



## Durham County Cares Campaign FAQ

*Below are some of the most frequently asked questions (with answers) regarding the DCo Cares Campaign:*

### 1. What are the Recipient Organizations for this year?

The federated structure allows for employees to choose to donate to any of the following charitable organizations, which include the above-stated organizations:

#### Community & Family Prosperity

[Diaper Bank NC](#)

[Durham Literacy Center](#)

#### Health & Well-Being for All

[Meals on Wheels of Durham](#)

[Senior PharmAssist, Inc.](#)

#### Safe & Secure Community

[Animal Protection Society of Durham](#)

[Durham Crisis Response Center](#)

#### Environmental Stewardship

[EarthShare NC](#)

[Toxic Free NC](#)

#### Miscellaneous/Multiple Area Services

[Durham Rescue Mission](#)

[United Way of the Greater Triangle](#)

### 2. Will all of my donation go completely and directly to the organization that I choose?

Yes. **100% of your donation goes to the organization you select.** However, donations to United Way of the Greater Triangle may incur a percentage charge that is designated for Administrative Fees. Please visit the [United Way of the Greater Triangle](#) website to get information about their process and fees.

### 3. Do I have to sign the pledge form before I submit my Pledge Form?

Yes. All pledge forms must be signed before they can be submitted.

### 4. How do I receive acknowledgement for my donation?

If you choose to have the organization(s) you donate to send you an acknowledgment of your gift, check the box that says "Yes, I would like to receive acknowledgment" and complete the address information that opens up after checking the box. You can enter your work or home address.

### 5. What is the weekly cut-off time/day to submit my Pledge Form in order to be eligible for the next weekly Incentive Prize Drawing?

Contact your Departmental Representative for the specific cut-off time within your department, as the times and days may vary depending on the department for submittal of cash/check donations. **If you donate via Payroll Deduction ONLY** and your form is entered by 5 p.m. on each Friday (*with a \$50 minimum total donation*) you will be eligible for the subsequent drawings. **If you have a cash or check donation** (*with a \$50 minimum total donation*), you will need to print your completed pledge form and submit a copy with your cash/check to your [Department Representative](#) (**Suggested deadline of 12 noon on Thursdays**) to be eligible for the subsequent drawings.

**6. How do I know who my Departmental Representative is?**

All Employee-related information, regarding the Durham County Cares Campaign, is available on the [Durham County Cares Employee Page](#) of the Durham County Cares Website.

**7. Can I donate using more than one form of payment on a pledge form?**

**Yes.** Employees can donate any combination of cash, check and/or payroll deduction. Please remember that **if you donate via payroll deduction ONLY** (*meaning on cash/check donations on your pledge form*), you do not need to submit a paper copy to your department representative.

**If you donate to any organization via cash/check**, you must print a copy of your completed form and submit it to your department representative with the cash/check before your pledge form is considered submitted.

**8. If I have trouble completing my Pledge Form, where can I get some assistance?**

Visit the [Durham County Cares Employee Page](#) to find information how to complete the Pledge Form. If you need further assistance, please contact your Departmental Representative or email your inquiry to [dconcares@dconc.gov](mailto:dccares@dconc.gov).

**9. If I choose to donate to United Way or Earthshare, can I designate my funds to a particular organization still?**

There is a drop down arrow located in the United Way and EarthShare NC designation sections on the Pledge Form that will pull up the partner agencies that you can designate to through this year's campaign.

- **You must donate a minimum of \$50 to designate to a partner agency of United Way**
- **There is no minimum for designation to EarthShare NC**
- **You must select one of the partner agencies listed for designation**
- **No unlisted partner agencies or write-in organizations are accepted**

**10. Can I write one check, even if I want to donate to more than one organization?**

**Yes. PLEASE write one check** made payable to **County of Durham** for the total amount you would like to donate to ALL of your chosen organizations combined. Just indicate on your Pledge Form how you want those funds distributed amongst the organizations you select. **Please make sure your totals match.**

**11. Who do I make a check payable to, if I opt to do a one-time donation by check?**

Please make all checks payable to **County of Durham**. DO NOT write checks directly to the organization(s).

**12. When will the Payroll Deductions begin if I choose that option?**

Payroll Deduction is ONLY for FULL-TIME County Employees. Payroll Deductions will begin in January of the following calendar year. For example, if you donate in the 2019 campaign, your deductions run January – December 2020.

**13. Can I opt to do Payroll Deduction for more than one organization?**

**Yes.** Make sure you properly note which organizations you want to donate to and how much you would like to give to each organization per pay period.

**14. Can I donate using a One-Time Payroll Deduction?**

**No.** Unfortunately, we are not currently set up to do a one-time payroll deduction, but you can opt to do the standard payroll deduction that would be deducted from your biweekly paycheck.

**15. If I choose not to donate, do I still have to submit a pledge form?**

**No.** If you choose not to donate, there is no need to submit a pledge form. Of course, ideally we do hope that you opt to donate.

**16. How much do I have to donate to be eligible for Incentive Prize drawings?**

Employees must donate a minimum of \$50 to be eligible for Incentive Prize drawings. That is approximately \$2 per pay period or \$1 per week.

**17. How often will Incentive Prizes be drawn?**

Incentive Prizes will be drawn on a weekly basis. Winners should be posted every Monday via a County-wide email (*date of posting subject to change*). See Question 19 for further details.

**18. If I submit my Pledge Form, how many drawings am I eligible for?**

Once you submit your Pledge Form, you are eligible for all subsequent weekly Incentive Prize drawings. Therefore, the sooner you submit your Pledge Form, the more chances you have to win. Winning employees ARE NOT pulled from the drawing pool, and can therefore win multiple prizes.

**19. If I win an Incentive Prize, who do I contact to collect it?**

The contact to collect Incentive Prizes is Nina Bullock (County Attorney's Office - [dcocares@dconc.gov](mailto:dcocares@dconc.gov)). If you do not want the prize you received, please email that message to [dcocares@dconc.gov](mailto:dcocares@dconc.gov), so the prize can be put back into the Incentive Prize pool. **Prizes will be available for collection on Tuesdays & Wednesdays between the hours of 9 a.m.-11:00 a.m. or 2-4 p.m.**

**20. Do I have to donate to this campaign?**

No. This is a voluntary donation and each employee has an individual choice to donate or not. **NO ONE IS REQUIRED TO DONATE**, but donations are appreciated.

**21. Is there a minimum amount for Payroll Deductions?**

Yes. Payroll Deductions can be no less than **\$1 per pay period** collectively (\$26 per organization annually), as stipulated by Finance.

**PERMITTED:** Org. 1 = \$1 and Org. 2 = \$1 per pay period ➡ TOTAL = \$2 per pay period

**PERMITTED:** Org. 1 = \$0.50 and Org. 2 = \$0.50 (per pay period) ➡ TOTAL = \$2 per pay period

**NOT PERMITTED:** Org. 1 = \$0.25 and Org. 2 = \$0.25(per pay period) ➡ TOTAL = \$2 per pay period

**22. Can part-time and temporary employees donate and be eligible for Incentive Prizes?**

Yes. Part-time, temporary and contract employees can donate either CASH or CHECK, but not Payroll Deduction. Provided they donate the \$50 minimum, they are also eligible for Incentive Prize Drawings.

**23. Is my donation information (i.e. amount donated, organization I donated to, etc.) ever disclosed?**

Individual Employee donations are not made public. It is necessary to disclose donation information to our Finance Department for processing donations and, if you choose the Acknowledgement Option on the Pledge Form, the organizations that the employees choose to donate to will also be notified of your donation.

If you have a question and the answer is not on this list, please email your inquiry to [dcocares@dconc.gov](mailto:dcocares@dconc.gov).