

**Regional Campus
Department Representative**

Communicates with department employees and collects Pledge Cards, Cash, and Checks.

COPIES of Pledge Cards and a Donation Report summarizing the attached Pledge Cards.

Submit, via GroupWise (or, if you do not use GW in your Dept, a secure method of transmittal is required), the copies and Donation Report to **UCF's FSECC Coordinator** (Tiffanie Rogers).

The **UCF Coordinator** will submit all relevant forms to Payroll and calculate your departments' contributions into the UCF FSECC Total for the year.

UCF & State Contacts

UCF FSECC Coordinator

Tiffanie Rogers
407.823.3094, trogers@mail.ucf.edu

UCF FSECC Web site

<http://www.admfin.ucf.edu/fsecc>

State of Florida

Department of Management Services
FSECC Web site
<http://dms.myflorida.com/fsecc>

ORIGINAL pledge cards, cash, checks, and any money from special events.

Submit, in person, to appropriate **Fiscal Agent** at your designated United Way. (Contact *Jeanette Holder* or *Tiffanie Rogers* if you are unsure who your Fiscal Agent Representative is.)

The **Fiscal Agent** will record all donations, ensure that designations are carried out per employees' specifications, and coordinate efforts with Tallahassee as required for the state campaign.

Fiscal Agent Contacts

Orange / Seminole / Osceola Counties

Jennifer McMahon, Heart of Florida United Way
407.835.0900, Jennifer.McMahon@hfuw.org

Volusia / Flagler Counties

Veronica Dunbar, Volusia-Flagler United Way
386.235.0563, vdunbar@unitedwayvfc.org

Brevard County

Alecia McCoy, Brevard United Way
321.631.2740, amccoy@uwbrevard.org

Lake County

Sue Cordova, Lake County United Way
352.787.7530, uwcordova@aol.com