

Finding a fund—

1. Visit the Campus Campaign website (www.campuscampaign.osu.edu), click on “Make Your Gift Online” and log into the online giving site. At that point you can either look up a fund by key word or click on giving opportunities and search by college or administrative unit.
2. Visit the Treasurer’s website <http://www.treasurer.ohio-state.edu> and click on “endowments”.
3. Contact your fiscal officer for information about funds in your college or administrative unit.
4. Contact the area of interest directly.
5. Contact the Campus Campaign office at ccampaign.osu.edu or 292-3065.



Frequently asked questions—

How much of each gift goes to administrative costs?

No matter what amount you give, ALL of your gift is deposited into the fund(s) you have chosen.

Are gifts tax deductible? Yes!

The first participation report will go out in early March. Each report will list all of the employees in your college or administrative office areas by department and classification. Those who have made a cash, check, or credit card gift in FY 2009 or who have an ongoing deduction will be coded as donors. Each report after that will indicate who the new donors are since the last report.

There are people on the report who shouldn't be and we have a new employee who isn't on the report. The Campus Campaign office receives an employee data file at the beginning of each month which allows us to do batch updates. Manual updates can be made throughout the month as needed by contacting the Campus Campaign office at ccampaign@osu.edu or 614-292-3065.

Let the Campus Campaign office know as much information as possible about this new employee so we can code their record properly. Please let us know whether they moved from another department or they are new to the university.

Who do I call with report questions?

Please contact the Campus Campaign office at ccampaign@osu.edu or 614-292-3065 with any questions

Mid-point Gathering March 4, 2009

Nationwide and Ohio Farm Bureau 4-H Center
3:30 p.m.- 5:00 p.m.

All coordinators are encouraged to attend this casual gathering where we will give an overall campaign status update, provide an opportunity for areas to share their strategies, event calendars, letters, emails, questions, and concerns, and give away a few door prizes.

Award Nominations

Forms available on the website
www.campuscampaign.osu.edu

Nomination deadline— April 27, 2009

Award categories include:
Outstanding University Leader
Outstanding Volunteer(s)
Outstanding Coordinator(s)
Outstanding Assistant
Special Recognition
Special Event

Calendar

March—

- 4 Mid-Point Gathering
- 20 WI Qtr ends
- 22 WI Commencement
- 29 Spring Qtr begins

April—

- 15 Tax Day
- 27 Award nominations due
- 30 Deadline—gifts and pledges

May—

- 25 Memorial Day
- 28 Celebration

June—

- 5 Spring Qtr ends



about your report. Keep in mind that turn-around time for gift processing varies by type of gift, paper or online processing, whether the donor has an existing id, and clarity of gift intention.

What do you mean my payroll deduction is ongoing or continuous until further notice? When your deduction is set up in our gift system, it is automatically set up without an end date unless you specify otherwise. Updates to your deductions can be made at any time during the year. Simply contact the Campus Campaign office to let us know what changes you would like to make —ccampaign.osu.edu or 614-292-3065.

If I have a payroll deduction and don't want to change anything do I have to send in my card or go online? Most payroll deductions have been set up as "ongoing" or continuous until further notice. We encourage donors to go online or review their gift form for accuracy.

Will my supervisor know how much I gave and to what fund? Information about how much you give and to where is provided to the development officer responsible for the fund(s) you support so that your gift can be acknowledged appropriately.

I have several faculty and staff who lost their pledge card. What do I do? Encourage them to go online to make their gift. For those who prefer paper, a pledge form can be printed from the Campus Campaign website www.campuscampaign.osu.edu. A limited number of blank forms are available from the Campus Campaign office.

CAMPUS CAMPAIGN COUNCIL

The Campus Campaign Council is a group of 25-30 faculty and staff from across campus (regionals and Med Ctr included) who plan and help implement the university-wide campaign each year. Council members are asked to serve 3-yr terms and to participate on one or more of three committees—Team Captain, Marketing and Communication, Event Planning. If you are interested in serving on the council, please contact Tina Thome at ccampaign@osu.edu for more details.

Making a gift

1. Online at www.campuscampaign.osu.edu for central or regional faculty and staff or through OneSource for Medical Center faculty and staff.
2. Complete the gift form in your gift packet and send it in using the enclosed envelop.
3. Print a gift form off the website and send the completed form to 1480 West Lane Ave—CAMPUS.

Campus Campaign website: www.campuscampaign.osu.edu

The Campus Campaign website has a great deal of information about the campaign including:

- ◆ Campus Campaign mission statement
- ◆ Contact information for council members and coordinators
- ◆ Frequently asked questions
- ◆ Links to the online giving page
- ◆ Printable gift/pledge form
- ◆ Fund search mechanism
- ◆ Matching gift link
- ◆ Coordinator and volunteer specific pages –
 - Promotional item request letters
 - More frequently asked questions
 - E-mail templates
 - Campaign Timeline
 - Glossary of terms

THANK YOU!