



HOW TO complete your State Employee Charitable Campaign (SECC) Contribution Form (DocuSign Version)

Step 1: Access the hyperlink from the [HR-SECC](#) website to access the State Employee Charitable Campaign (SECC) Contribution Form.

Step 2: Log in using your full name and UTRGV e-mail address then click -> [BEGIN SIGNING](#)



[Begin Signing](#) 

PowerForm Signer Information

Thank you for your contribution to the 2024 State Employee Charitable Campaign!

For more information, please visit [www.utrgv.edu/secc](#).

For questions, please email [SECC@utrgv.edu](#).

If you are faculty and will be contributing on a nine-month pay schedule, download the Contribution Authorization Form and email to [SECC@utrgv.edu](#).

Please enter your name and email to begin the signing process.

Employee

Your Name: *

Your Email: *

BEGIN SIGNING


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Step 3: Click the check box to agree to the use of electronic records and signature. Then click CONTINUE.

Please Review & Act on These Documents

 **SECC@utrgv.edu**
The University of Texas At Rio Grande Valley

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Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures.

Work Phone

County

E-mail Address

(956) 665-5025

SECC Coordinator's Name

SECC Coordinator's Ph

CONTINUE

FINISH LATER

OTHER ACTIONS ▾

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:

NOTE: The names of leadership-level donors will be published annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

☐ DO NOT ACKNOWLEDGE my gift, either in writing or with any form of personalized recognition/thanks.

☐ I request acknowledgement of my gift via EMAIL... (to honor this request, your email address must be furnished -- above)

☐ I request acknowledgement of my gift via U.S. MAIL... (to honor this request, your home mailing address must be furnished -- below)

Home Mailing Address

City

Zip

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS. EACH CHARITY HAS A SIX-DIGIT CODE. First two digits correspond to its charitable group. To designate one or more charities or federated groups (that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s)).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

First two digits of all charitable within this group must match

First two digits of all charitable within this group must match

First two digits of all charitable within this group must match

Charity Code

Gift Amount

Charity Code

Gift Amount

Charity Code

Gift Amount

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Thank you for your contribution and making a difference in the lives of others!

Step 4: Complete the top portion of the form including:

- Full Name (Last, First)
- UTRGV Employee ID Number
- Department/Building and Office Number/Campus Location
- Work Phone (xxx-xxx-xxxx)
- UTRGV E-mail Address

Please review the documents below.

FINISHFINISH LATEROTHER ACTIONS

START

DocuSign Envelope ID: 8C5A4946-FE9C-4588-AF7E-C71F0C8420C8

Rio Grande Valley 36

SECC Authorization Form

Account#

or you can give online at secc.texasgiving.org

Name (prefix)LastFirstMI

The University of Texas Rio Grande Valley # 746

State Agency Name AND Number

Employee ID Number

Dept. / Unit # / Facility / Location

Work Phone

Cameron/Hidalgo

County

E-mail Address

Nina Barrientos(956) 665-5025

SECC Coordinator's NameSECC Coordinator Phone

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:

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☐ I request acknowledgement of my gift via U.S. MAIL... (to honor this request, your home mailing address must be furnished – below)

Home Mailing Address

City

Zip

Step 5: Complete the **RECOGNITION & ACKNOWLEDGMENT SECTION**, select only one option, if requesting acknowledgement of donation to be sent via mail, provide HOME mailing address.

Please review the documents below.

FINISHFINISH LATEROTHER ACTIONS

START

DocuSign Envelope ID: 8C5A4946-FE9C-4588-AF7E-C71F0C8420C8

Rio Grande Valley 36

SECC Authorization Form

Account#

or you can give online at secc.texasgiving.org

Name (prefix)LastFirstMI

The University of Texas Rio Grande Valley # 746

State Agency Name AND Number

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Cameron/Hidalgo

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E-mail Address

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SECC Coordinator's NameSECC Coordinator Phone

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☐ I request acknowledgement of my gift via EMAIL... (to honor this request, your email address must be furnished – above)

☐ I request acknowledgement of my gift via U.S. MAIL... (to honor this request, your home mailing address must be furnished – below)

Home Mailing Address

City

Zip

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE; first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3)

Thank you for your contribution and making a difference in the lives of others!

Step 6: Complete *HOW I WISH TO DISTRIBUTE MY GIFT*. *Please note there is a minimum donation of \$2 per charitable group.

VERY IMPORTANT: The first two digits of all charity codes must match within each column group.

Enter text

FINISHFINISH LATEROTHER ACTIONS

START

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE; first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

First two digits of all charitable within this group must match

121111 → 2.00

Charity Code

Gift Amount

First two digits of all charitable within this group must match

221111 → 6.00

Charity Code

Gift Amount

First two digits of all charitable within this group must match

→ 0.00

Charity Code

Gift Amount

First two digits must match

122222 → 5.00

Charity Code

Gift Amount

First two digits must match

→ 0.00

Charity Code

Gift Amount

First two digits must match

→ 0.00

Charity Code

Gift Amount

First two digits must match

→ 0.00

Charity Code

Gift Amount

First two digits must match

→ 0.00

Charity Code

Gift Amount

GROUP SUBTOTAL #1 =

7.00

GROUP SUBTOTAL #2 =

6.00

GROUP SUBTOTAL #3 =

0.00

PAYMENT OPTIONS ... please select one:

☐ PAYROLL DEDUCTION
(complete authorization below)

Total Monthly Gift
(total of 3 Group Subtotals above)

\$ 13.00

PAY PERIODS PER YEAR

12

Total Annual Gift
(total Monthly Gift x 12 pay periods)

\$ 156.00

AUTHORIZATION FOR PAYROLL DEDUCTION – I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

Signature

10/3/2024

12/01/2024

** (Enter "12-01" –current year" unless this form is being completed by a new employee.)

Optional Authorized Signature

Today's Date

Effective Date **

FINISH

Step 7: Select your preferred *PAYMENT OPTION* and complete identified steps.

For *PAYROLL DEDUCTION*, Total Monthly Gift Amount and Total Annual Gift amount will automatically be populated on the form. Review document to confirm your selections, then click on ‘SIGN’ to provide authorized signature* and proceed to STEP 8.

***If first time user (UTRGV Faculty and Staff) of DocuSign you will need to [Activate your DocuSign account and setup your profile](#):**

- Visit <https://www.utrgv.edu/esign>
DocuSign must be used via the UTRGV link to ensure you are using the UTRGV license.
- Sign in with your UTRGV Username and Password
- Click on Create your Signature

Enter text

FINISHFINISH LATEROTHER ACTIONS

START

122222 → 5.00

Charity Code

Gift Amount

→ 0.00

Charity Code

Gift Amount

GROUP SUBTOTAL #1 =

7.00

→ 0.00

Charity Code

Gift Amount

→ 0.00

Charity Code

Gift Amount

GROUP SUBTOTAL #2 =

6.00

→ 0.00

Charity Code

Gift Amount

→ 0.00

Charity Code

Gift Amount

GROUP SUBTOTAL #3 =

0.00

PAYMENT OPTIONS ... please select one:

☒ PAYROLL DEDUCTION
(complete authorization below)

Total Monthly Gift
(total of 3 Group Subtotals above)

\$ 13.00

PAY PERIODS PER YEAR

12

Total Annual Gift
(total Monthly Gift x 12 pay periods)

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Signature

10/3/2024

12/01/2024

** (Enter "12-01" –current year" unless this form is being completed by a new employee.)

Optional Authorized Signature

Today's Date

Effective Date **

☐ ONE-TIME GIFT (CASH or CHECK) ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

Total One-Time Gift
(total of 3 Group Subtotals above)

\$ 13.00

FINISH

Thank you for your contribution and making a difference in the lives of others!

