



CHARITY DISTRIBUTION INFORMATION

Distributions from SECC are sent to the charities quarterly beginning the year following the campaign in May, August, November, and March. Distributions are calculated based on the following criteria:

- **Campaign Administrative Fee:** Per the Indiana State Employees' Community Campaign agreement, the Campaign Fiscal Manager will deduct 7.5% of total gross campaign pledges for the campaign administrative fees.
- **Actual Collections:** When determining actual dollars received, please account for a projected shrinkage of 10% (uncollectible %). Projected shrinkage can occur for a variety of reasons, as some donors may be unable to fulfill their commitments due to separation from service, retirement, or other reasons.
- **Undesignated Share:** The undesignated funds will be distributed in the same proportion that all charities receive designations. For example, if charity "A" receives 10% of the designated funds, charity "A" will also receive 10% of the undesignated funds.

Distributions are sent as a check or electronic payment directly to the charity. Each check stub is printed with your charity's unique login credentials how to login to our charity portal, as well as and instructions on how to pull your charity's pledge reports. Each electronic payment is accompanied by a payment remittance email, which also contains our charity's unique login credentials to the charity portal.

If you would like to sign up to receive your distributions via EFT, please fill out the online electronic form: [Charity EFT Enrollment](#). If your organization has previously received disbursements electronically from the SECC, it is not required to sign up again.

When pulling your charity's pledge reports, please note that America's Charities releases the pledge and donor names of those individuals requesting an acknowledgement of their gift. Please send a Thank You note to these individuals at your earliest convenience. Donors should be acknowledged for the full pledge amount rather than actual dollars received. Donor names from the SECC should not be sold, shared, or solicited for outside workplace giving contributions. Donor names can be added to newsletters and membership lists in accordance with individual organization policies.