

COLUMBUS STATE

FOUNDATION

EMPLOYEE GIVING AMBASSADOR COMMITTEE

CONTACT INFORMATION:

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<http://cscfoundation.org/employee-giving/>

What is an Employee Giving Ambassador?

The work of the Columbus State Foundation helps empower individuals to change their lives while building a future-ready workforce for our community and a brighter, more prosperous outlook for our shared future.

If the Foundation is the philanthropic arm of the college, employees are the heart. The efforts of our faculty and staff shape the lives of students, ensure the vitality of the college and strengthen our community.

An Employee Giving Ambassador is a current employee of Columbus State who plays a key role in raising funds that promote student success – including scholarships.

The minimum requirement to be on the Employee Giving Ambassadors Committee is:

- Contributing to the Foundation and encouraging others to join

But there are other ways to get involved with the Columbus State Employee Giving Campaign, including but not limited to:

- Providing feedback to Foundation staff on current Employee Giving practices
- Spreading the word about the Campaign to your circle of influence around campus
- Inviting the Foundation to speak at your next staff meeting
- Greeting your colleagues at our Employee Giving Breakfast
- Placing Employee Giving brochures in your Department kitchen, break-room or a place of high traffic
- Placing Foundation materials in your office or waiting area
- Allowing us to place your name on our website as an Employee Giving Ambassador

FREQUENTLY ASKED QUESTIONS

What is the Columbus State Foundation Employee Giving Campaign?

The Columbus State Foundation Employee Giving Campaign is an annual event usually held in the months of March and April. It is an opportunity to engage employees in the philanthropic work of the Columbus State Foundation, and truly make a difference in the lives of the students we serve. Employee giving shapes the direction of our college and community.

Employee giving also inspires others. Corporations, foundations and individuals often consider the engagement of our employees when they consider their own gifts. Therefore, your participation could help us leverage support for much needed programs and scholarships.

What can my contribution actually provide for a CSCC student?

There is no gift too small and all gifts matter. Currently, Ohio residents are charged a combined instructional and general fee of \$135.93 per credit hour. We have also estimated that a student can graduate with a 2-year degree, taking at least 15 credit hours per semester, for approximately \$4,078.00.

Therefore, you see how much a \$500 or \$1,000 scholarship can help tremendously.

Here is a chart to help further explain the impact of your dollars in the lives of our students:

| How Your Gift Adds Up! | | |
|----------------------------------|--------------------------|---|
| Contribution Per Paycheck | Total Annual Gift | Potential Impact of Gift |
| \$25 | \$600 | Tuition for a 4 credit hour class |
| \$20 | \$480 | Required uniform and equipment costs |
| \$15 | \$360 | 1 credit hour for an international student |
| \$10 | \$240 | Conference or student competition fees |
| \$5 | \$120 | An average textbook + supplies |

How can I ask my co-workers to give to the Foundation?

Make it fun and casual. Whether face to face or through an email, one could simply say:

*"I support the Foundation because I believe.... (Insert your reasons)
I hope you will consider supporting something you are passionate about here at Columbus State. It could be a specific scholarship that belongs to your department, the First-Generation Scholarship Fund, or simply the Foundation Support Fund for Greatest Need which serves the college's most immediate needs. If you have any questions, let us know."*

Some ideas include delivering an individual note with a cookie, placing foundation materials next to doughnuts in the kitchen area, organizing a fun department wide event like a pizza party or inviting a Foundation staff person to a staff meeting and they can explain the impact of their donations. Be creative and have fun with it!

How are employee donors recognized for giving?

Is my gift tax deductible? Will I receive a receipt for my gift?

All current Columbus State employee donors are invited to attend the Employee Giving Breakfast and they may bring one employee guest. RSVPs are requested in order to ensure adequate space and meals will be available. It's a great opportunity to meet and mingle with faculty and staff from all areas of the college.

As, a 501(c)(3) nonprofit, any gifts to the Columbus State Foundation will be tax deductible and you should receive an electronic receipt of your gift within 7 days of our office receiving your donation. Please contact us if you do not receive any sort of receipt within 2 weeks of gift.

What is the minimum gift someone can make?

Gifts of ALL sizes are important and can make an impact on the lives of students.

However, due to the costs associated with processing gifts, we have set the following guidelines:

- Payroll deductions - a minimum is \$1 per pay per fund(s).
- Gifts made by cash or check - \$1 minimum per fund(s) of choice.
- Gifts made by credit card - \$5 minimum

How can employees give to the Foundation?

1. Brochure Form:
 - a. Circulating around campus will be Employee Giving brochures that will have an Employee Donation form. Once filled out, it can be returned to the Foundation office via inter-office mail.
 - b. Note: If an employee chooses to send their gift in by inter-office mail, we encourage them to seal their gift inside an envelope and place that envelope inside a large campus mail envelope for more secure delivery.
2. Online:
 - a. It is fast, easy, safe, and you will receive a confirmation immediately.
 - b. You can make a one-time donation or enroll in payroll deduction.

Why should an employee enroll in payroll deduction?

Payroll deduction is one of the fastest, easiest and most convenient ways to make an impactful gift to the Foundation. By completing an employee payroll deduction form you decide how much will be automatically deducted from each paycheck and where your gift can be designated. Many donors find this method of giving less burdensome and financially taxing because you can add up many small amounts throughout the year.

For example, an employee could donate \$100 as a one-time donation. Or the same employee could contribute \$5 from each paycheck, which results in a total annual gift of \$120.

If I am already enrolled in payroll deduction and don't want to change anything do I have to send in my card or go online?

No. But please feel free to reach out to our office if you have any questions regarding your donation. Most payroll deductions have been set up as "ongoing" or continuous until we are notified of a change. Return your gift form only if changes are to be made.

Who should I contact with additional questions?

- Please direct general questions or concerns to Jesse Jones, by calling her at (614) 287-5101 or by email at jjones105@csc.edu
- For questions regarding specific scholarships or starting a scholarship please contact Julie Barry at (614) 287-5028 or by email at jbarry5@csc.edu

The Columbus State Foundation

Mission:

The Mission of the Columbus State Foundation is to identify, cultivate, and secure resources while serving as responsible financial stewards to advance educational opportunities, programs, and services at Columbus State Community College.

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