

2011  
*Tennessee Employees  
Charitable Campaign*

*Coordinators' Guide*



*Joining Together –  
Making a Difference*

*2011 Campaign Dates:  
October 10 – November 4*

[www.tn.gov/dohr](http://www.tn.gov/dohr)

# **JOINING TOGETHER – MAKING A DIFFERENCE**

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## WELCOME TO THIS YEAR'S TECC!

Thank you for serving as a Campaign Coordinator for this year's Tennessee Employees Charitable Campaign (TECC)!

Many of you served as TECC Coordinators for the 2010 TECC. As a result of your efforts, 3,678 state employees pledged \$449,802 to charitable organizations. While this was a decrease from previous years, we recognize the economic pressures many of our employees may be facing. It is gratifying to see that even in tough times, employees in state government do what they can to help their fellow Tennesseans.

For those of you who are new to the TECC, this is a wonderful opportunity to help your agency as well as the more than 1,300 charitable organizations in our state. These organizations represent community services, social justice issues, medical research, and environmental concerns affecting all Tennesseans. Your skills and enthusiasm will be key to inspiring others to participate.

Your primary goal as Campaign Coordinator is to give every employee in your department the opportunity to contribute to the charity or charities of his or her choice. As these difficult economic times affect us all, these agencies rely even more heavily on programs like TECC for assistance. By ensuring that your co-workers receive quality information about the TECC, its federations and independent charities, you will help them understand the value of their gift and they may be more likely to donate to these important causes.

This guidebook will help you plan your campaign from start to finish. The federations and independent charities listed in the back of this booklet are available and willing to help you manage this responsibility and make it fun and rewarding. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

The theme of the TECC is ***Joining Together – Making a Difference***. We are pleased that you and your agency will help conduct this campaign, and we thank you for being on our team! Together, we can make more of a difference than we could ever hope to do alone.

Sincerely,

Rebecca R. Hunter  
Commissioner Department of Human Resources  
Co-Chair, Tennessee Employees Charitable Campaign

# CAMPAIGN PLANNING CHECKLIST

The key to a successful campaign is good organization, and the following checklist can help you plan your campaign from the launch through its conclusion.

Task	Person(s) Responsible	Target Date	Date Completed
Attend the TECC coordinator planning meeting.			
Review these materials thoroughly.			
Determine the assigned persons and target dates for this checklist.			
Meet with your department's leadership to obtain commitment and involvement.			
Recruit a campaign committee to share the workload, including representatives from all divisions and facilities, as well as all "levels" (management, supervisors, front line staff, and part-time staff). Include those with special talents in communications and data processing.			
Develop in-house publicity, including promoting your kick-off event and the department's goal through posters, office bulletin boards, newsletters and email footers.			
Develop and implement your plan for your kick-off event (see page 5 for Strategies for a Successful Launch).			
Send a letter from your department head/appointing authority announcing the campaign.			
Hang posters in high-traffic locations.			
Schedule a meeting and <u>invite the participating charitable organizations to speak and share information about how donated dollars are working in your community.</u> See the contact information in the back of this guidebook.			
Distribute official TECC campaign materials to every employee via hard copy or email links.			
Be prepared to answer questions about completing the pledge form (see page 9).			
<b>Turn in all original pledge forms (with everything but the green copy attached) weekly to the Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 15<sup>th</sup> Floor, Tennessee Tower. All pledge forms are due to Central Payroll by November 21, 2011.</b>			
Complete and submit the TECC Agency Report Form (1 per agency) to DOHR by December 5, 2011.			
Share final results with employees.			
Develop and implement a "Thank You" program (see page 13).			

# SETTING GOALS

Below is information about the results of each agency's giving historically, as well as goals for this year's campaign. Please help us reach and exceed our goal!

## 2010 TECC Results by Agency

	2008	2009	2010		2009	2010	2010		2011
Department Name	Gift	Gift	Gift	Variance 2009/2010	Participation in Each Agency	Participation in Each Agency	Participation as % of Agency Population	# EE's solicited 2010	Target = 4% Increase in Gifts
A.B.C.	\$944	\$920	\$1,070	\$150	2	8	15%	55	\$1,113
Aging	\$2,682	\$1,573	\$862	(\$711)	10	7	23%	30	\$896
Agriculture	\$6,085	\$4,768	\$3,658	(\$1,110)	59	44	6%	800	\$3,804
Attorney General	\$7,894	\$9,840	\$7,451	(\$2,389)	26	14	5%	271	\$7,749
Children - Youth	\$4,342	\$4,941	\$5,082	\$141	42	43	98%	44	\$5,285
Children's Services	\$17,010	\$17,474	\$18,419	\$945	146	180	5%	3632	\$19,156
Commerce & Insurance	\$5,791	\$7,402	\$6,139	(\$1,263)	57	37	6%	577	\$6,385
Comptroller	\$8,874	\$11,761	\$9,206	(\$2,555)	38	32	6%	542	\$9,574
Correction	\$28,420	\$30,244	\$23,170	(\$7,074)	289	243	6%	4,085	\$24,097
Corrections Inst.	\$0	\$0	\$0	\$0	0	0	0%	12	\$0
District Atty. Conference	\$6,844	\$6,834	\$5,535	(\$1,299)	19	12	1%	1,100	\$5,756
E.C.D.	\$7,573	\$7,209	\$6,239	(\$970)	36	28	15%	184	\$6,489
Education	\$14,616	\$11,300	\$8,819	(\$2,481)	50	34	4%	931	\$9,172
Environment & Conservation	\$49,713	\$41,088	\$34,727	(\$6,361)	340	296	14%	2,150	\$36,116
Executive	\$1,278	\$470	\$0	(\$470)	4	0	0%	30	\$0
Finance & Administration	\$13,354	\$8,859	\$5,446	(\$3,413)	46	30	3%	898	\$5,664
Financial Institutions	\$5,160	\$4,171	\$3,838	(\$333)	36	21	14%	145	\$3,991
General Services	\$10,241	\$5,971	\$5,033	(\$938)	76	59	13%	446	\$5,234
Health	\$12,632	\$24,974	\$21,327	(\$3,647)	188	162	7%	2,372	\$22,180
Health Services	\$1,312	\$886	\$951	\$65	9	8	80%	10	\$989
Higher Education	\$4,111	\$4,953	\$4,752	(\$201)	44	35	57%	61	\$4,942
Housing Development	\$16,104	\$16,111	\$15,721	(\$390)	108	118	56%	209	\$16,350
Human Resources	\$12,231	\$14,007	\$11,492	(\$2,515)	77	57	63%	90	\$11,952
Human Rights	\$617	\$25	\$77	\$52	1	2	8%	25	\$80
Human Services	\$65,288	\$42,742	\$50,374	\$7,632	648	537	10%	5,475	\$52,389
Intergovernmental Relations	\$1,246	\$1,292	\$532	(\$760)	6	3	23%	13	\$553
Judicial Court	\$20,214	\$10,941	\$9,892	(\$1,049)	19	12	2%	650	\$10,288
Legislative	\$7,606	\$8,398	\$8,388	(\$10)	47	43	11%	375	\$8,724
Mental Health	\$13,038	\$10,626	\$10,575	(\$51)	90	78	2%	3,157	\$10,998
Mental Retardation Services	\$23,195	\$21,686	\$15,601	(\$6,085)	240	212	8%	2,800	\$16,225
Military	\$6,378	\$1,985	\$2,389	\$404	28	34	10%	342	\$2,484
Post Conviction Defender	\$1,200	\$0	\$1,200	\$1,200	0	1	0%	18	\$1,248
Probation and Parole	\$16,894	\$15,427	\$17,368	\$1,941	191	186	18%	1,006	\$18,063
Public Defenders	\$2,681	\$2,897	\$3,060	\$163	19	18	5%	365	\$3,182
Revenue	\$16,869	\$16,998	\$16,393	(\$605)	143	147	14%	1,026	\$17,049
Safety	\$10,651	\$6,928	\$6,609	(\$319)	58	54	3%	1,555	\$6,874
Secretary of State	\$13,547	\$11,844	\$9,502	(\$2,342)	80	66	19%	347	\$9,882
State Museum	\$0	\$0	\$120	\$120	0	1		40	\$125
T.B.I.	\$5,616	\$1,789	\$2,381	\$592	16	17	3%	507	\$2,476
T.R.A.	\$2,577	\$921	\$986	\$65	10	10	15%	65	\$1,025
T.S.A.C.	\$2,734	\$2,717	\$2,952	\$235	17	32	62%	52	\$3,070
T.W.R.A.	\$3,949	\$3,174	\$3,647	\$473	21	20	3%	641	\$3,793
TennCare	\$10,013	\$9,185	\$12,638	\$3,453	49	75	19%	389	\$13,144
TN Arts	\$120	\$0	\$0	\$0	0	0		18	\$0
Tourist Development	\$3,074	\$3,225	\$3,535	\$310	47	43	28%	155	\$3,676
Transportation	\$41,572	\$36,216	\$30,540	(\$5,676)	358	279	7%	4,201	\$31,762
Treasury	\$14,398	\$10,196	\$10,338	\$142	67	44	21%	213	\$10,752
TRICOR	\$2,351	\$3,439	\$3,786	\$347	24	24	21%	117	\$3,937
Veterans Affairs	\$4,424	\$5,037	\$3,715	(\$1,322)	33	19	22%	87	\$3,864
Workforce Development	\$34,656	\$31,130	\$24,268	(\$6,862)	350	253	15%	1,664	\$25,239
<b>Statewide Total</b>	<b>\$562,117</b>	<b>\$494,574</b>	<b>\$449,802</b>	<b>(\$44,772)</b>	<b>4,264</b>	<b>3,678</b>	<b>8%</b>	<b>43,977</b>	<b>\$467,794</b>

# STRATEGIES FOR A SUCCESSFUL LAUNCH

The success of the TECC begins with effective outreach to individuals who truly desire to be a part of improving the quality of life in Tennessee. The most effective workplace campaigns are the result of employee education about the TECC and the hard-working charities it supports.

While promoting the campaign, it's important to remember that we must preserve the rights of state employees to make their own personal choices about giving. Any use of pressure or coercion is unethical and does far more harm in the long run than any short-term results it may produce. When spreading the news, emphasize that giving is voluntary and that contributing to the TECC is an opportunity to help others in need.

Below is a checklist of possible promotional strategies:

- \_\_\_\_\_ Ensure every person in your department receives information about the TECC.
- \_\_\_\_\_ Distribute a letter from your department head encouraging support of the TECC.
- \_\_\_\_\_ Promote the date and time of any group meetings at least two weeks prior to the event.
- \_\_\_\_\_ Include success stories from participating federations and independent charities in your departmental newsletter.
- \_\_\_\_\_ Use email to communicate important information about the TECC (meeting dates, pledge reminders, campaign goals, etc.)
- \_\_\_\_\_ Reward employees who turn in their pledge forms early with prize drawings.
- \_\_\_\_\_ Have prize drawings at your group meetings—must be present to win!
- \_\_\_\_\_ Serve food at campaign meetings.
- \_\_\_\_\_ Sponsor a TECC poster contest for employees' children/grandchildren. Display all posters, and award prizes to top 3 winners.

Below are some ideas for incentives and prizes. Use your imagination to generate enthusiasm about the TECC!

Extra casual dress days

Preferred parking spaces for a week

Home-made products donated by employees

# THE CAMPAIGN TEAM

Who you involve and what they do will depend on the size of your agency. Below are some strategies to consider:

## **Appointing Authority and/or Office/Facility Manager**

- Sends endorsement letter to employees
- Speaks at employee meeting(s)
- Supports campaign goal
- Makes a personal leadership gift
- Approves time for all employee meetings or one-on-one solicitation efforts

## **Campaign Coordinator**

- Attends TECC Coordinator planning session
- Develops campaign plan and timetable
- Secures a co-coordinator or team leaders
- Assembles and leads a campaign committee
- Collects pledge forms and sends them to Central Payroll weekly, with all forms turned in by Monday, November 21, 2011.
- Completes campaign and submits final report by Monday, December 5, 2011.

## **Campaign Committee**

- Educates, publicizes and promotes campaign
- Identifies employees who have received services to share their stories
- Develops intra-departmental competition
- Promotes incentives
- Arranges co-coordinator training
- Arranges employee meetings
- Arranges Agency Fair/meeting speakers
- Develops and implements publicity and events
- Implements "Thank You" Program

The Department of General Services' laws, rules and policies do not allow activities such as bake sales and raffles on state property or state time. If you have any questions regarding activities, please contact your agency's Human Resources Director or legal office.

# SELECT YOUR SOLICITATION METHOD

Your primary goal is to ensure every employee receives information about the TECC and has the opportunity to give to the charity(ies) of choice.

Only you and your campaign committee can determine the best solicitation method to achieve this goal. There are advantages to both the **GROUP SETTING** and the **INDIVIDUAL SETTING**. Study each method further to determine which one will work best in your agency.

## Group Setting

- ⌚ Offers a more **efficient** use of **your** time
- ⌚ Ensures all employees receive a **consistent** message
- ⌚ Allows employees to make an informed decision in a **pressure-free** environment
- ⌚ Generally results in **higher participation rate** and average gift

## **Sample Agenda for Group Setting – 20 minutes**

Welcome and Overview of TECC	(5 minutes)	Manager or Coordinator
Testimonial	(3-5 minutes)	Employee or Charity(ies)
How To Fill Out Pledge Form	(2 minutes)	Coordinator
Ask for Pledge and Answer Questions	(2-5 minutes)	Coordinator
Collection of Pledge Forms & Closing	(2-5 minutes)	Manager or Coordinator

Have a drop box ready for those who have completed forms to turn them in, and be sure to tell others where in the department they will be collected until the end of the campaign.

## Individual Setting

- ⌚ Provides a personal ask of each employee
- ⌚ Can be especially effective if departmental activity or multiple shifts make group meetings less than optimal
- ⌚ Offers opportunity to answer employee's questions in a personal setting
- ⌚ Should be used to follow up with those unable to attend group meetings

# Sample Pledge Form

## 2011 Tennessee Employees Charitable Campaign Pledge Form

Donor Information

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(used for state payroll purposes only)

- Please acknowledge my gift. (If you choose to leave the section below blank, your gift will be marked anonymous.)
- Retiring this year? Please check this box if you would like to receive further communications from your designated charities.
- This is my FIRST YEAR participating in the TECC!

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home email address \_\_\_\_\_

*Your favorite charity would like to thank you for your gift but will be unable to do so if you leave the information above incomplete.*

**You may select up to three (3) different charities to receive your contribution.  
 Please review the brochure and complete one, two or three of the lines below for your designation(s).**

Charity Designation

**You may only choose to designate your gifts as monthly OR one-time. You may not combine the options.**

		Monthly (Jan-Dec)	OR	One-Time (Jan only)
Organization Name _____	TECC code # _____	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift
Organization Name _____	TECC code # _____	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift
Organization Name _____	TECC code # _____	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift

**GRAND TOTALS:** Total - Monthly Amount Column \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_

**OR Total - One Time Gift Column \$ \_\_\_\_\_**

**Be a Club Member!**

- Buck-A-Week Club Member (Grand total equals at least \$51.96 annually - only \$4.33 per month!)
- Iris Club Member (Grand total equals at least \$120.00 annually)
- Mockingbird Club Member (Grand total equals at least \$360.00 annually)
- Volunteer Club Member (Grand total equals at least \$600.00 annually)

**You may deduct the annual gift grand total from your 2012 federal taxes.**

**For deduction purposes, be sure to keep this receipt and any paycheck stubs reflecting your contribution.**

Authorize

I authorize my payroll deduction as indicated on this pledge form (signature required below):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your contribution! Please return this form to your charitable giving coordinator.**

For tax purposes, nothing of substantial value was given in return for this contribution.  
 White, Canary, Pink, Goldenrod - TECC Department Coordinator      Green - Donor

# PLEDGE FORM OVERVIEW AND INSTRUCTIONS

**It's as easy as 1, 2 and 3!**

## Step #1 DONOR INFORMATION:

- ✓ Donor's Name and Department (printed clearly on all pages of the form) – this allows you or someone on your team to reach them if there's a question about a donor's pledge form. Please instruct them to print and press firmly.
- ✓ Donor's **Edison Employee ID #** - this replaces the social security number. Remind employees **this is not** their computer login ID or their RACF ID.
- ✓ The "please acknowledge my gift" check box lets donors decide if they want to receive an acknowledgement of their pledged donation. If the donor checks this box, the donor **must** fill out the address section so the organization receiving the gift can send an acknowledgement.
- ✓ The "Retiring this year?" check box is for employees who know they are retiring during 2011 and will no longer receive a copy of the TECC materials and would like contact in the future by their selected charity(ies). Again, the employee **must** provide mailing information so the organization can keep in touch with the donor.

## Step #2 CHARITY DESIGNATIONS:

All nonprofit organizations listed in the TECC brochure as eligible to receive donations from State of Tennessee employees were in compliance with the Tennessee Charitable Solicitations Act at the time of printing this brochure.

- ✓ Each employee can choose one, two or three charitable organizations to receive a payroll deduction gift.
- ✓ Club member information is a guideline for giving only. Alternative amounts are welcome and acceptable.
- ✓ Employees may donate monthly (Jan-Dec) **OR** one-time (deduction will occur in January). They **CANNOT** combine these options.

## Step #3 AUTHORIZE:

After selecting the giving level, the donor must **sign** and **date** the form to give permission for payroll deduction. The donor keeps the final, bottom green copy as his/her receipt. **ONLINE OPTION:** If the employee chooses to print their pledge form from the website, they will need to make a copy for their records before returning the original for processing.

**Remember all donations are processed through state payroll deduction. The TECC is not able to accept cash or check donations.**

# PROCESSING CAMPAIGN FORMS

## STANDARD PLEDGE FORM:

The donor will find the pledge form included with the TECC Brochure. Pages 8 and 9 of this manual provide a sample and an overview. It is very important to ensure that the donor completes the pledge form **correctly** and **completely, pressing down hard to ensure the information goes through to the fifth copy**. Also, the donor must return the original pledge form as well as the second, third and fourth copies (white, canary, pink, goldenrod) to you, but keep the fifth (green) copy as a receipt for tax purposes. You will send all remaining copies to: **Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 15<sup>th</sup> Floor, Tennessee Tower.**

## ONLINE PLEDGE FORM

The campaign brochure and the pledge form are also available on the DOHR website for employees to use. If an employee chooses to print the pledge form from the website, they will make a copy of the form for their records and turn the original in for processing. You will distribute the pledge form as follows:

**Original and ONE copy per charity designation - Send to the Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 15<sup>th</sup> Floor, Tennessee Tower.**

**These processes are a significant change from the past** – you will send all copies of the pledge forms to Central Payroll, and when they have been entered, Central Payroll will send them on to DOHR for further processing.

### IMPORTANT TO NOTE:

As the TECC Coordinator, one of the more important tasks you will have is to audit the pledge forms as you collect them.

- ✓ If an employee does not include his or her Employee ID number, you should contact the employee. Do not change the form without the employee's consent.
- ✓ Please review the employee's selections to ensure their name and choices are clearly written and visible on all copies of the form.

The Department of Finance and Administration's Central Payroll Division asks that you send original pledge forms to them on a weekly basis. Send all original pledge forms to Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 15<sup>th</sup> Floor, Tennessee Tower.

The deadline to submit all pledge forms to Central Payroll is **November 21, 2011**.

**Please remember:**

An employee in bankruptcy cannot participate in the TECC as Central Payroll is unable to process his or her pledge.

As you receive pledge forms, please send them to Central Payroll weekly.

**The deadline to submit all pledge forms to Central Payroll is November 21, 2011.**

AGENCY REPORT FORM:

The Agency Report Form is where you will record your agency's total pledges and then submit the form to DOHR. You may collect this data by any method you choose.

Once the campaign has concluded, complete **one**

final consolidated Agency Report Form listing the grand total for your agency's campaign. Please submit the TECC Agency Report Form to DOHR, at the address listed at the bottom of the form, by **December 5, 2011**. If you receive additional information after submitting your final Agency Report Form, please submit a supplemental Report Form showing the amount of the additional pledges only. Please clearly date and mark this form as "SUPPLEMENTAL REPORT."

You can find a copy of the TECC Agency Report Form on the DOHR website at [http://tn.gov/dohr/employees/charity\\_fund/pdf/AgencyReportForm.pdf](http://tn.gov/dohr/employees/charity_fund/pdf/AgencyReportForm.pdf).

# Tennessee Employees Charitable Campaign

## AGENCY REPORT FORM

This Report is: FINAL *or* SUPPLEMENTAL TO FINAL

Date Submitted: \_\_\_\_\_ County: \_\_\_\_\_

Department Name: \_\_\_\_\_ Allotment Code: \_\_\_\_\_

Local Office Coordinator Name: \_\_\_\_\_

Address of Local Office: \_\_\_\_\_

Street Address City Zip Code

Phone # of Local Office: \_\_\_\_\_ Fax #: \_\_\_\_\_

Local Office e-mail address: \_\_\_\_\_

Total # of Donors = \_\_\_\_\_ (A)

Total Amount Pledged = \$ \_\_\_\_\_ (B)

Total Number of Employees Solicited = \_\_\_\_\_ (C)

*(Contributing or not)*

Please calculate the following:

Average Gift (B divided by A) = \$ \_\_\_\_\_

Per Capita Gift (B divided by C) = \$ \_\_\_\_\_

Percent Participation (A divided by C) = \_\_\_\_\_%

**Report Form:** Make 2 copies of this Report Form - submit one copy to your agency's statewide coordinator and keep one copy for your records.

**Pledge Forms:** - employee keeps the green copy; submit all others to your agency's statewide coordinator.

**Agency Statewide Coordinator:** Complete and submit your agency's combined final totals on the Report Form to the:

Department of Human Resources

Lisa Spencer, TECC Administrator

First Floor, James K. Polk Building

505 Deaderick Street

Nashville, TN 37243

# Gift Acknowledgements And Other Important Thank You's

## Acknowledgement to donors:

The charities would like to thank the people who donate to them. Your employees can receive an acknowledgement thanking them for their pledge. However, they must check the "please acknowledge" box and provide their mailing address on the pledge form.

You can let your co-workers know how much you appreciate their participation in the TECC this year as well. You can say thank you in many ways. The important thing to remember is to SAY IT – to your team, your co-workers, and your department head.

YOU COULD.....

- ❖ have a celebration event at the close of the campaign to thank everyone
- ❖ send a fun group email
- ❖ put up a big thank you poster in a place where your employees will notice it
- ❖ leave a piece of candy on employees' desks with a thank you note attached

Any of these things – or something else that you know will get noticed and talked about in your department – can add to the feeling of "we've really done something worthwhile!" – and can make people want to join in again next year.

***"Thank you very much!  
Your participation in the TECC means the world to us!"  
Say it....Shout it....Write it....Show it  
Just remember to do it...!***

## Sample Letters:

Dear Fellow State Employee,

I am writing to ask for your help in making the 2011 Tennessee Employees Charitable Campaign (TECC) an overwhelming success. During last year's campaign, state employees gave \$449,802 to the TECC supported charities.

You and I know, however, that there are still many Tennesseans who need assistance. Every day you serve them through your work—and many of you also actively volunteer in your community. The TECC is another way in which we can serve the public. It's a truly unique way to offer financial assistance to hundreds of worthy organizations, enabling them to better serve others.

State employees have proven time and again to be invaluable resources in their communities. Let's continue that tradition and make the 2011 TECC the best ever. Your campaign brochure makes it easy to find out more about charities you are interested in supporting. When asked, please join me in giving from the heart. Our community is counting on us.

Dear \_\_\_\_\_

Thank you for making the 2011 Tennessee Employees Charitable Campaign a success! Through your generous support, we raised (amount) to help a variety of charitable organizations in our state. Together, we are demonstrating that we care about our coworkers, friends and neighbors in need.

Again, please accept my sincere thanks for your generosity. All of us benefit when we work together on behalf of our community and our state.

# CHARITABLE ORGANIZATIONS

## FEDERATIONS AND INDEPENDENT CHARITABLE ORGANIZATIONS APPROVED FOR PARTICIPATION IN THE 2010 TENNESSEE EMPLOYEES CHARITABLE CAMPAIGN

### FEDERATIONS:

#### **Community Health Charities of Tennessee, Inc.**

For service information, location and phone numbers related to one of our health charities, please call:  
(Statewide federation-contact for all counties in Tennessee)

Dana Hentschel  
615-383-0807

[dhentschel@healthcharities.org](mailto:dhentschel@healthcharities.org)

#### **Community Shares**

For service information, location and phone numbers related to one of our charities, please call:  
(Statewide federation-contact for all counties in Tennessee)

Shelly Wascom  
865-522-1604

[shelley@communitysharestn.org](mailto:shelley@communitysharestn.org)

#### **United Way**

For service information, location and phone numbers related to your local United Way or one of its health and human service charities, please refer to the contact listing below:

Mr. Rick Morrow  
Executive Director  
**United Way of Anderson County**  
P.O. Box 4158  
Oak Ridge, TN 37831-4158  
[uwayac@bellsouth.net](mailto:uwayac@bellsouth.net)  
865-483-8431

Ms. Dawn L. Holley  
Executive Director  
**United Way of Bedford County**  
P.O. Box 1438  
Shelbyville, TN 37162  
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