**OUR PROMISE: CALIFORNIA STATE EMPLOYEES GIVING AT WORK**

**COLLABORATIVE PARTNERSHIP AGREEMENT**

**I. BACKGROUND**

Our Promise: California State Employees Giving at Work (OP) supports and promotes philanthropy through a program that is employee-focused, cost-efficient, and effective in providing all State employees the informed opportunity to give through the workplace to thousands of 501c3 nonprofits.

State law, CA Government Code 14659, requires that all State Employees be given the opportunity to contribute to the nonprofit of their choice through payroll deduction annually and OP is the only legally authorized solicitation of State employees in the workplace on behalf of nonprofit organizations. The Department of General Services (DGS) is responsible for setting policy and overseeing OP.

Annually, DGS approves Principal Combined Fund Drive (PCFD) organizations to facilitate OP for their service areas. United Way California Capital Region (UWCCR), due to its location in the State Capitol, has always worked directly with all branches of State government and, in most cases, interfaced directly with the leadership of State departments and agencies at their headquarters. Based on this relationship, in 2013 UWCCR entered in to an MOU directly with the State instructing UWCCR to manage materials, facilitation, processing and certification for OP.

Because UWCCR had for several years worked with other United Ways to partner on various aspects of the OP campaign through a partnership, the change formalized that role to assure the campaign was run uniformly statewide and provided a means through which PCFD organizations throughout the state could work together to enhance effectiveness, reduce costs and provide better overall customer service to the State of California.

This Partnership Agreement describes the way that UWCCR and the other United Ways will work together during the 2019-20 campaign year (and the 2020 payout cycle).

**II. KEY TERMS AND DEFINITIONS**

1. Our Promise: California State Employees Giving at Work (OP) - Also known as “Campaign,” “the campaign” and “State Employees Campaign.”
2. The Department of General Services (DGS) - The State agency responsible for regulatory oversight and administration of the OP.
3. Department (also known as State agency) - A department, board, commission, agency or any other formal organization within the State of California government structure.
4. Principal Combined Fund Drive (PCFD) - An organization responsible for managing the State employee’s campaign in a specified geographic region. PCFDs are selected by the DGS on an annual basis.
5. State Controller’s Office (SCO) - The State agency responsible for processing, deducting, and paying out payroll deductions for employees of the State of California. The SCO also prints reports(?) and pledge forms.
6. Regional Coordinators – Volunteers assigned to a specific geographical area and report directly to the Statewide Department Campaign Chair.
7. United Way(s) - PCFD; “you”; “your”; “client”; which, in its capacity as an approved PCFD for 2019-20, has agreed to be a part of the OP PCFD Partnership Agreement.
8. United Way California Capital Region - UWCCR; “we”, “us”, vendor.

**III. PURPOSE**

The purpose of this Partnership Agreement between United Way California Capital Region (UWCCR) and your PCFD is to:

1. Clearly establish the intent of our two organizations to work together as described below.
2. Clearly describe what the PCFD can expect from UWCCR and what UWCCR can expect from the PCFD.
3. Clearly establish that this partnership agreement applies only to the OP campaign and only for the 2019-20 campaign year (and the 2020 payout cycle).

**IV. MANAGEMENT OF THE CAMPAIGN**

The purpose of this section is to clearly outline the elements of managing the campaign.

**Campaign and Collateral Materials consistent throughout the State**

Donor Resource Guide

1. UWCCR will manage collective production of the Donor Resource Guide (DRG) for participating PCFDs.
2. UWCCR will collect DRG order quantities from each PCFD and mail that order amount to each PCFD.
3. PCFD will provide accurate and timely data for the DRG as requested by UWCCR during the annual certification process.
4. PCFD is responsible for distribution of DRG’s in its specific service area.

Pledge Forms

1. UWCCR will work with the SCO to manage the process of preparing, printing and distributing the forms to the State Department headquarters located in UWCCR’s region for them to distribute to their regional office locations. PCFDs will receive pledge forms from UWCCR for those State Departments with headquarters located in their region and State University pledge forms. Your PCFD is responsible for distributing these forms.
2. UWCCR will provide each headquarters department the current PCFD contact information for the regional office location to submit pledge forms to the local United Way’s for processing. It is up to each “department” how they would like to collect their pledge forms. While we, UWCCR, suggest submitting them locally some “departments” may collect them all back at headquarters.
3. The PCFD is responsible for the collection and processing of pledge forms from department regional office locations within their service area.

Posters

1. Posters will be designed and printed by UWCCR.
2. UWCCR will manage the collective purchase, payment and distribution of posters to each participating PCFD.
3. UWCCR will collect poster order quantities from each PCFD and mail that order amount to each PCFD.
4. PCFD is responsible for distribution of posters in its specific service area.

Campaign Incentives

1. PCFDs are responsible for the ordering, coordination and payment on any desired OP campaign incentives such pens, pins, magnets, etc.

Leadership Donor Thank You Gift

1. UWCCR will provide and mail Leadership Donor Thank You gifts (donors giving $1,000 or more annually) to your office once final pledge form processing is complete.
2. PCFDs are responsible for distributing these items to leadership donors in their service areas.

Website

1. UWCCR will manage the content of the statewide [www.ourpromiseca.org](http://www.ourpromiseca.org) website.
2. PCFD will notify UWCCR of any necessary changes in content as it pertains to the PCFDs or their partner’s contact information/address.
3. PCFDs will provide content for website year round to enhance presence of statewide stories, photos etc.

**OP Nonprofit Partner Certification**

1. UWCCR is responsible for managing the annual OP nonprofit certification which includes nonprofit communication for application timeframe, vetting, and materials needed to apply and approval confirmation once DGS provides their final approval.
2. PCFDs are responsible for applying annually for themselves and on behalf of their nonprofit partners, providing data and certifying their compliance as requested by UWCCR in the format requested.

**Training consistent throughout the State**

1. UWCCR will produce and provide all training materials.
2. The PCFD will provide UWCCR with the OP contact at their respective office by August 1, 2019. This person will be responsible for attending monthly PCFD calls and participating in processing training.
3. UWCCR will provide training sessions for PCFDs for both campaign facilitation and campaign processing procedures. Key representatives of the PCFD must attend at least ONE processing training session prior to October 1 to be able to timely participate in campaign processing activities.
4. PCFD must use training materials provided by UWCCR when working with its own staff and local agencies/departments. If a PCFD would like to modify the materials, those modifications must be approved by UWCCR.
5. UWCCR will encourage the State to record key trainings and make videos of them available for your local area. These resources will be posted on the OP website.

**Centralized Volunteer Recruitment**

1. UWCCR will recruit the Statewide Leadership Team.
2. UWCCR will recruit Statewide Department Chairs.
3. To the extent possible, UWCCR will work closely with Statewide Department Chairs to identify and recruit Regional Coordinators and/or Key Connectors.
4. To the extent possible, UWCCR will work with the Statewide Leadership Team to recruit Campaign Liaisons but cannot guarantee the availability to any specific locations.
5. PCFD is encouraged to explore local opportunities to recruit Campaign Liaisons, Regional Coordinators and/or Key Connectors.
6. UWCCR and PCFD will share information on progress of recruitment efforts, in order to ensure mutual efficiency and awareness as each of us works with the State.
7. PCFD is responsible for housing and appropriately using Campaign Liaisons as they are available and provided.

**Statewide Coordination**

1. UWCCR will hold mandatory conference calls to convey information to participating PCFDs.
2. UWCCR will send email updates to PCFDs.
3. UWCCR will field questions or issues from PCFDs as needed.

**Centralized Pledge Processing**

**UWCCR is responsible to:**

1. Provide PCFD their final campaign results by March 31, 2020.\*
2. Process state employee campaign pledges from the point of data entry through designation payout.
3. Provide year-round customer service to donors; research and resolve designation issues, answer questions, issue refunds, and correct errors for the transactions/deductions processed.
4. Convert deduction information to electronic format provided by the SCO and submit it to the SCO in a timely fashion.
5. Receive and process payroll deduction payments from the SCO (via direct deposit) on behalf of the PCFD.
6. Process one-time gift transactions and issue tax receipts to donors as requested.
7. Compile and mail donor lists to federations and nonprofit agencies on behalf of the PCFD.
8. Send designation payments to federations and nonprofit based on payments received on behalf of the PCFD.
9. Provide quarterly and/or monthly (for organizations signed up for EFT) distribution of dollars designated to the local PCFD.
10. Provide designation payout reports to PCFD as requested.
11. Send thank you letters on behalf of the PCFD to donors who request acknowledgements.
12. Maintain and staff a toll free telephone number for donor access to OP information.

**PCFD is responsible to:**

1. Submit all donor pledge forms to UWCCR by November 15, 2019 for UWCCR to guarantee those forms will be processed by the SCO in time for the first pay warrant deduction in January 2020.
2. Provide permission and allow SCO to have payments deposited directly to UWCCR’s bank account per SCO requirements. No exceptions will be made.
3. Allow UWCCR to access and download electronic deduction data from the internet per SCO requirements.
4. Receive and review completed pledge forms from local donors and correct errors before submitting the forms to UWCCR for processing.
5. Complete campaign envelopes and campaign logs as instructed by UWCCR per processing training
6. Deposit cash/one time gifts to pre-established bank account for UWCCR at least every other day and in conjunction with the submission of the appropriate log sheet.
7. Use standard agency code numbers, and other material or information in local OP materials.

**V. ADDITIONAL TERMS**

1. Cash donations received by UWCCR by December 31, 2019, will be paid out to designated nonprofits and PCFDs in the month of February 2020.
2. The payroll deduction contributions for the 2019-20 campaign will be paid out to PCFDs and other designated agencies on a quarterly basis commencing in April 2020. In the interest of efficiency, payments will not be sent until the payment balance amount reaches $100 or until June 2020; whichever comes first. UWCCR has moved to a monthly payout schedule for organizations who have signed up for EFT.
3. PCFDs will ensure that any actions necessary will be taken in time to enable SCO payments to be deposited to the Collaborative account to commence with the SCO payment dated December 31, 2019, as this payment reflects deductions and other changes effective January 1, 2020. Under the terms of this agreement, UWCCR is responsible for paying out designations based on deductions effective January 1, 2020. Payments deposited to the collaborative account for purposes of paying out designations for the 2109-20 campaign year will continue being deposited through December 2020 to ensure a proper and complete payout cycle.

**VI. FEES**

**Administration Fee:**

The administrative fee for the 2019-20 OP Initiative is as follows:

1. $.35 cent per transaction fee as set by the State Controller’s Office (SCO). This fee is subject to change.
2. 14% DGS set rate:
   * 8% allocated to United Way California Capital Region (UWCCR) to manage and process the campaign year round
   * 5.5% for reimbursement to the local Principal Combined Fund Drive (PCFD) for fundraising expenses
   * .5% to DGS for related campaign activity reimbursement
3. The overall DGS approved percentage rate and SCO per transaction fee will be published in the 2019 OP Initiative literature.

**IX. SIGNATURES**

As duly authorized officers of our respective organizations, we hereby agree to the above terms and conditions.

PCFD Name:

CEO Name:

CEO Signature:

Date:

**United Way California Capital Region**

Name: Stephanie Bray

Signature



Title: President & CEO

Date: