

ECAP – 2020

**Pima County –
United as a Community**



TRAINING MANUAL 2020-2021

ECAP - 2020

Table of Contents	pg. 2
Welcome	pg. 3
Highlights for this year's campaign & EPN.....	pg. 4
ECAP Relies on you	pg. 5
What is ECAP?	pg. 6
Plan Your Strategy.....	pg. 7
Creating Letter/Memo from Departments.....	pg. 9
Campaign Ideas – Make It Fun!.....	pg. 9
How to make a Gift [Contribution & Instructions]	pg. 12
Collect/Review/Return Pledge Form.....	pg. 21
Thank the Employees	pg. 22
Facts and Results	pg. 22
Check List	pg. 23
Notes	pg. 24
ECAP Steering Committee Members	pg. 25

WELCOME!

Thank you for joining the Employees Care About Pima County (ECAP) Team!

During these trying times, many in our community's needs are greater than ever. *Please be sure to take all safety precautions while conducting ECAP activities in your respective work areas.*

Not only are you providing a tremendous service to your coworkers, but your efforts will also make a difference in improving lives and building a stronger community. Pima County employees envision an economically strong, safe and healthy community where Southern Arizona residents can live, thrive and work.

The Pima County ECAP Steering Committee and the United Way staff are ready to assist as needed. We look forward to working together and the success it will bring to our community. As an ECAP representative you are a key player in the effort to help thousands of people in our community. Last year, Pima County employees raised more than \$300,000 for local agencies in Pima County.

THERE ARE TWO WAYS TO PLEDGE: ONLINE OR PAPER – Pima County ongoing effort to encourage sustainable “GREEN” practices that promote sound resource conservation and stewardship. Pima County strives to integrate sustainable decision making into all facets of its operation and to achieve a triple bottom line of benefits; enhancing the environment, economy and quality of life for its citizens. The paper pledge forms will be available on the ECAP intranet page.

10 Reasons to Promote Online Pledging

Increasingly, we want County staff to use the online system but we also understand that not everyone is able to do it. The most important thing is for staff to pledge to their charities. Here are some points to keep in mind about the advantages of online pledging.

1. **Find information quickly - Electronic** documents are easier to find because they can be indexed using keys like date, document type or other user-defined criteria. Your training manual and agency guide has full-text searching, making it simple and quick to find information. **NEW THIS YEAR**, many agencies have submitted videos for viewing on the ECAP intranet page.
2. Trees and paper are saved.
3. Gives the employee their giving history.
4. Employees get their own customized link and landing page.
5. Fully secure and confidential.
6. Provides an email confirmation.
7. Online pledging stops future email reminders.
8. Automates the giving process through payroll deduction or credit card.
9. Reduces the data processing errors inherent in processing paper pledge forms.
10. Reduces the administrative effort required by County and United Way staff to manage paper pledge forms.

This guide provides the information and resources needed to plan and carry out a successful campaign. Your steering committee has included best practices, five steps to a successful “ask” and campaign ideas to make it fun. You can also call upon the Pima County ECAP Steering Committee and the United Way staff listed on page 25 to help you with every phase of the campaign.

The ECAP experience is both professionally and personally rewarding. Good luck with your campaign. We are confident that you can make this your department's most successful ECAP campaign yet.

HIGHLIGHTS FOR THIS YEAR'S CAMPAIGN

- ✚ Ending Poverty NOW initiative
- ✚ Partner with United Way of Tucson and Southern Arizona (UWTSA) to align the County's Employees Care About Pima County Campaign with the poverty initiative
- ✚ Electronic pledge forms
- ✚ Agency guide is online
- ✚ New campaign URL

Last year, Pima County Employees donated or pledged more than \$300,000 through ECAP. Pima County employees have the collective power to achieve meaningful change.

The Pima County Economic Development Plan 2019 in Ending Poverty in Pima County states, "In Pima County over 185,000 – or nearly one in five – individuals are living below the federal poverty line." Forty-five percent of those in poverty have incomes below 50 percent of the federal poverty threshold (currently set at \$25,100 for a family of four).

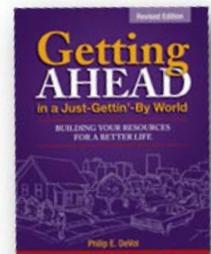


In 2016, the County established the Ending Poverty Now Fund. **The Ending Poverty Now fund** goes to support organizations in our community that are using an effective curriculum called *Getting Ahead in a Just-Gettin' By World* to help break the cycle of poverty. An intensive 50-hour class *Getting Ahead* is built on concepts and solid research that help participants create a new future story for themselves where the Participants are linked to County and other resources that can help them move from “just getting by” to getting ahead. The agencies do much more than just offer the class, but also ongoing support and opportunities. Graduates become partners and advocates for the larger effort.

100% of your donation funds a network of committed organizations including Catholic Community Services through its Pio Decimo Center, the Community Food Bank, Interfaith Community Services, and St. Vincent de Paul. Classes are held in Spanish and English. The pandemic isn't stopping us. We are offering virtual classes and on-going support for graduates. Arianne Duvall, a Getting Ahead graduate and now a facilitator, said it well:

I took Getting Ahead as a part of the MAMA program a few years ago and I can honestly say it helped me change my life. Now I'm a student at Pima Community College in Mechatronics, I work for the National Alliance on Mental Illness, and I'm a Getting Ahead facilitator!

It's true for almost all of us that at some point in our lives, someone made an investment in us and it paid off. Your investment in Getting Ahead is paying off for many of your neighbors. Thanks for making that investment.



ECAP - 2020

Employees who give to the EPN Fund can receive the Arizona Charitable Organization Tax Credit of up to \$800 for married couples or \$400 for individuals (this is a dollar for dollar tax credit). Check with qualified tax professionals for advice and visit Arizona Department of Revenue site for more information at <https://azdor.gov/tax-credits/contributions-qcos-and-qfcos>. The required codes are next to each agency.

Interested in learning more about EPN? Check out our website at <https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=331419> or give the EPN Program Manager, Bonnie Bazata, a call or email at 520-724-3704 or bonnie.bazata@pima.gov.

Pima County called on every segment of the community to participate and Pima County asked for your support through your participation in the annual Employees Care About Pima County (ECAP) program that begins *Tuesday, September 1st*. Last year's total campaign generated more than \$300,000 in support of individuals and their families in our community.

Through ECAP, County employees can work with the County and United Way of Tucson and Southern Arizona to eliminate poverty by ensuring that every child lives in a stable family environment where the promise of economic mobility is a reality.

ECAP RELIES ON YOU!

Thank you for volunteering to be an ECAP Coordinator or Solicitor. Pima County has implemented electronic pledge forms and agency guides, so your help is needed more than ever. A bi-weekly E-pledge report will be sent to the Coordinators from the ECAP steering committee for participation tracking for awards.

Introducing ECAP's URL <https://pimacountyecap.uwtucson.stratuslive.com/>

If staff members are unable to or not comfortable with pledging online, no problem. Please direct them to the paper form located on the ECAP intranet page and instruct them to return the completed form to you.

Pima County's ECAP Agency Guide, Training Manual, and Agency videos are on the ECAP intranet at: <https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=50856>

What is ECAP?

The Employees Care About Pima County (ECAP) program is the single solicitation effort in the County, which provides financial support for over 200 charities in our community.

ECAP works by:

1. Your money is well spent – **100%** of your donation goes to the agency of your choice.
2. ECAP is cost effective and easy by utilizing payroll deduction.
3. You choose which agency your donations go to (an agency list is available online for review).

ECAP contributing means:

1. Helping people who really need help.
2. ECAP makes sure your donation helps right here in your community.

ECAP Campaign Goals

1. Build a better community!
2. Increase participation through enhanced communication
3. Increase the use of payroll deduction
4. Increase average contribution
5. Increase the number of presentations to educate employees about agency services available to them

Fund-Raising Model

-  Assign Department Coordinators and Solicitors
-  Plan your strategy
-  Create a memo outlining format of electronic pledge forms
-  Put the fun in fundraising
-  Recruit motivated team players
-  Carry out your strategy
-  Encourage your coworkers to contribute
-  Thank your coworkers!

**You are the visible link between your co-workers & those who need help in our community!*

Coordinator's Job Duties:

-  Recruit Solicitors
-  Schedule ECAP virtual presentations
-  If employees want paper pledge forms they can be printed via the website
-  View E pledge bi-weekly reports from the Steering committee for participation determination
-  Collect ECAP pledge forms from solicitors
-  Tabulate and verify totals on envelopes

ECAP - 2020

Return completed ECAP forms to:

Ray Velez, Chair

150 W Congress St, Floor 3
Tucson, AZ 85701
(520) 724 - 4489

Solicitor's Job Duties:

- ✚ Meet with coordinator
- ✚ Ensure your Division employees know you are the ECAP point of contact
- ✚ Schedule virtual presentations
- ✚ If employees want paper pledge forms they can be printed via the website
- ✚ Collect paper Pledge forms from employees
- ✚ Tabulate and verify totals

Return completed ECAP forms to your ECAP Coordinator

Expanded Duties of Solicitor's

- ✚ Providing information to your coworkers allows them to make an informed decision about giving through ECAP
- ✚ Lead, instruct, and motivate your coworkers!
- ✚ Make sure everyone has the opportunity to attend a presentation.

**Complete the campaign
within the allotted time
frame**

Plan Your Strategy

Things to implement for planning a successful campaign:

- ✚ Educate yourself on the importance of the ECAP Campaign – visit ECAP on County's Intranet page
- ✚ Conduct a campaign meeting for management advising them of campaign plans, goals and time line
- ✚ Conduct ECAP coworker virtual meetings and/or rallies and initiate one-on-one contact with coworkers
- ✚ Advertise day, date, and time of group meetings/rallies. Get commitments from attending employees
- ✚ Anticipate common objections and responses.

Responses to common objections:

“Too much money raised by ECAP goes for administrative costs”

- ✚ **100%** of your pledge will go directly to the agency that you designate through ECAP.

“Why should I help my department raise money when they can't give me more money?”

- ✚ Remember, you are not contributing to your department but to your community.

“It is no one's business how much I give.”

- ✚ Pledge amounts are confidential and only used to track overall department totals and to ensure adequate

ECAP - 2020

information/ assistance is provided to every employee effectively. Payroll deduction simply makes giving easier as it spreads your gift over a year.

“These agencies only help the poor.”

-  Services help many people throughout all sectors of our community for the benefit of everyone
-  The agencies listed in the Agency Directory include youth programs, family counseling, daycare, education & diagnostic programs, drug & alcohol treatment programs and animal care programs
-  None of us know if tragedy will strike or when we'll need help
-  We all benefit from living and working in a healthier, happier community

Implement a Strong Recognition Program

-  Distribute pledge forms, agency directories and incentives at presentations.
-  Answer any questions employees may have.
-  Encourage immediate completion of the pledge form.

Every good campaign begins with a letter or memo sent to all employees from their director or manager.

Here is a testimonial from the Pima County Administrator on his commitment to this cause:

“I was born and raised in Tucson, and in that time this community has grown by leaps and bounds, and it is expected to continue in that vein. In order to meet the needs of our community, we as individuals and as a group must recognize the needs of our fellow citizens. ECAP is just one of the instruments Pima County has used in order to provide our fellow citizens with that much needed help. For more than 50 years ECAP, has played a major role in helping this community and I consider ECAP to be one of the most important resources we as Pima County employees have to offer. Therefore, it is my hope that all Pima County employees are provided the opportunity to make a difference. This difference can only be made by providing the resources, support, and guidance needed to show each individual that they can and do make a difference.”

**Chuck Huckelberry
County Administrator**

ECAP - 2020

Create a Letter or Memo from your Director or Manager in Support of ECAP.

Below is a sample letter for your convenience in helping your director or manager to draft his/her own letter (or memo) supporting the ECAP Campaign.

Dear Fellow Employees:

I invite you to share in this department's commitment to our community by contributing to local charities through ECAP (Employees Care About Pima County). ECAP is an efficient, effective and convenient way of meeting a variety of (health and charitable human care) service needs. When contributing through ECAP, you may choose exactly which agencies receive your gift. Your continued strong support of ECAP organizations is greatly appreciated by all of those in our community who need and provide these services. Last year, the generosity of almost **2,000** Pima County employees provided more than \$300,000 to local agencies through ECAP.

Our department campaign runs from September 1 through November 30, 2020. Please support our ECAP solicitors (**name**) and (**name**) with your full participation at the meeting scheduled for (**day, date, time**). Take time to make an informed choice about contributing through this worthwhile program.

We appreciate your generosity and encourage you to use payroll deduction as the easiest way to ensure that vital programs and services remain available to you, your family and neighbors throughout the year.

Thank you.

Other ways to encourage giving

-  Carry out *your* campaign strategy.
-  Talk to your co-workers one-on-one
-  Organize virtual presentations for your co-workers. You can ask the ECAP steering committee (members listed on page 25) or United Way for assistance.
-  You can also share the ECAP videos.
-  Email co-workers and tell them why you participate and/or how ECAP helps.
-  Set goals for your department.
-  Arrange a friendly competition with another department.
-  Do not forget to remind them of the November 30th deadline.
-  Remember, the Agency Directory and all needed information is available on the Intranet [ECAP](#) link.

Have fun!

Campaign Ideas – Make It Fun!

Contests ideas – nothing wrong with a little friendly competition

Please be sure to take all safety precautions while conducting ECAP activities in your respective work areas.

Top Administrators or Department Heads

Ask your top administrators or department heads to challenge the employees to reach a specific fundraising goal. Once the goal is reached, host an event where the top administrators or department heads celebrate the success in a unique way – like shaving, working as receptionist for a half-day, cooking breakfast or washing cars for the department with the largest increase.

ECAP - 2020

You've Got Talent / Not So Talented Talent Show

Find your company's hidden talent by hosting a virtual talent show in your conference room at lunch or after work. Make sure that the executives are on board – and that they have some good acts!

Ready "Fore" Some Fun?

Set up a portable putting green. Employees buy chances to hit a hole-in-one. Those who make a hole-in-one are eligible for prizes.

Wii Are Ready to Party

Have employees bring in their video game console and games. People can donate to play. Wii skiing and Rock Band are always good choices!

Door Decorating Contest:

Hold a door decorating contest to raise awareness of the United Way campaign. Employees can vote for their favorite by donating \$1. The winning decorators receive a complimentary pizza party.

Pumpkin Carving or Decorating Contest

Plan a Halloween theme and hold a pumpkin carving contest. Find a local business willing to donate pumpkins for your organization to sell to your employees. Employees buy pumpkins for their families, their staff or to use in the contest. Employees enter carved or decorated pumpkins individually or by group. Charge \$5 to enter and \$1 to vote. Award prizes in various categories. (Examples: best traditional pumpkin, most creative pumpkin, best effort by a group, best effort by an individual).

Food ideas – if you feed them, they will come

Popcorn Sales

Sell popcorn to employees. Who can resist the smell of fresh popcorn popping?

Lunchbox Auction

Have each participating employee pack a special lunch. Encourage him/her to be creative by making deluxe sandwiches or wraps. Include delicious treats like brownies or chocolate chip cookies. Auction before lunch.

Cake Walk

Have employees bake cakes and hold a cake walk for a fee.

Sucker for a Buck

Pay \$1 and get a sucker and a prize that goes with it (color code the bottom of the sucker; certain color, certain prize).

Walking Taco

Set up a cart with taco ingredients and have an employee push around during lunch time for people to purchase and make their own tacos. Or use a bag of Fritos and place meat and topping in the bag. Great for people that don't have a long lunch break.

Chili Cook-Off Contest

Employees cook their favorite recipe and enter it into a cook-off contest. A panel of "chili experts" selects the Official Chili Champion. Talk to a hotel representative about donating a weekend stay at their hotel for the winner.

Jump Rope Contest

Contestants pay \$5 entry fee. Observers pay \$1 to wager on who they think will last the longest jumping rope. The winner is the one who lasts the longest without error.

ECAP - 2020

Just for fun – interactive events to break up the work day

Balloon Pop

Employees donate prizes for this event – a variation of a traditional raffle. Before filling a balloon with helium, put a note inside with the name of the prize. Employees pay \$1-\$5 to buy a balloon and pop it to find out what prize they've won.

Employee Raffle

Ask employees to contribute something special for a raffle prize (Examples: homemade pies, lunch with a co-worker, prizes donated by vendors, car/dog wash, tickets to a sporting event, employee parking spot).

Employees make contributions by accessing their electronic pledge forms. Employees using electronic pledge forms early receive three raffle tickets. Employees using electronic pledge forms after the “early” date, but before the Campaign’s final event, receive one raffle ticket. Employees who make a certain dollar pledge receive two additional raffle tickets.

Sports Team Day

Have employee pay \$5 (your choice) to be able to wear their favorite sports team apparel.

Push Up Contest

Ever want to find out who the strongest person in the office is? Contestants pay \$5 entry fee. Observers pay \$1 to wager on who they think will do the most push-ups. The winner is the one that does the most push-ups.

Incentives

A large budget is not necessary for incentives – there are many free incentives you can offer to employees for participating in the campaign. These items can also be donated and used in silent auctions.

Ask that these items be donated by your organization, local vendors, retailers and/or restaurants. Give them away or raffle them off to encourage your co-workers to donate.

Passes for Jeans or Casual Day

Movie Tickets Free Lunch Pass

Flip flops or short Day

Parking Space/Covered Parking

Lunch with their Department head

Tickets to a sporting event

Pizza Party

Use of someone’s vacation home or Gift Cards

How to Make a Gift

ECAP Online Giving Pledge Process

1. United Way of Tucson and Southern Arizona will send everyone who gave last year a registration email
 - a. You will have to register with new username (work email address) and password each year
 - b. All others can register on <https://pimacountyecap.uwtucson.stratuslive.com/>



United Way of Tucson and Southern Arizona
330 N. Commerce Park Loop, Suite 200
Tucson, AZ 85745

Dear Cory Rees,

We are excited to announce the 2018 Workplace Campaign and a new online Pledge site.

We are hoping you will help us test this site. Please feel free to use the link below to sign in and make a Test contribution for us. I will be coming around shortly to see how your experience was in doing so.

Here are your Workplace Giving Portal log in credentials:

Sign In, User Name: CoryRees

Use this link to setup your password: [Setup Password](#)

WGP Link: [UWTSa WPG Portal Site](#)

Start by clicking the 'Setup Password' link then continue to the WGP site. Please save your User Name and WGP Link for reference.

Please contact your local WPG Portal site coordinator for Support on issues and questions.

**This is a link to your personal giving profile and should not be forwarded to others. This link is available to you for a limited amount of time.

Thank you!

United Way of Tucson & Southern Arizona

Thank you in advance for your generosity!

2. Employees will follow the link to register for this year's campaign.
3. Add a User Name, Business Email (Work Email), Password and Confirm Password.

StratusLIVE
Create a new account.
Already registered? Sign in here.

Username

Business Email

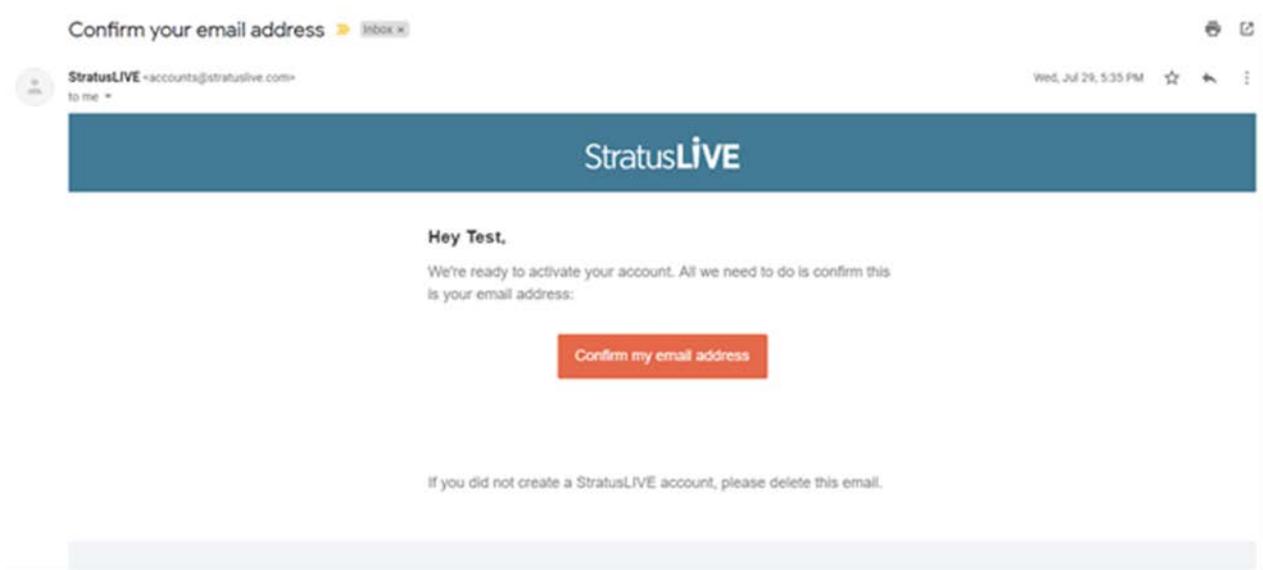
Password

Confirm password

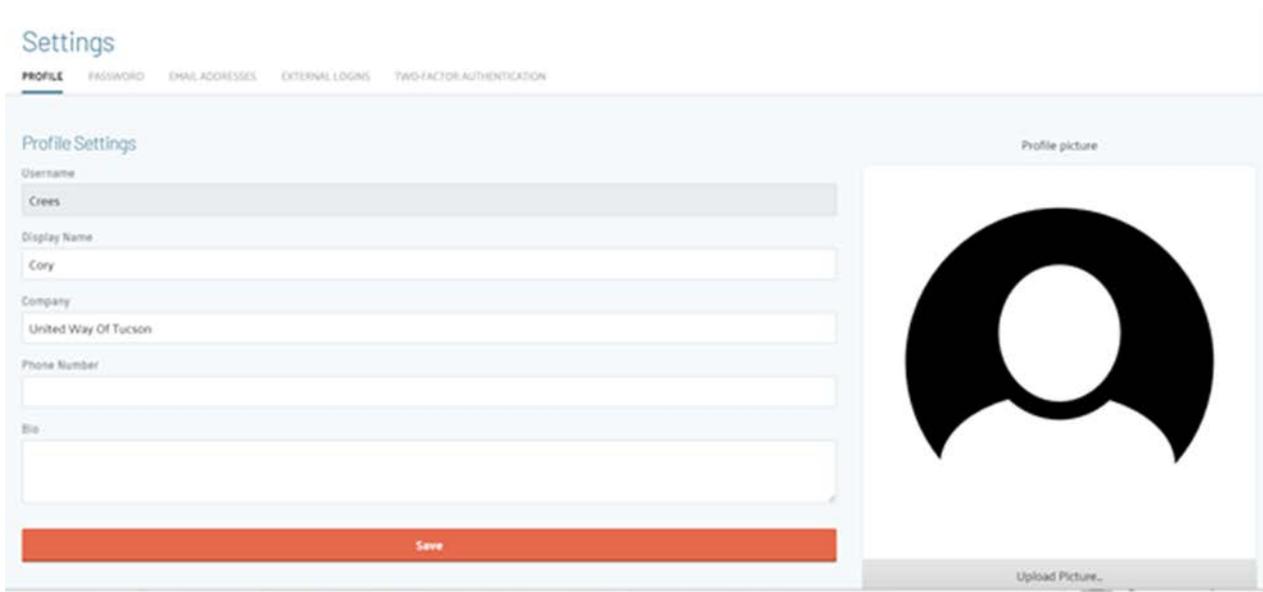
Register

ECAP - 2020

- An confirmation email will be sent to your work email with the Subject of “Confirm your email address” from StratusLive

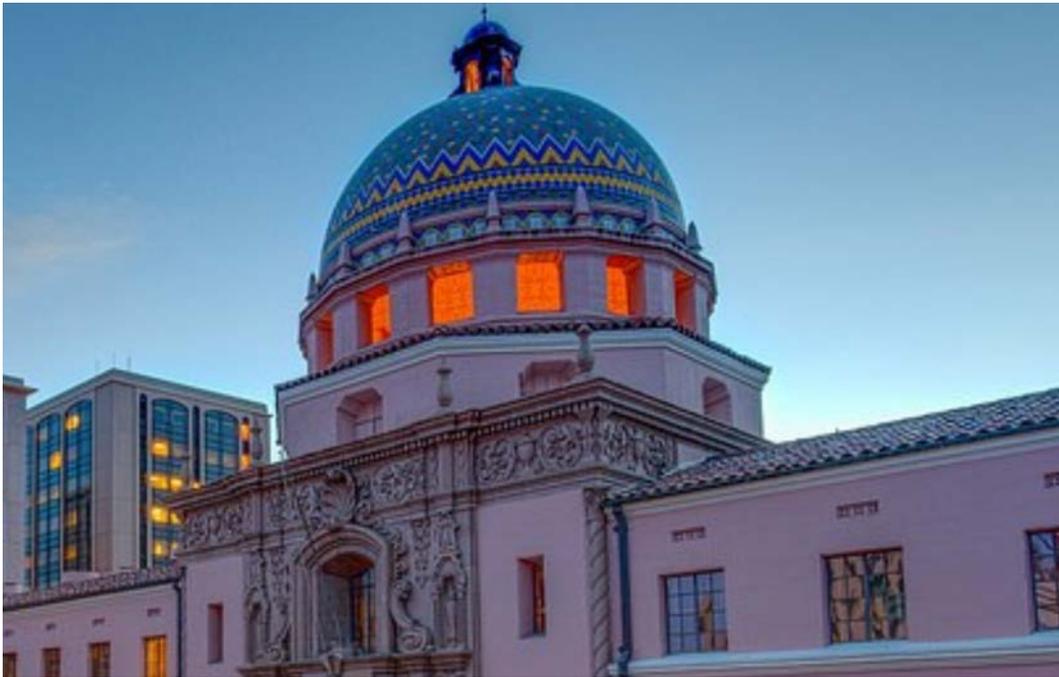


- Click the “Confirm my email address” button, this will take you to your account
 - Click save and return to <https://pimacountyecap.uwtucson.stratuslive.com/>



ECAP - 2020

6. Once you return to Pima County Giving page Click “GIVE NOW”.

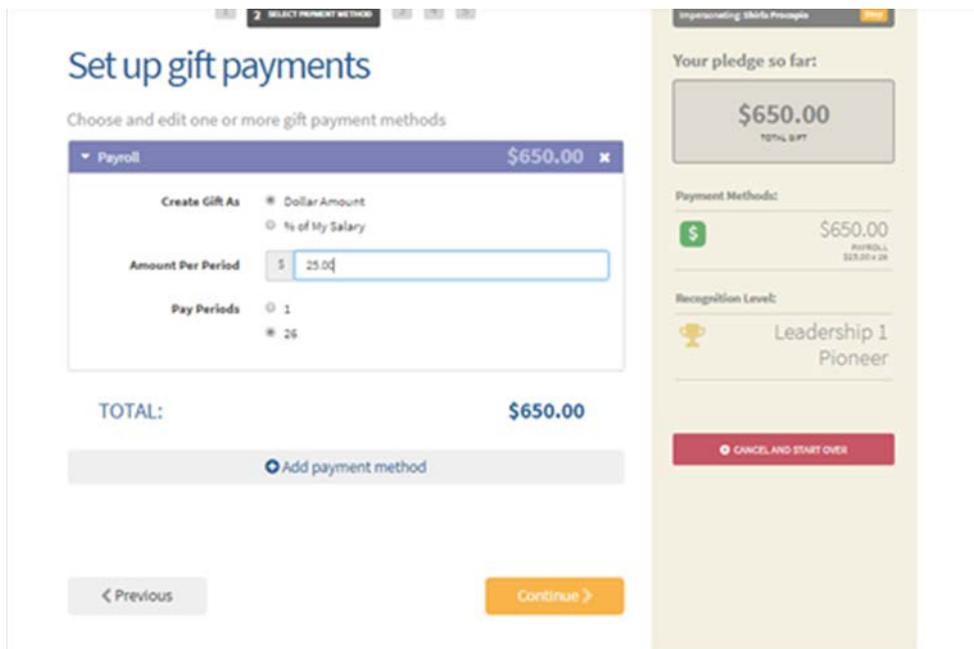


[Click to Give Now](#)

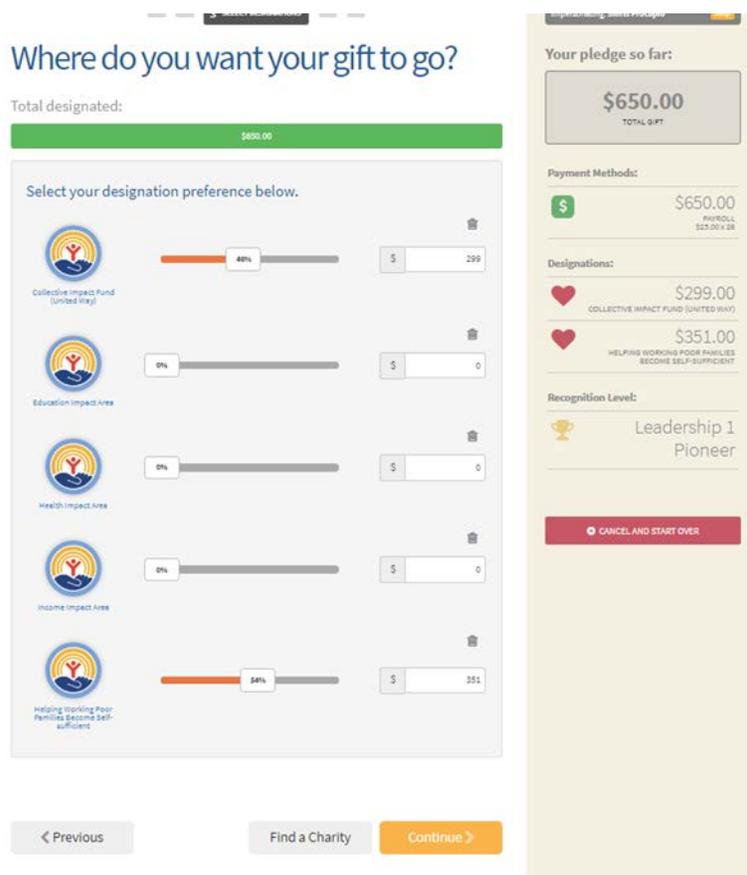
7. Start your pledge with your contact information (Please provide address if it has changed and/or if you would like a physical acknowledgment from United Way).

8. Choose Payment method. Multiple methods can be chosen. (Payroll deduct, Credit Card, Check)

9. Add the amount you would like to give.



10. Choose the Charity you would like to contribute to. ****Spotlight agencies will be showcased on first page****. Or you can choose to “Find a Charity” at the bottom to look for more.



11. To look for other agency search by name or Catalog number in the “Search by Charity Name” area.

12. To do a Write-In, search “Write-In” as the Charity in “Search Charity Name” area.

Charity picker

Search by Charity Name

Filter by Federation

Search by City

Search by State/Territory

Search by EIN

Search

Selected Charities

None

13. Choose the Charity and hit the button “Add to Designations”.

14. Get more information about Affinity Groups (Young Leaders United, Women United) if your contribution qualifies.

Choose Affinity Groups

Your gift may have qualified you to join one or more of these affinity groups

- Young Leaders Society Continue
- Women United Continue

< Previous Continue >

Your pledge so far:

\$650.00
TOTAL PFT

Payment Methods:

- \$ 650.00
MONTHLY \$25.00 x 26

Designations:

- ♥ \$299.00
COLLECTIVE IMPACT FUND (UNITED WAY)
- ♥ \$351.00
HELPING WORKING MIDDLE CLASS
RECOVER SELF-SUPPORT

Affinity Groups:

Recognition Level:

🏆 Leadership 1
Pioneer

ⓧ CANCEL AND START OVER

15. Answer 2 final questions and select the finish button to complete pledge.

Review and complete gift

Do not release my information to charity

Do not release my information to public

[< Previous](#)

[Finish >](#)

Your pledge so far:

\$650.00
TOTAL GIFT

Payment Methods:

\$ \$650.00
PAYROLL
\$25.00 x 26

Designations:

♥ \$351.00
HELPING WORKING POOR FAMILIES
BECOME SELF-SUFFICIENT

♥ \$299.00
COLLECTIVE IMPACT FUND (UNITED-WAY)

Recognition Level:

🏆 Leadership 1
Pioneer

[CANCEL AND START OVER](#)

16. You will receive an immediate online acknowledgement of your pledge once completed.

17. You will also receive a pledge confirmation e-mail upon completing your pledge and exiting the ECAP website.

PAPER PLEDGE FORM

Step 1. I want my donation to help the following agencies: Step 1 should be completed along with the Agency Code, Agency Name, amount per pay period (\$1.00 min per agency), and the annual contribution the employee wishes to make to the organization. Please see Agency Directory for Codes.

If the employee chooses an organization that does not appear in the Agency Directory use the 2nd set of boxes in Step 1.

If the employee does not designate to any particular agency, the donation will be divided equally among three community impact areas: children, families and seniors. The employee can choose a prelisted donation or write in an amount of their choice (\$1.00 min per agency).



Please complete investor information below or online at pimacountyecap.uwtucson.stratuslive.com/

Name (please print) _____

Address _____

City: _____ State: _____ Zip: _____

Phone: (___) _____ Email: _____

Employee ID Number: _____ Department: _____

WOULD YOU LIKE TO RECEIVE NEWS AND UPDATES FROM UNITED WAY? Yes No

INVEST IN PIMA COUNTY'S ENDING POVERTY NOW FUND OR DESIGNATE TO A 501(C) 3 AGENCY OF YOUR CHOICE

By investing in the Ending Poverty Now Fund, you provide the means to increase self-sufficiency, and you could receive an Arizona State tax credit of up to \$800. Contact a qualified tax professional for advice.

DESTINATION	ONE TIME GIFT AMOUNT	OR	AMOUNT PER PAY PERIOD
INVEST IN PIMA COUNTY'S ENDING POVERTY NOW FUND			
INVEST IN UNITED WAY'S COMMUNITY IMPACT FUND			

***MINIMUM \$1 DONATION PER AGENCY, PER PAY PERIOD, OR FOR ONE-TIME GIFTS**

MAY WE SHARE YOUR IDENTITY WITH THE CHARITIES TO WHICH YOU HAVE CONTRIBUTED? Yes No

I SUPPORT PIMA COUNTY'S GREEN INITIATIVE - AN EMAIL RECEIPT IS SUFFICIENT Yes No

Signature: _____ Date: _____

THANK YOU




PIMA COUNTY ECAP PARTICIPATING AGENCIES 2020-2021

8000 United Way of Tucson & Southern Arizona Community Impact	1011 Hands of Hope—Crisis Pregnancy Centers of Tucson	201137 Special Olympics of Pima County
20002 United Way – Education Impact Area	7227 The Haven, Inc.	1032 Spina Bifida Association of Southern Arizona
20001 United Way – Healthy Communities	4404 Hedrick House Inc	1033 Springboard Shelter Care, Inc.
20000 United Way – Financial Stability	1413 Heritage No-Kill Cat Shelter	1034 Square & Congreg Children's Clinic
8200 United Way – Helping the Working Poor	1210 Homicide Survivors Inc	9882 St. Augustine's Project Cross
194828 100 Club of Arizona	1017 Hispanic Society of Southern Arizona	7248 St. Elizabeth of Hungary Clinic
106369 88-Crime	12682 Huntington Disease Society of America, AZ Chapter	1109 St. Luke's Home
228927 Academy of Tucson	183794 Impact of Southern Arizona	8158.01 St. Odilia's Church
9947 Administration of Resources & Choices	1026 Interfaith Community Services	1208 St. Thomas Moore Newman Catholic Student Center
9704 ALS Association	193883 Intermountain Centers	1038 St. Vincent de Paul Society, Tucson
1002 Alzheimer's Association, Desert SW Chapter	187777 Ironwood Pig Sanctuary	1039 Team Challenge of Arizona, Inc.
7200 American Cancer Society of Southern AZ	7230 Jewish Family and Children Services	1086 Therapeutic Riding of Tucson (TROT)
1003 American Diabetes Association	251848 Justice Project Inc.	7257 TMM Family Services
1004 American Heart Association	13150 Kent's Hearts & Hope Foundation	7251 Tohono O'odham Nation
1442 American Lung Association	1171 KXCI – The Foundation for Creative Broadcasting	1186 Top Dog, Inc.
1183 American Parkinson Disease Association, So. AZ	7231 La Frontera Center	1350 Tu Nidito Children & Family Services
7202 American Red Cross – So. AZ Chapter	7232 Las Familias	2242 Tucson Alliance for Autism
1100 Animal Crusaders	181710 League of Mexican American Women	12616 Tucson Area Marine Mammals
228947 Annual Catholic Appeal – Diocese of Tucson	232430 Lead A Hand Senior Assistance	1434 Tucson Audubon Society
221353 The Arc of Tucson	1019 Lenkemia and Lymphoma Society, AZ Chap	1223 Tucson Children's Museum
72043 Arizona Cancer Center, SW Chapter	1315 Lions Sight and Hearing Foundation	1255 Tucson Clean & Beautiful
2111 AZ Friends of Foster Children Foundation	1087 Literacy Connects	94737 Tucson Fire Department Public Education and Prevention Program
1638 Arizona Greyhound Rescue	1333 Lupus Foundation of Southern Arizona	7256 Tucson Jewish Community Center
1392 Arizona Kidney Foundation	1056 Lutheran Social Services of the Southwest	1081 Tucson Medical Center Foundation
215829 Arizona Land & Water Trust	2071 Make Way for Books	9994 Tucson Medical Center Foundation Children's Fund
205369 Arizona Parks & Recreation Association	106500 Make-A-Wish Foundation of Central & So AZ	7261 Tucson Urban League
1414 Arizona State School for the Deaf & Blind	106526 March of Dimes	221376 Tucson Village Farm
1092 Arizona Youth Partnership	7234 The Marshall Home For Men	2136 Tucson Wildlife Center
61659 Arizona's Children Association	9938 Metropolitan Education Commission	216508 Turn Your Life Around Inc.
1393 Arthritis Foundation So. AZ Chapter	7277 Miracle Square, Inc.	1144 U of  Arthritis Center
1037 Arts for All	1023 Mobile Meals of Tucson, Inc.	1044 U of A Foundation: Sarver Heart Center
1113 AVIVA Children's Services	1091 Mothers Against Drunk Drivers (MADD)	9832 U of A New Start Program
1009 Beacon Group	1025 Muscular Dystrophy Association	1045 U of A: Stude Memorial Children's Research Center
7206 Big Brothers-Big Sisters of Tucson	2181 National Alliance of Mental Illness of So. AZ	1191 United Cerebral Palsy Association
7208 Boy Scouts of America, - Catalina Council	108463 National Multiple Sclerosis	7263 United Community Health Center
7209 Boys & Girls Clubs of Tucson	1440 Native Seeds/SEARCH	216475 Watershed Management Group
1360 Candlelighters Childhood Cancer Foundtion	1174 Nature Conservancy	1031 Wright Flight, Inc.
1656 Casa Community Services	243906 Neighbors for Justice, Inc (Pima County Attorneys Office)	9930 YMCA of Metropolitan Tucson
7267 Casa de Las Niñas	6394 Old Pueblo Community Services	221404 YMCA – Triangle Y Ranch Camp
1064 Casa Maria	1276 Old Pueblo Toolley, Inc.	1093 Youth on their Own (YOTO)
217730 Casa Support Council for Pima County	203379 Our Family Services	7265 YWCA of Tucson
197525 Catalina Potholes School District Foundation	5191 Owl & Panther	
61839 Catholic Community Services Of So. AZ Inc.	1137 Patient Aid	
7213 Chicano For La Causa of Southern Arizona	240249 Parvovirus Cats	
1173 Child Evangelism Fellowship	1889 Pima Animal Care Center (PACC)	
7234 Child & Family Resources	106431 Pima College Adult Education	
97343 Child Protective Services	1240 Pima Community College Foundation	
106466 Child-Parent Centers, Inc. Head Start	7240 Pima Council on Aging (PCOA)	
1226 Children's Clinic for Rehabilitative Services	1251 Pima County Parklands Foundation	
1155 Christian Family Care Agency	7243 Pima Prevention Partnership	
7214 CODAC Health, Recovery & Wellness, Inc.	7245 Pio Decimo Center	
7215 Community Food Bank	224443 Planned Parenthood Arizona, Inc.	
240056 Community Gardens of Tucson	201105 Printraven Services	
7216 Community Outreach Program for the Deaf	233371 Ramon Gonzalez Miracle on 31st Christmas Party	
1232 Compassionate Friends	2070 Reach Out and Read Southern Arizona	
13149 Conserve to Enhance	1604 Reid Park Zoological Society	
1238 COPE Behavioral Services, Inc.	1134 Renewal Centers Counseling Services	
12415 Connectional Peace Officers Foundation Inc.	7329 Riado Theatre Foundation	
1070 Cystic Fibrosis Foundation AZ Chapter	1383 Ronald McDonald House Tucson	
7217 David-Monahan Youth Center	1280 Salpointe Catholic High School Scholarship Fund	
1097 Desert Survivors	7249 The Salvation Army - Southern Arizona	
7218 DIRECT Center for Independence	185408 Saving Animals From Euthanasia	
223169 EAGLE Wings of Grace, International	1365 Sheriff's Auxiliary Volunteers of Pima County, Inc.	
106382 Easter Seals Blake Foundation	1227 Shriners Hospitals for Children	
1013 El Rio Foundation	1357 Sierra Club - Rincon Chapter	
1419 Elephant Head Volunteer Fire Dept	228941 Sky Island Alliance	
224290 EMERGE! Center Against Domestic Violence	12798 Soar with Eagles Professional GED/HSE Tutor	
97402 Environmental Fund Arizona	63494 Southern Arizona AIDS Foundation (SAAF)	
1080 Epilepsy Outreach Project, Inc.	1067 So. AZ Association for the Visually Impaired	
1332 Family Life Broadcasting Syn/KFLT Radio Station	221412 Southern Arizona Beagle Rescue	
9941 Family Self-Sufficiency	1806 Southern Arizona Childrens Advocacy Center	
238939 Gadsden-Pacific Division Toy Train Museum	7250 Southern Arizona Legal Aid	
249080 Girl Scouts of So AZ	9883 Southern Arizona Rescue Association	
1404 Good News Radio Broadcasting, Inc.		
1185 Goodwill Industries Tucson, Inc.		
1089 Gospel Rescue Mission		
1086 Habitat for Humanity Tucson, Inc.		
1143 Handi-Dogs, Inc.		
7226 Handmaker Jewish Syn for the Aging		



**United Way of Tucson
and Southern Arizona**

ECAP - 2020

Step 2. Make Your Gift:

A.) The employee needs to write the total amount that will be deducted from each pay period (\$1.00 min per agency).

B.) If the employee is making a one-time donation they need to mark Check, Cash or Payroll Deduction. Then enter the total amount of the one-time gift. All checks must be payable to ECAP. The employee should write their total annual donation on the line provided. All CASH donations should be given a receipt or donation memo. CASH and Checks **must** be delivered in person. Contact Ray Velez, ECAP Committee Chair at ray.velez@pima.gov for assistance.

Step 3. Please sign, date and return. Finally, forms must be signed and dated by the contributing employees.

*If there are any discrepancies, contact the employee and have the employee make the necessary corrections.

Ask employees if they have any questions

- ✚ Ask the employees to go online or fill out the pledge form. Remind them of the ECAP Campaign deadline.
- ✚ If applicable, collect pledge forms after a presentation, if possible.
- ✚ Conduct one-on-one meetings with employees that were not able to attend a meeting or presentation.
- ✚ Thank participants.
- ✚ Turn in all pledge forms to the coordinator.
- ✚ Providing incentive gifts at presentations might encourage immediate completion of pledge form.

Collect, Review & Return Pledge Form

Please make sure each pledge form is correctly completed and collect payment if using cash or check.

Reconciliation of Envelope

Place form in an envelope, mark it confidential, and deliver in person to the ECAP Chair.

Due date for envelopes is **November 30, 2020** to:

Ray Velez, ECAP Chair

Facilities Management
150 W Congress St, Floor 3
Tucson, AZ 85701
(520) 724-4489

Please Thank Your Coworkers!

It is important to thank those individuals contributing to ECAP. Letting them know just how much they are appreciated is a small gesture compared to the help their contribution will provide.

Here is a sample thank you letter:

Dear ECAP Donor:

Once again you have gone the extra mile for our community. Your donation through ECAP helped make Tucson a better place for everyone. Thank you for contributing to this year's ECAP Campaign.

Because of our continued support, local agencies will receive the ongoing help needed to provide vital health, family, and youth services for the neediest in greater Tucson. We cared enough to help one another and to meet the needs of those around us. Together we will Change Someone's Tomorrow, Today.

Thanks again.

Sincerely,

Facts and Results

United Way's Community Impact

United Way's Collective Impact Fund supports more than 175,000 residents of Tucson and Southern Arizona from birth to end of life. United Way is focused on generational success and supporting local residents through the entire lifecycle.

United Way Donations Helped Seniors Remain Healthy and Active

- Enabled 8,961 vulnerable seniors to remain at home with supportive services
- 5,139 seniors given tools to plan for end of life through workshops and coaching sessions

United Way Donations Helped Young Children Prepare for School and Life

- 200,000 books given to children to build their personal libraries
- 430 Opportunity Youth connected back to education and career pathways

United Way Donations Helped Youth Prepare for College, Work and Life

- Engaged 12,145 youth in quality after-school programs
- Developed new skills and competencies of 3,660 youth to better prepare for college, work or life

United Way Donations Helped Families be Financially Stable

- Prepared 16,200 income tax returns for families with 460 volunteers in 10 Arizona counties
- Brought in \$24.4 million in tax refunds to help family finances and fuel the economy
- Helped 13,457 families become more financially stable and meet their basic needs

United Way Donations for Collective Impact

Every \$1 Donated = more than \$5.00 in local community Collective Impact support

Check List:

- Have you attend a Coordinator/Solicitor virtual training?
Have you received your materials for the ECAP Campaign?
- Have you met with your supervisors to discuss needs and plans for the campaign?
- Have you composed an endorsement letter/memo from your supervisor which shows support for the ECAP campaign?
- Have you planned your strategy?
- Have you recruited and organized as many volunteers as needed to help cover all presentations and paperwork?
- Have you talked with your coordinators and solicitors and scheduled virtual presentations?
- Have you publicized your campaign goal, plans and dates?
- Have you contacted everyone in your assigned area?
- Have you made arrangements to talk to employees who did not make it to one of the scheduled informational meetings?
- Have you collected pledge cards and prepared report envelope?
- Have you said, "THANK YOU."?
- Due date for envelopes is November 30, 2020

Mail to:

Ray Velez, ECAP Chair
Facilities Management
150 W Congress St, Floor 3
Tucson, AZ 85701
(520) 724-4489

****If you have any questions, please call anyone listed on page 25.***

ECAP - 2020

Pima County ECAP Steering Committee

Name	Department	Department
Ray Velez, Chair	Facilities Management	520-724-4489
Judy Cooper, Co-Vice Chair	Procurement	520-724-3727
Joanna Dinan, Co-Vice Chair	NRPR	520-603-6671
Daniel Davis, Co-Vice Chair	Mgmt of Info & Records	520-351-8455
Judy Moses, Secretary	Library	520-594-5602
Bonnie Bazata	CSET	520-724- 3704
Andrea Altamirano	Health	520-724-7926
Monica Robinson	Health	520-724-2854
Linda Volkerink	IT	520-724-7984
Evelyn Gonzales	Fleet Services	520-724-2618
Kate Harrison	Communications	520-724-3739
Magda Murtey	Transportation	520-724-6366
Maria Zepeda	PCWIN	520-724-7204

United Way of Tucson and Southern Arizona

Bruce Ayers, Development Officer, UWTSA
520-903-3901

Rhonda Wren, Development Coordinator, UWTSA
520-903-3943