

SAMPLE DIRECTOR LETTER

Dear Department Directors:

The State Employees Charitable Campaign (SECC) is just around the corner and I need your help!

As this year's SECC Chair, I am proud to support the tradition of giving that has continued for more than 30 years. Since its inception in 1987, state employees have raised \$54.3 million through the SECC to support local, national and international charities.

This year's campaign will take place **September 2 – October 4, 2024**. Participation in the annual SECC provides charities with the most efficient and consistent stream of support, and offers state employees a convenient way to give to the causes of their choice using payroll deduction.

As a department director, you play an integral role in this campaign and can help to make it a success by encouraging employee participation and supporting campaign activities in your building and offices statewide.

Below are just a few ways you can help:

- Meet with your department coordinator to coordinate communications, activities, etc. within your department.
- Be involved in your local campaign activities and vocalize your support.
- Give.

Giving is easy, so please encourage your staff to pledge through payroll deduction using their [MI HR Self-Service Account](#), by telephone 877-766-6447, [online using PayPal](#), or by [submitting a pledge form](#). Completed contribution forms can be emailed to MCSC-MIHR-Docs@mi.gov or faxed to 517-241-5892

And while the goal of the campaign is to raise money, don't forget to remind employees about community leave hours. In addition to making a donation, employees have the opportunity to use eight hours of community leave to partake in volunteer activities and give back to their communities.

Thank you in advance for your assistance with this year's SECC. I look forward to another great campaign!

For more information about the campaign, be sure to visit the SECC website at www.misecc.org.

Director Name

Department