 1991: The United Way of the Texas Gulf Coast coordinated the city of Houston's charitable giving campaign.

1991: Although the campaign gave city employees the opportunity to help those less fortunate, employees expressed the need for greater choice.

Mayor Kathy Whitmire answered this call with administrative procedure 2-16. Effective July 1, 1991, administrative procedure 2-16 opened the city's charitable giving campaign to all federations and charitable organizations meeting the approved criteria.

After the approval of administrative procedure 2-16, the city's charitable campaign became known as the Combined Municipal Campaign. The word "Combined" refers to the combination of federations and agencies in the campaign. "Municipal" refers to the city of Houston, and t"Campaign" describes the city's mission to improve the quality of life in Houston, the nation and beyond.

1995: Human Resources Director Lonnie Vara was given responsibility for the CMC. To give the campaign stability and structure, Vara assigned the CMC to the Human Resources communications division. Along with this division, dedicated employees like you have made the city of Houston Combined Municipal Campaign one of the fastest growing in the country.

1995-2005: The results speak for themselves. Never before has the city's charitable campaign reached such heights. More than 7,000 caring employees donated $257,537 in 1995. The amount soared to more than $452,000 in 1997, and in 2004, the city reached $647,000.

2006: This year brings hope of even greater success. With improved reporting procedures and our campaign to get the CMC "On Track," this year will be a turning point for the CMC.

What Makes up the CMC

What Makes up the CMC

Federations: Federations are organizations that consist of five or more charitable agencies and solicit/distribute contributions on behalf of their members.

Houston Area Charitable Agencies: Houston area charitable agencies are any 501(c)(3) organization supported in part by voluntary contribututions from the public. These agencies operate independently and are not associated with a federation.

For a complete list of federations, agencies and their contacts, go to www.houstoncmc.org.

CMC 2006 ON TRACK

MAY – DECEMBER

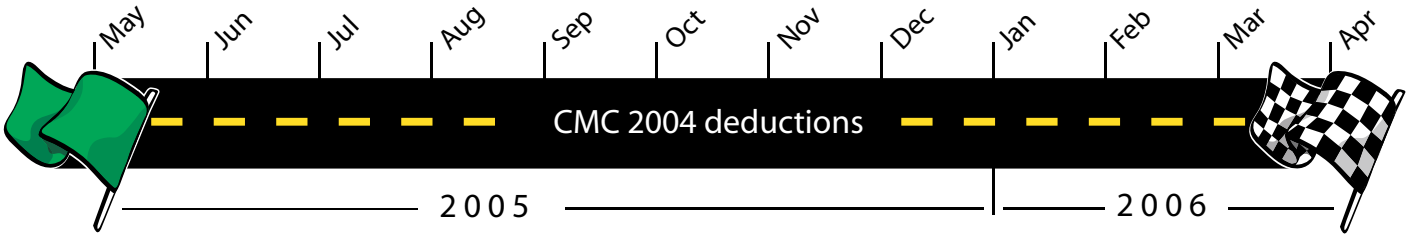
WWW.HOUSTONCMC.ORG

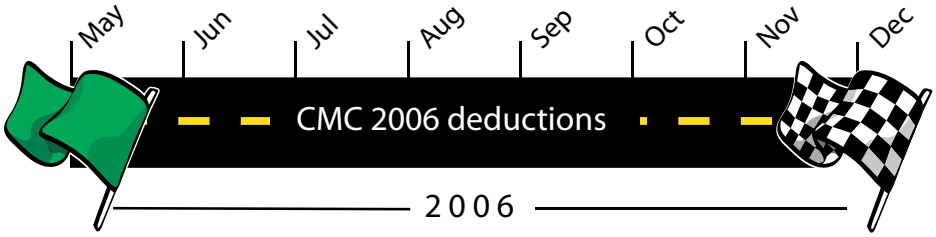
Why "On Track"

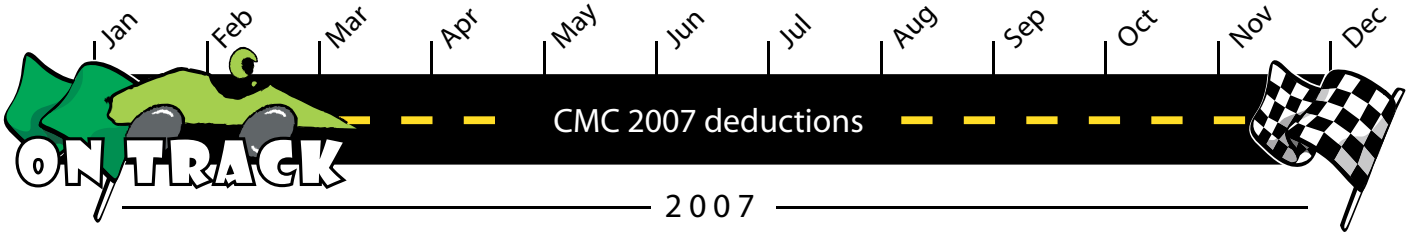
This year we're working to get the deductions "On Track" with the calendar year. In past campaigns, deductions were taken out May - April. We want to reorganize the cycle so deductions are taken out January - December.

Not only will this will make it easier for you to claim your donations on your taxes, but it will also enable agencies to receive donations sooner and help them keep track of campaign totals.

In order to bring about this change, the 2006 campaign will be a short transitional one with deductions running May – December 2006. This way, with the 2007 campaign, we can begin a deduction cycle that will be "On Track" and run January - December.







Goals

Department goals and challenges for the 2006 campaign are based on eight months instead of 12.

	Contribution	Participation
Affirmative Action	$2,850	100%
Aviation	$29,700	53%
Building Services	$5,300	55%
City Council	$3,300	44%
City Secretary	$750	100%
Controller's Office	$10,050	100%
Convention & Entertainment	$4,500	100%
Finance & Administration	$12,250	40%
Fire	$19,050	23%
Health & Human Services	$42,000	40%
Housing	$6,000	100%
HEC	$4,750	30%
Human Resources	$11,000	100%
Information Technology	$6,350	45%
Legal	$6,700	40%
Library	$27,050	50%
Mayor's Office	$5,300	100%
Municipal Courts Administration	$6,050	50%
Municipal Courts Judicial	$5,350	50%
Parks & Recreation	$16,400	40%
Planning & Development	$18,150	44%
Police	$48,200	23%
Public Works & Engineering	$81,200	67%
Solid Waste Management	$11,300	43%
Totals	**$383,550**	**38%**

Department Challenges

Department Awards

Awards will be given to the department head and coordinator in each level whose department or office make their goals and:

- has the largest percentage increase in participation compared to 2004.
- has the largest percentage increase in contributions compared to 2004.
- has the highest percentage of employees in the 1% Club.
- has the highest per capita contribution.

Levels

For competitive events, we divide the departments and offices into levels according to size. There will be one winner for each competition at each level.

Level A — **Departments with 3,000+ employees:**
Fire, Police, Public Works & Engineering

Level B — **Departments with 500 to 1,500 employees:**
Aviation, Health & Human Services, Library, Parks & Recreation, Planning & Development, Solid Waste Management

Level C — **Departments with 15 to 499 employees:**
Affirmative Action & Contract Compliance, Building Services, City Council Offices, City Secretary's Office, Controller's Office, Convention & Entertainment Facilities, Finance & Administration, Housing & Community Development, Houston Emergency Center, Human Resources, Information Technology, Legal, Mayor's Office, Municipal Courts Administration, Municipal Courts Judicial

Events Calendar

August 2005

ALL MONTH	Department Kickoff	All Departments
25 THURSDAY	Coordinator Training	611 Walker Auditorium
26 FRIDAY	Coordinator Training	611 Walker Auditorium
26 FRIDAY	Agency Fair	611 Walker Lobby

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2005

10 SATURDAY	Runway Race for Life	Bush Intercontinental Airport
19-23 MON-FRI	Online Auction	www.houstoncmc.org Lobby viewing Sept. 19 & 23 only Bidding starts at 9 a.m. Sept. 19 Bidding closes at 1p.m. Sept. 23
23 FRIDAY	Auction item pick-up	611 Walker Lobby 2 - 5 p.m.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2005

4 TUESDAY	Scantrons due	To Department Coordinators
29 SATURDAY	CMC Golf Tournament	Memorial Golf Course

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

November 2005

30 WEDNESDAY	Checks and money orders mailed out

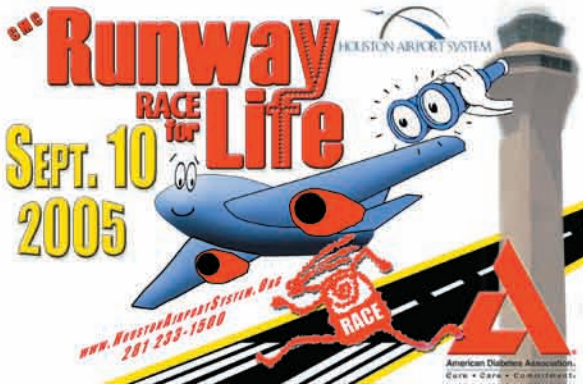
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Agency Fair

Friday, August 26
11 a.m. - 1 p.m.
Lobby - 611 Walker Building

Come visit with CMC federations
and local agencies.

Runway Race For Life



September 10, 2005
7 a.m.
Bush Intercontinental Airport

Registration fee for city employees: $15
Registration fee for all others: $20
Registration forms are available at
http://race.houstonairportsystem.org/main_page_fs.htm
or contact Shawn O'Neal, race coordinator, (281) 230-3080

In its fifth year, this unique 5K run/walk/roll is expected to draw thousands of runners, walkers, volunteers and spectators. The run will conclude with an awards party including food, drinks and music. All funds will be donated to the American Diabetes Association.

Online Auction

We are currently taking donations for the online auction. If you have items that you would like to donate, please contact your department coordinator or Julie Keeton at (713) 837-9384. Proceeds from donated items will apply to donor's department goal.

September 19-23, 2005

bidding begins

Monday, September 19 at 8 a.m.

auction closes

Friday, September 23 at 1 p.m.

Bid online @

www.houstoncmc.org

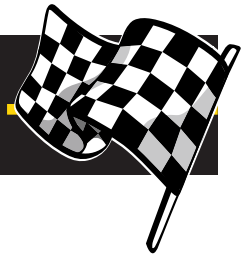
Golf Tournament

4-person scramble
$100 per player
Register before Sept. 16 and save $25 per player
Registration ends Oct. 7
Includes: greens fee, cart, breakfast, lunch, trophies, door prizes
Open to all city of Houston employees and guests.

October 29, 2005
Memorial Golf Course
7 a.m. - Check-in
8 a.m. - Shotgun start

Call Delier Porter-O'Guinn, (713) 845-1374

Getting Started



Campaign materials will be distributed to each **department coordinator.** Each department coordinator is responsible for distributing the materials to department employees. Larger departments use **division coordinators** to help facilitate distribution.

Campaign materials include:

- ☑ Tribute newsletter - one for each employee
- ☑ Scantron pledge form - one for each employee
- ☑ Training manual - one for each department/division coordinator
- ☑ Coordinator reference cd - one for each department coordinator

Materials included on the cd:

Official CMC logos

CMC letterhead

Training manual - pdf

Tribute - pdf

Excel spreadsheet with all employees listed and pre-set formulas for calculations

Excel reporting form

Memorial contribution form

For more information, please contact: Julie Keeton, (713) 837-9384.

WWW.HOUSTONCMC.ORG

Scantron Tips

What **NOT** to do with your scantron forms

Filling in a Scantron

When filling out the Scantron, use a pen with blue or black ink and be sure to completely darken the blocks.

1. Write your employee number (six digits) in the blank boxes under "Employee Number." If your number is only five digits, insert a zero in the first space on the left. Fill in corresponding number blocks.

2. Write your department number in the blank boxes under "Dept. Number." Fill in corresponding number blocks.

3. If you would like to contribute 1 percent of your salary, darken the "Yes" square in the 1% Club box. If you would like to contribute more than 1 percent, darken your choice under "Above and Beyond Club."

4. Darken the block that corresponds with your payment option.

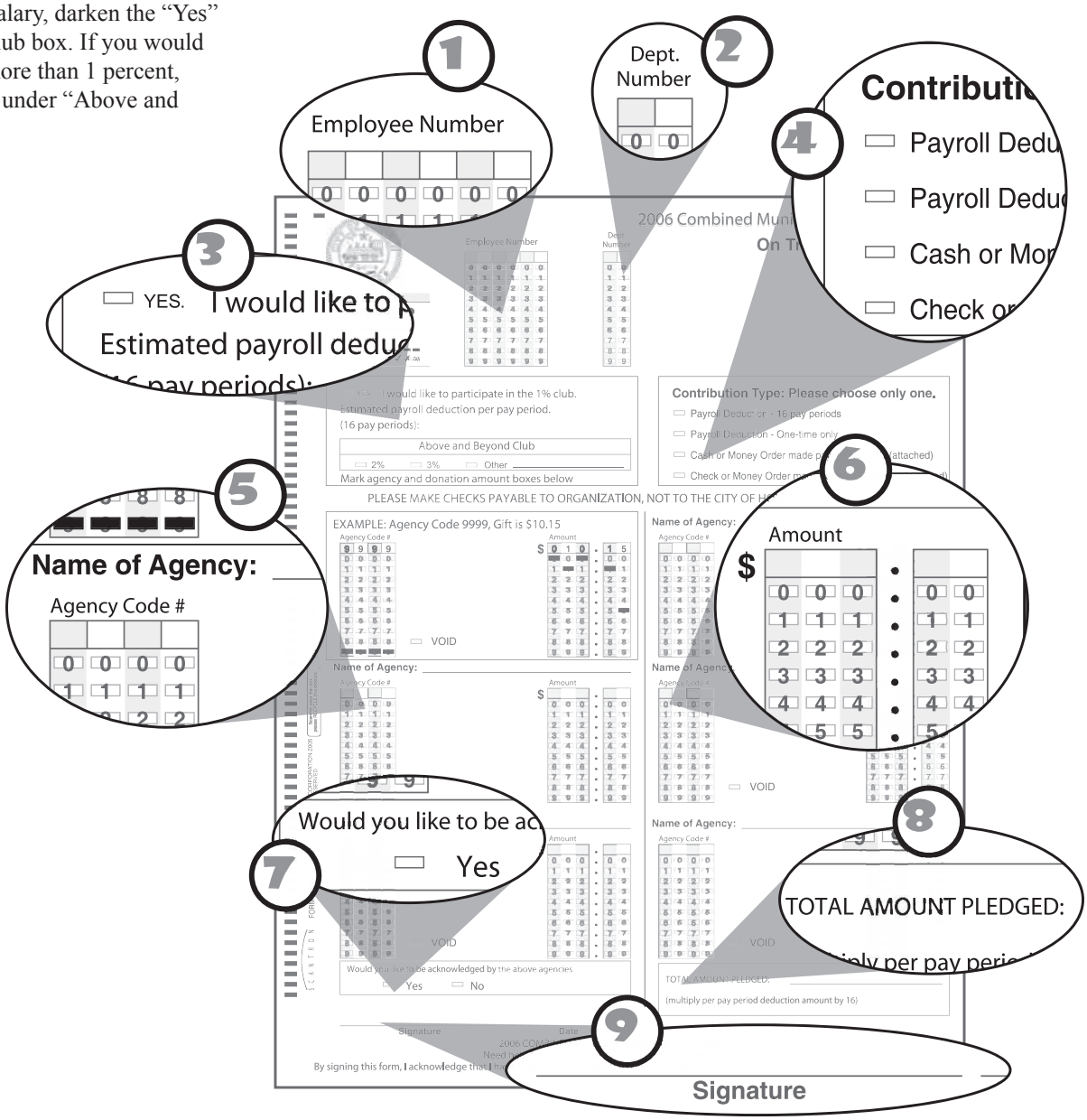
5. Write the agency name on the "Name of Agency" line. Write the agency code in the blank boxes under "Agency Code." (See CMC Agency List, pages 6-11.) Fill in corresponding number boxes. If you make a mistake darken the "Void" box.

6. Write the amount contributed in the blank boxes under "Amount." Fill in the corresponding number blocks. Repeat steps 5-6 for each agency.

7. If you would like to be acknowledged by the agencies, darken the "Yes" block at the bottom left of the form.

8. In the box at the bottom right of the form, write the total amount of your pledge. If you chose biweekly deductions, multiply by 16 to get the total amount.

9. Be sure to sign and date the form. Return to your coordinator with check or money order if needed. Paper clips only, **Do not staple.**



Reporting Procedures

1. Enter data

Each department coordinator will receive a cd with an Excel file. Employees are listed by pay location and alphabetized by pay location.

The first tab is your department worksheet with all employees listed. For each employee, find their name listed in the rows, follow the column across and enter an amount in the appropriate donation type cell.

As you fill in amounts, calculations will be tabulated automatically on department worksheet as well as on the reporting form. All columns and formulas have been locked on these worksheets to ensure consistant results.

The second tab is for special fundraisers. Enter the fundraiser number and total in the appropriate cells for each fundraiser.

The third tab, named “For You” is a duplicate of the department worksheet. It is unlocked so that you may sort names to aid in alphabetizing. DO NOT ENTER THE AMOUNTS on this worksheet. It is not linked to the reporting form.

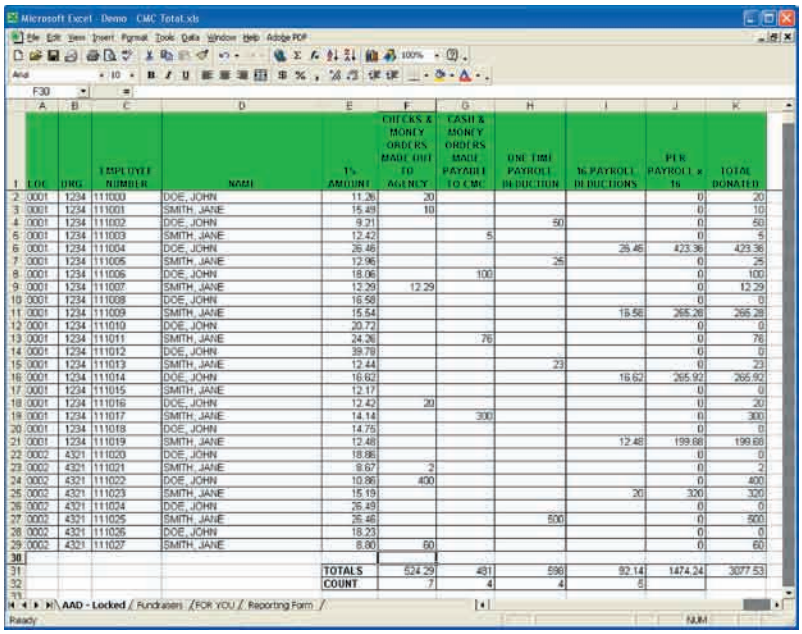
The fourth tab is the reporting form. You will print and sign, and have your director sign this form and return it to Julie Keeton when you turn in all Scantrons at the end of the campaign.

If you have any questions at all, please contact Julie Keeton at 713.837.9384.

2. Separate the Scantrons into 5 groups

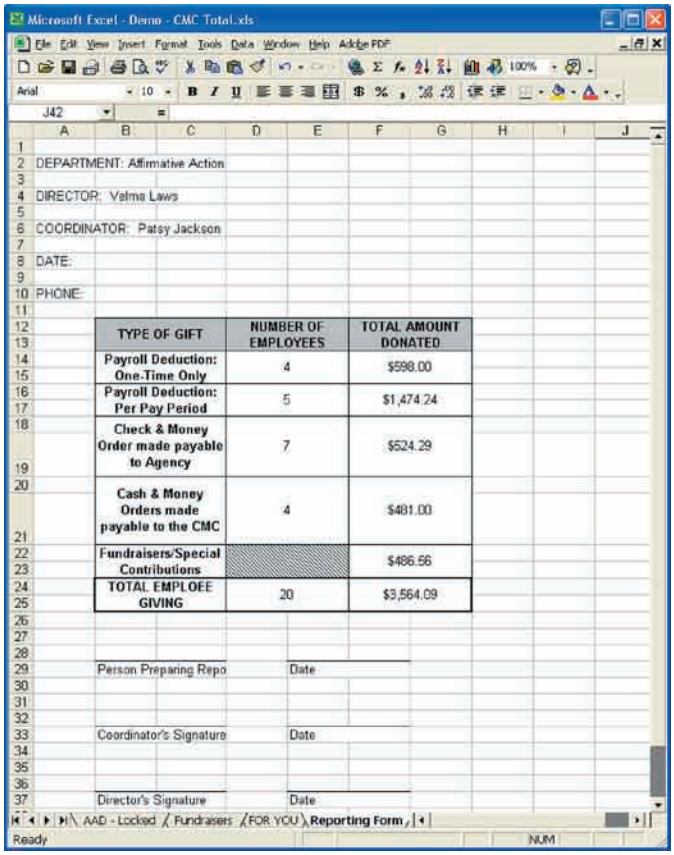
a. Cash, money order or check made payable to CMC
b. Check or money order made payable to agency
c. Payroll deduction - ONE TIME ONLY
d. Payroll deduction - PER PAY PERIOD
e. Special fundraisers

Scantrons with no contributions can be thrown away.



LOC	ORG	EMPLOYEE NUMBER	NAME	1% AMOUNT	CHECKS & MONEY ORDERS MADE OUT TO AGENCY	CASH & MONEY ORDERS MADE PAYABLE TO CMC	ONE TIME PAYROLL DEDUCTION	% PAYROLL DEDUCTIONS	PER PAYROLL x 16	TOTAL DONATED
0001	1234	111000	DOE, JOHN	11.26	20				0	20
0001	1234	111001	SMITH, JANE	15.49	10				0	10
0001	1234	111002	DOE, JOHN	9.21			60		0	60
0001	1234	111003	SMITH, JANE	12.42		5			0	5
0001	1234	111004	DOE, JOHN	26.46				26.46	423.36	423.36
0001	1234	111005	SMITH, JANE	12.96			25		0	25
0001	1234	111006	DOE, JOHN	18.06		100			0	100
0001	1234	111007	SMITH, JANE	12.29	12.29				0	12.29
0001	1234	111008	DOE, JOHN	16.58					0	0
0001	1234	111009	SMITH, JANE	15.54				16.58	265.28	265.28
0001	1234	111010	DOE, JOHN	20.72					0	0
0001	1234	111011	SMITH, JANE	24.26		76			0	76
0001	1234	111012	DOE, JOHN	39.79					0	0
0001	1234	111013	SMITH, JANE	12.44			23		0	23
0001	1234	111014	DOE, JOHN	16.62				16.62	265.92	265.92
0001	1234	111015	SMITH, JANE	12.17					0	0
0001	1234	111016	DOE, JOHN	12.42	20				0	20
0001	1234	111017	SMITH, JANE	14.14		300			0	300
0001	1234	111018	DOE, JOHN	14.75					0	0
0001	1234	111019	SMITH, JANE	12.48				12.48	199.68	199.68
0002	4321	111020	DOE, JOHN	18.86					0	0
0002	4321	111021	SMITH, JANE	8.67	2				0	2
0002	4321	111022	DOE, JOHN	10.86	400				0	400
0002	4321	111023	SMITH, JANE	15.19				20	320	320
0002	4321	111024	DOE, JOHN	26.49					0	0
0002	4321	111025	SMITH, JANE	26.46			500		0	500
0002	4321	111026	DOE, JOHN	18.23					0	0
0002	4321	111027	SMITH, JANE	8.80	60				0	60
			TOTALS		524.29	481	598	92.14	1474.24	3077.53
			COUNT		7	4	4	5		

The first tab is your department worksheet with all employees listed. This is where you will enter donation amounts and types.



DEPARTMENT: Affirmative Action

DIRECTOR: Velma Laws

COORDINATOR: Patsy Jackson

DATE:

PHONE:

TYPE OF GIFT	NUMBER OF EMPLOYEES	TOTAL AMOUNT DONATED
Payroll Deduction: One-Time Only	4	$598.00
Payroll Deduction: Per Pay Period	5	$1,474.24
Check & Money Order made payable to Agency	7	$524.29
Cash & Money Orders made payable to the CMC	4	$481.00
Fundraisers/Special Contributions		$486.56
TOTAL EMPLOEE GIVING	20	$3,564.09

Person Preparing Repo — Date

Coordinator's Signature — Date

Director's Signature — Date

The fourth tab is the reporting form. As you enter donation amounts on the department worksheet, totals will be calculated automatically.

Reporting Procedures

3. Alphabetize each group

Each separate pile should be alphabetized.

4. Checkingthe Scantron forms

All forms must be checked to ensure they were filled out correctly. Make sure that the employee completely filled in all bubbles and signed the bottom of the Scantron. Look for stray marks, these will cause the Scantron to be read incorrectly. Instructions for filling out the Scantron forms are given on page 12.

Don't let your paperwork get out of control.

A. Cash, Money Order or Check Made Payable to the CMC

Verify that the amount on the employee's Scantron form equals the amount attached to the form. After totaling the cash received, the department must convert these funds to a money order/cashier's check, payable to the City of Houston - CMC. If a department incurs a cost for the money order, the Human Resources Department will reimburse the department when the department turns in its contributions. Be sure to have a receipt for your money orders. Attach checks made payable to the CMC to the Scantron form with a paper clip.

B. Check or Money Order Made Payable to an Agency

Verify that all checks are written to the charitable agency and not to the city of Houston. Ask employees to write the number of the charitable agency in the "Memo" or "For" line at the bottom of their checks. If employees contribute to more than one agency, there must be a separate check for each agency. Next, verify that each check is written for the amount designated on the Scantron form. Attach the check or money order to the form with a paper clip.

Examine your Scantron forms closely.

C. Payroll Deduction - one-time only

Verify that the amount box equals the total amount pledge written in the lower right hand corner of the Scantron form.

D. Payroll Deduction - per pay period (16):

Verify that the amount boxes equals the total amount pledge written in the lower right hand corner of the Scantron form.

E. Special donations:

Special donations include money donated by people who do not work for the city and money donated through special events, such as the online auction, bake sales, contests, car washes, etc. Each special donation should be recorded on a separate Scantron card.

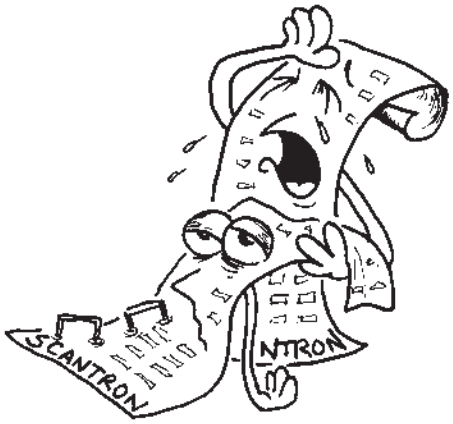
To record special donations on a Scantron, you must create a unique number. This number will be entered into the employee number boxes at the top left-hand side of the form. First, start with the number 9. This tells the Scantron machine that this is a special donation. The next two digits will be your department number and the last three digits will be a unique number for each fundraiser. For example, Human Resources' first special donation Scantron card would read: 980001, second would read 980002, and so forth.

Verify that each special donation form has an individual number and that no special donation number is duplicated.

Reporting Procedures

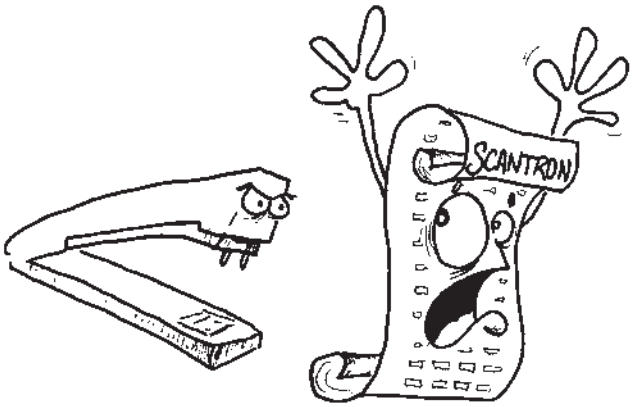
5. Reporting Forms:

The reporting form provided in Excel format will automatically tabulate your totals as you fill in each employee's donation. Each department must turn in a signed reporting form along with the five separated groups of scantrons, checks still attached and a money order for cash donations.



6. Miscellaneous Information:

Employees using payroll deduction may use their paycheck stub as proof of their contribution for IRS purposes. Paycheck stubs will show the amount given per pay period, as well as a running year-to-date total.



Please don't staple anything to your scantron forms.

WWW.HOUSTONCMC.ORG

Recognition

1% Club

Membership in the 1% Club is open to all employees who pledge 1 percent or more of their salary to the CMC. Each member will receive a framed certificate and an invitation to the recognition reception.

Recognition Reception

The recognition reception will be held in January 2006. At the reception, 1% Club members will be recognized. Also, awards will be given to the department heads and coordinators whose departments/offices won their competitions and achieved their 2006 participation and giving goals.

Coordinators

Citywide Coordinator
Julie Keeton
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julie.keeton@cityofhouston.net

Affirmative Action
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