



Maryland Charity Campaign: Ways to Give

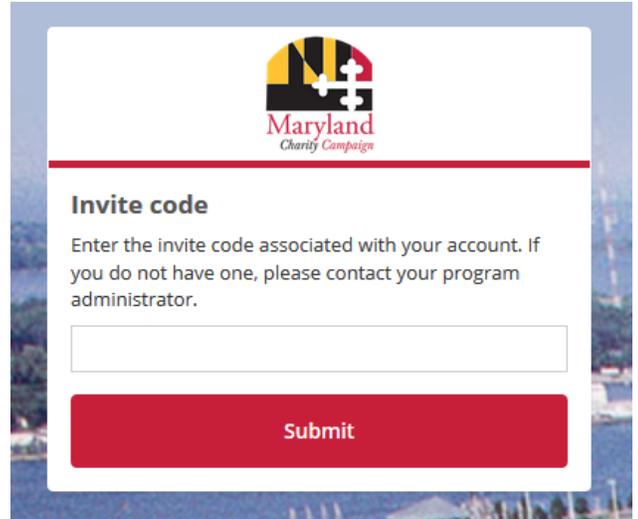
1. **Donate online** (Payroll deduction, one-time credit card and check via offline giving form on the site.)
2. **Donate via paper pledge form** (Only for payroll deduction and check.)

How to Donate Online

Simplified, streamlined donation tools make it easy for an employee to make a donation to the charity of their choosing.

Visit the **Maryland Charity Campaign website**, <http://mcc.maryland.gov>. From there you'll find campaign materials, instructions, Frequently Asked Questions (FAQs), and a link to the online giving platform, also known as the giving portal.

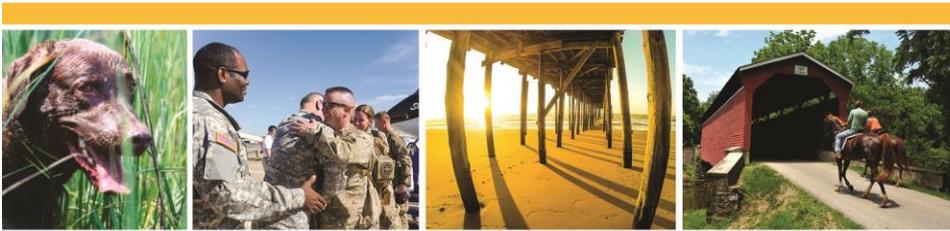
For first-time users: You must create an account to donate online. Once you click on the "Create Account" button, you will be prompted for your "Invite Code."



If you have a Workday ID, your Invite Code is your W#. If you do not have a W#, please refer below to identify your Invite Code:

Agency:	Invite Code:
IWIF	.Gov Email
MDOT	Badge #
MENV	Employee ID
UM College Park	University ID
UMBC	Campus ID
UMUC	.Edu Email

If none of the above apply to you, please refer to the pledge form provided by your Campaign Coordinator or request it [here](#). You may also contact mcc@charities.org or call (800) 458-9505, please dial 1 when prompted.



Once you provide your Invite Code, you will be brought to a welcome screen where you will be prompted to create a username and password.

Passwords must be at least 8 characters long and contain one uppercase letter, one lowercase letter, one number and one special character (!@#\$%^&*).

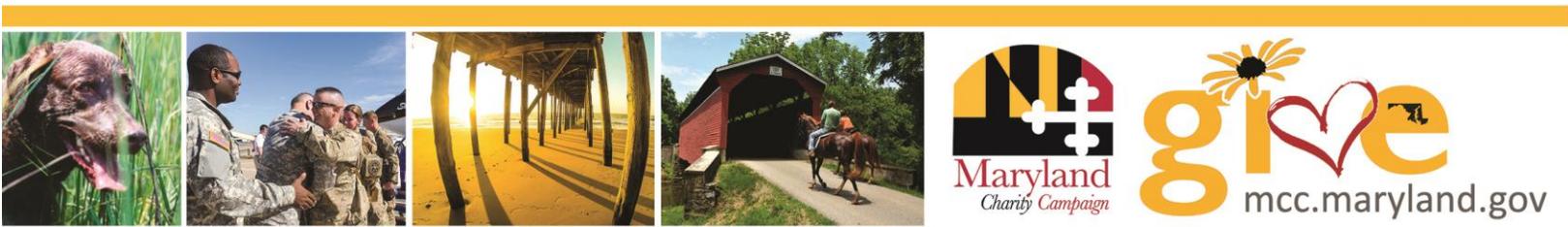
Once you have created your username and password, click “Start Doing Some Good” to enter the MCC giving site. You may log back in to the site at any time during the campaign with the username and password that was created.

If you have already created your account:

Please click the “Give Now” button from the MCC website, mcc.maryland.gov to begin connecting with causes that matter! From there you will be prompted to enter in the username and password that you set up when you first logged into the giving site.

Please note: if you wish to receive email notifications from the giving site, you must include a valid email address when setting up your account. To do so, you must edit your user profile. From the giving site dashboard click the dropdown in the upper right hand corner next to your name and select Profile. Click Edit Profile. (Located under the box where you can insert a picture). You can include your email address here. You may also edit your time zone (use the drop down menu under time zone - if you are on the east coast just type an “N” and you will navigate down the list to select New York easier). Scroll to the bottom of the page and save your changes.

Here is an example of how the homepage will look once you are logged in:

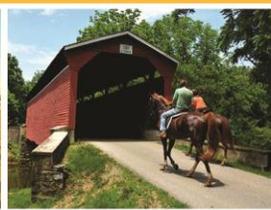
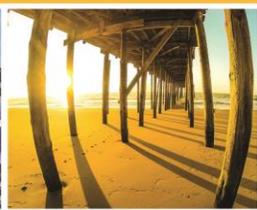




Maryland Charity Campaign

1. To donate, click “Give” from the navigation menu on the left or under the “Things to do, Just for you” tab.
 - a. Donations can be made online via recurring payroll deduction and/or one-time credit card.
 - b. You may search for a participating MCC nonprofit by charity name, keyword, MCC Agency Code (this is the EIN of the Charity which is listed in the MCC Giving Guide) and by postal code, including charities nearest you by postal code and radius. If you want to search for organizations that are in a different postal code or if you do not know the postal code of the organization, you should remove the postal code altogether from your search.
 - c. When you find a charity you would like to support, click on the charity name.
 - d. In the “Make a Donation” box, enter the total amount of money you would like to donate to the charity and then click “Donate Now” to continue the pledge process.
 - e. Select your preferred payment type. Once you do, an “Add Donation Amount” section will come into view. You may make your pledge via recurring payroll deduction and/or via one-time credit card.
 - f. For payroll deductions, the payroll frequency listed is tailored to mirror your pay frequency, e.g. biweekly, monthly.
 - g. Next you must choose whether you would like your gift to remain anonymous or share your contact information so that the charity can acknowledge your gift. You may also leave a message with your donation (e.g., In Honor Of).

Please note that you must go on to complete this information in order to complete the pledging/donation process.





Maryland Charity Campaign

- Dashboard
- Give
- News & Announcements
- Members
- Platform Metrics
- Nonprofits
- Platform Settings
- FAQ

Your Contribution To ANNAPOLIS OPERA INCORPORATED Change Your Nonprofit >

Select Payment Type

Credit Card

Payroll Deduction

Add Donation Amount

Donation Amount

Frequency

For 26 Pay Periods

Yearly Total

\$ 2,600.00

Include Contact Information

May we share your donor information (Name and Email) with ANNAPOLIS OPERA INCORPORATED?

Yes, share my contact information
 No, make this donation anonymously

Would you like to leave a message with your donation? (optional) 200 character limit

Donate

Donation Breakdown

Donor Total	\$100.00
Total given to ANNAPOLIS OPERA INCORPORATED	\$100.00

- h. Hit the red button to “Donate” and your pledge is complete. You are able to see your gift (on the left side under Manage Payroll Donations) summarizing your donation. You are also able to edit or cancel your pledge.



Maryland Charity Campaign

- Dashboard
- Give
- Manage Payroll Donations
- Manage Requests
- Submit Offline Giving Request
- Giving History
- News & Announcements

Manage Payroll Donations

Your active payroll donation(s) and history are listed below. Editing a payroll donation will update the amount of the donation but will retain previous settings, such as opting to cover fees or donation matching, if applicable.

Select a Member

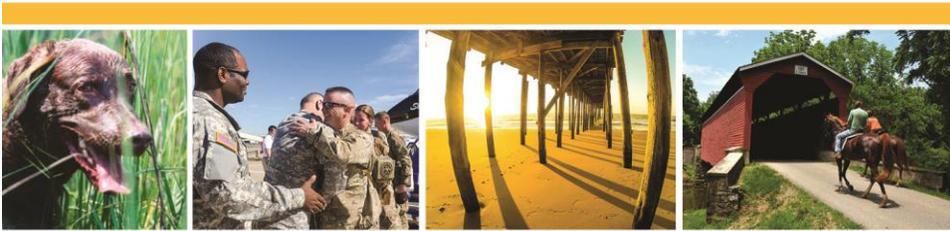
Manage Donations

RESET FILTERS

Currently Managing:

Nonprofit	Date	Amount	Frequency	Estimated Total	Payment Type	Manage
ANNAPOLIS OPERA INCORPOR...	10/03/2016	\$100.00	26 Pay Periods	\$2,600.00	Payroll	<div style="background-color: #ffc107; padding: 2px 5px; font-size: x-small;">CANCEL EDIT</div>
Estimated Giving		\$100.00		\$2,600.00		

- i. To make another donation, select “Give” or click on a nonprofit’s name and repeat the above steps.



- j. You can track your giving by payroll deduction under the “Manage Payroll Donations” from the navigation menu on the left. Your giving history from the left navigation menu provides a quick snapshot of how much you have given.
- k. Our online site cannot accommodate gifts of cash or online submission of paper check. Please use a paper pledge card for gifts of this kind or use the offline giving form for giving by check on the campaign site.
- l. **REMEMBER:** When you make an online pledge, DO NOT fill out and submit a paper pledge form as well. Doing both will double the amount you want to give. If you make a mistake and submit both, please let your Coordinator know or contact America’s Charities at mcc@charities.org or by phone at (800) 458-9505, dialing “1” when prompted.

Submitting a Check via the Offline Giving Form

Select the nonprofit you want to donate to:

ANNAPOLIS THE BEAUTIFUL INC

Location: ANNAPOLIS , MD

Your Company's Impact

\$0.00 Donated By Your Colleagues	0 Colleagues Have Favorited This Nonprofit	0 Hours Volunteered By Your Colleagues
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Make a Donation

You can help this nonprofit further by making a donation.

\$ USD

[Donate Now](#)

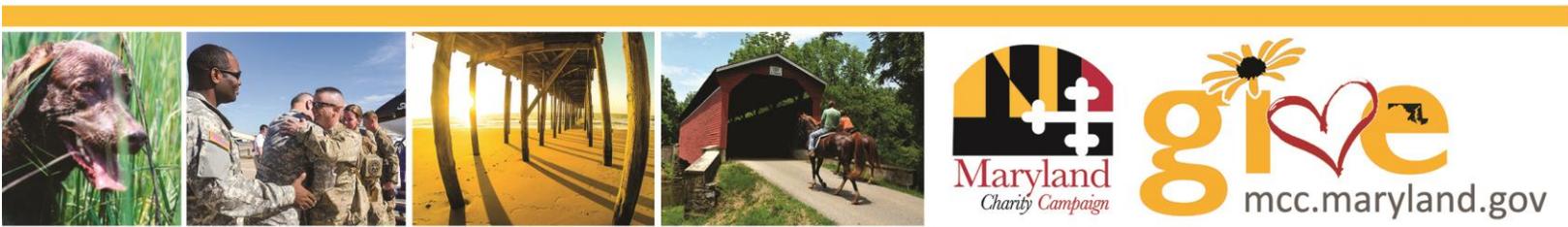
[Submit Offline Donation](#)

[♥ Add To Favorites](#)

[★ Feature This Nonprofit](#)

[⊘ Block Nonprofit](#)

Select Submit Offline Donation to give by personal check:



Submit Offline Giving

Donation Information *
Your company allows you to request credit for donations that have been made outside of the platform.

Enter the amount that was donated below. *

\$

Nonprofit Information *
Please enter the nonprofit organization that you would like to make this donation to.

<p>Nonprofit Name *</p> <p>DELETE VIEW INFO</p> <p>ANNAPOLIS THE BEAUTIFUL INC</p> <p>Contact Name *</p> <input type="text"/> <p>Contact Email *</p> <input type="text"/>	<p>Describe this donation * 500 character limit</p> <p>Please be detailed about the context of the donation (e.g. "I donated \$5,000 at a benefit held by this nonprofit," "I raised \$50 in bake sale funds for this elementary school," etc.)</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
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This donation relates to:

Personal Check: Provide your check number in the Description on the form and return your check to your Campaign Coordinator.

Acknowledgement of my Donation: The donation acknowledgement will be emailed to you.

Other items to note when donating via offline giving form:

- Put the Contact Name as America's Charities and the contact email as help@charities.org since America's Charities will distribute this to your charity.
- Please check the Personal Check box below the contact information. Follow the information for submitting your personal check.
- Also check the Acknowledgement box if you want to receive an acknowledgement of your donation. If you want to remain anonymous, do not check that box.
- Please indicate the check number in the large box. No additional description is necessary.
- Please print out a copy of the form to include with your check. You may also go into view/manage offline giving requests to print out this information.

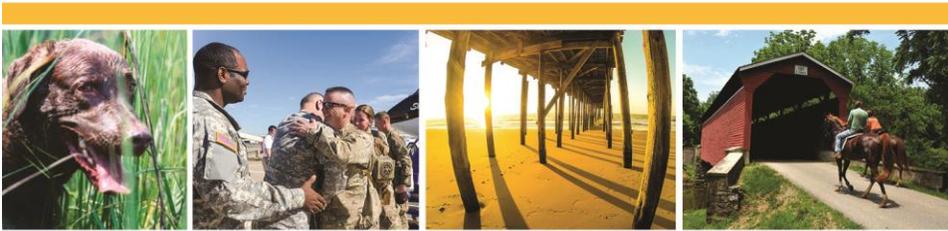
How to Give Using a Paper Pledge Form

Proper completion of the paper pledge form will ensure that pledges are processed quickly and accurately. If any sections of the pledge form are incomplete, the pledge cannot be processed and will be returned.

Pledge forms will be prepopulated with the following information: Unique identification number, employee name and other required information, such as agency code.

Be sure that the donor's name, payroll number, Dept./Agency and work phone number are accurate.

Using the paper pledge form, you may choose to give via payroll deduction (option A) or check (option B – make check payable to the "Maryland Charity Campaign").



If you are making a designation via payroll deduction:

- List the approved agency's MCC Charity Code. Codes are listed in the MCC Giving Guide
- Up to six designations can be listed on any one pledge form.
- If you have something other than 26 pay periods, be sure to enter that amount in the section requesting number of pay periods.
- Keep the tear-off at the bottom for your personal records. Record designation information on the back. A tax receipt will only be sent to the address you provide when donating \$250 or more by cash or check. For payroll deduction, your year-end paystub will satisfy IRS requirements. You can browse the MCC Giving Guide and pledge online at <http://mcc.maryland.gov/>.

Retrieving Tax Information

- Contributions to the MCC are tax deductible within the limits of current federal and Maryland state law. The Maryland Charity Campaign has provided no goods or services in exchange for your contribution.
- You will be acknowledged for direct contributions made during the calendar year. If you donate by cash or check in the amount of \$250 or more, an acknowledgement will be sent before January 31 of the following year. To assure receipt of your acknowledgement please provide us with your full home address.
- If your contribution is being made by payroll deduction, you should keep the tear-off receipt from the bottom of the pledge card which, along with your pay stubs, shows the amount withheld for your contribution. This will provide the necessary support for your contribution for Federal income tax purposes.
- America's Charities is the processor for the Maryland Charity Campaign. A copy of the most current financial statement is available upon request by contacting America's Charities at 14150 Newbrook Drive, Suite 110, Chantilly, VA 20151, calling (800) 458-9505, dialing "1," or visiting www.charities.org/financials. Documents and information submitted to the State of Maryland under the Maryland Charitable Solicitations Act are available from the Office of the Secretary of State for the cost of copying and postage.
- Inquiries about participating agencies may be directed to the agency, the Office of the Secretary of State at (410) 260-3857 or America's Charities at (800) 458-9505, then dial "1" when prompted.

Undesignated Funds

Undesignated funds are pledges/funds that are not designated to a specific participating MCC agency. They may also be funds received via special events. In accordance with the Executive Order that governs the Maryland Charity Campaign, these undesignated funds are to be distributed among MCC participating charities based upon the percentage of the designated funds they receive in the campaign.

