

# Combined Charities Campaign QUICK START GUIDE

## Quick Facts:

### **CAMPAIGN DATES**

Suggested: September 1—December 15  
Or, if you prefer, dates of your choosing

### **CCC WEBSITE**

[www.CombinedCharitiesCampaign.org](http://www.CombinedCharitiesCampaign.org)

### **ONLINE GIVING**

[www.cccquickgive.org](http://www.cccquickgive.org)

### **MATERIALS**

What: Expect Booklets, Pledge Forms, Campaign Envelopes

When: Early / Mid September

How: Materials may arrive in 2 separate shipments:

- 1) Booklets
- 2) Pledge Forms and Return Envelopes

### **NEED MORE?**

Need blank Pledge Forms? Return Envelopes? Flyers?

Go to [www.CombinedCharitiesCampaign.org](http://www.CombinedCharitiesCampaign.org)

Click "Coordinators"

### **PLEDGES—HOW TO RETURN**

Use enclosed Return Envelope (or download at [www.CombinedCharitiesCampaign.org](http://www.CombinedCharitiesCampaign.org))

Send or forward to your site coordinator or to Linda Moses

HELP DESK  
Linda Moses  
312-994-5867  
[lmoses@cs-il.org](mailto:lmoses@cs-il.org)  
Or  
Keri Hathhorn  
312-994-5885  
[khathhorn@cs-il.org](mailto:khathhorn@cs-il.org)

## FAQ:

### **Are pledges for one year only?**

Employees have a choice: One year only or Continuous Giving.

### **What do I do with cash pledges?**

Convert cash into a money order.

### **What if I want to give to more than 5 charities?**

Use a second pledge form.

# Campaign Timeline and Best Practices

## September – ASK AND COMMUNICATE

**Inform** co-workers that campaign has begun and is now available online at [www.cccquickgive.org](http://www.cccquickgive.org). If you pledged online in the past, your login is the same and password recovery is available. Your past online donations are available to review and renew.

Ways to notify co-workers about campaign:

- **Talk** about it at a staff meeting or around the coffee pot (charity speakers are available).
- **Promote** campaign in staff newsletter or emails.
- **Print** a campaign flyer and put in every mailbox. Flyers available online ([www.CombinedCharitiesCampaign.org](http://www.CombinedCharitiesCampaign.org)).

## October – REMINDER

**Remind** co-workers about the campaign. Offer assistance with online pledging.

**Follow up** with co-workers who have not donated.

## November – WRAP UP

**Send** final email notices to co-workers reminding them to donate if they have not.

**Share** campaign totals at a staff meeting.

**Notify** co-workers that the online system allows *In Honor Of* or *In Memory Of* donations ..... a great gift idea.

**Say** Thank You.

