

How to Participate in the 2020 UH State Employee Charitable Campaign (SECC)

ONLINE GIVING

1. Select your charity. There are several ways to look up approved SECC charities using one of the following resources:
 - a. [Online Database of 2020 SECC Charities](#) There are multiple ways to search online, including name, keyword, code number, and region of Texas the charity serves.
 - b. [Complete PDF Directory of Charities](#) Like the online database, this copy of the printed directory includes a listing for each statewide and local charity.
 - c. [Mini-Directory of Charities](#) Unlike the online database and PDF directory's complete listing of all information for each charity, the mini-directory only features each charity's code number, name, and administrative percentage.
2. Visit <https://www.secctexasgiving.org/houston/>
3. Click “New Donors Register Here” and create an account.
4. Click the search bar under “Select Your Employer”.
5. Select “730 – University of Houston”.
6. Select your Division or College from the drop down list.
7. Complete the registration by entering required fields as indicated on the screen.
8. Be sure to use your UH email address (joecougar@uh.edu or janecougar@central.uh.edu)
9. Create your username/login as indicate on the screen.
10. Verify your email address as prompted on the screen.
11. Select Payroll Deduction when choosing a pledge type.
12. Select Payroll Deduction Frequency (9 or 12 months).
13. Enter a whole dollar amount (\$2.00 the minimum payroll deduction per pay period per charity group).
14. Verify that the total annual gift amount is correct.
15. Click “Go To Next Step”.
16. Enter your UH PeopleSoft ID (please do not enter your social security number).
17. Enter your work telephone number.
18. Click “Go To Next Step”.
19. Select if and how you would like to be acknowledged by the charities that you choose.
20. Enter either your preferred mailing address and or email address to receive your acknowledgement.
21. Select “release pledge amount if you want that information disclosed to the charity of your choice.”
22. Click “Go to Next Step” and you will be prompted to make your charity selections and allocations.
23. At the bottom of the screen review your selections and make sure everything is correct.
24. Allocate your total annual gift amount not just the amount per pay period (example \$24 annually not the \$2 per pay period).
25. Click “Go to Next Step” and complete the optional questionnaire as prompted.
26. Sign the application digitally by using your mouse.
27. Add comments if you desire (optional) and click “Complete This Pledge” to finalize your pledge. A receipt of your pledge will be emailed to you immediately via the work email address that you provided.

OBTAIN A PLEDGE FORM

The correct form will have at the top “Higher Education Authorization Form” and have “Houston 33” in the top left corner. You can obtain the form by (1) contacting your department or college SECC coordinator or (2) by calling the Office of Neighborhood and Strategic Initiatives at 832-842-5090 or (3) requesting a form through the <http://uh.edu/secc> website.

FILL OUT THE PLEDGE FORM

Instructions for filling out the four parts of the form are on the back of the form.

1. Provide identification information requested.
2. Indicate how you want to be acknowledged and give your home address.
3. Explain how your gift should be distributed.
 - Select **recipients for your gift from the eligible charitable organizations listed** in the 2020 Mini Directory, and the Complete 2020 Directory of Charities.
 - Each charitable organization has a SIX DIGIT CHARITY CODE: *the first two digits correspond to its charitable group*. There are 19 charitable group codes. If you are giving to several organizations please note that you can only select organizations within three charitable groups.
 - **Fill in the SIX DIGIT CHARITY CODE** for each charitable organization you want to receive a gift and the gift amount. There is a minimum donation of \$2 per charitable organization.
4. **Select a payment option: One-time gift OR monthly payroll deductions.** Cash is not accepted.

ONE-TIME GIFT by CHECK OR MONEY ORDER

- A completed pledge form must accompany each check or money order.
- Fill in all appropriate blanks, including the institution’s name (University of Houston).
- For a check or money order **make payable to: “State Employee Charitable Campaign”**
- Keep the pink copy of your completed pledge form.
- **Turn in the white and yellow copies of your completed pledge form along with your check or money order** to (1) your department or college SECC coordinator OR (2) Room 223, Ezekiel W. Cullen Bldg., OR (3) send by campus mail to:

**University of Houston
Office of Neighborhood and Strategic Initiatives
4302 University Drive, E. Cullen Bldg. Room 212
Houston, Texas 77204-2018
Attn: Elwyn C. Lee**

PAYROLL DEDUCTION

- A completed pledge form is required.
- **Specify** on the pledge form **the Total Monthly Gift**, the **number of Pay Periods Per Year** (9 or 12) and the **Total Annual Gift**.
- Deductions will take effect on paychecks paid out January 2021.
- Biweekly employees will have deductions taken from the first paycheck of the month.
- Faculty on 9-month assignments can select payroll deductions for 9 months. All other employees will have 12 monthly deductions.
- **There is no one-time payroll deduction.**
- The UH/SECC deduction will be the last deduction taken prior to any direct deposit of pay.

DO NOT PROVIDE YOUR SOCIAL SECURITY NUMBER; instead PROVIDE YOUR UH PeopleSoft ID NUMBER.

- Authorize the payroll deduction by signing your name above “Employee Signature”.
- Keep the pink copy of the completed pledge form.
- **Turn in the white and yellow copies of your completed pledge form** to your department or college SECC coordinator OR deliver to Room 223 Ezekiel W. Cullen Bldg. OR send by campus mail to:

**University of Houston
Office of Neighborhood and Strategic Initiatives
4302 University Drive, E. Cullen Bldg. Room 212
Houston, Texas 77204-2018
Attn: Elwyn C. Lee**

For questions or additional assistance contact your College or Division Coordinator or Karl Hearne, University of Houston Office of Neighborhood & Strategic Initiatives kahearne@central.uh.edu, 832.84.5090.