



Durham County CARES Campaign FAQ

Below are some of the most frequently asked questions (with answers) regarding the DCo CARES Campaign:

1. What are the Recipient Organizations for this year?

The federated structure allows for employees to choose to donate to any of the following charitable organizations, which include the above-stated organizations:

Community & Family Prosperity
Housing for New Hope
Durham Literacy Center
Health & Well-Being for All
Meals on Wheels of Durham
Senior PharmAssist, Inc.
Safe & Secure Community
Animal Protection Society of Durham
Independent Animal Rescue
Environmental Stewardship
Keep Durham Beautiful
Toxic Free NC
Miscellaneous/Multiple Area Services
Urban Ministries of Durham
United Way of the Greater Triangle

2. Will my total donation go completely and directly to the organization that I choose?

Yes. **100% of your donation goes to the organization you select.** However, donations to United Way of the Greater Triangle may incur a percentage charge that is designated for Administrative Fees. Please visit the [United Way of the Greater Triangle](#) website to get information about their process and fees.

3. Can I donate to multiple organizations on one (1) Pledge Form?

Yes. **PLEASE DO NOT SUBMIT MULTIPLE PLEDGE FORMS.** After you complete the first Recipient Organization donation box, there should be a link below it that states “**(+)Donate to another organization**” which will bring up a new donation box. You can add up to a maximum number of 10 donation boxes.

4. How do I receive acknowledgement for my donation?

If you choose to have the organization(s) you donate to send you an acknowledgment of your gift, check the box that says “*Yes, I would like to receive acknowledgment*” and complete the address information that opens up after checking the box. You can enter your work or home address.

5. What are my payment method options for donating via pledge forms?

Payment Method	Y or N	Additional Notes
Payroll Deduction (Bi-weekly)	Y	See FAQ Question 8
Payroll Deduction (One-Time)	Y	See FAQ Question 9
Cash	N	Not accepted currently
Check	N	Not accepted currently
Electronic payment (i.e., CashApp, PayPal, etc.)	N	Not accepted currently

6. Is there a minimum amount for Payroll Deductions?

Yes.

Bi-weekly Payroll Deductions can be no less than **\$1 per pay period** collectively (\$26 per organization annually), as stipulated by Finance.

PERMITTED: Org. 1 = \$1 and Org. 2 = \$1 per pay period ➡ TOTAL = \$2 per pay period

NOT PERMITTED: Org. 1 = \$0.50 and Org. 2 = \$0.50 (per pay period) ➡ TOTAL = \$2 per pay period

One-Time Payroll Deductions can be no less than a one-time donation of **\$1 per organization**.

7. Can I donate using more than one form of payment on a pledge form?

Yes. Employees can donate any combination of Bi-weekly payroll deduction or One-Time payroll deduction. Cash and check donations are no longer accepted, but you can opt to do the One-Time Payroll Deduction option in lieu of cash and check donations. **This donation will be taken out of your first January 2025 paycheck.**

8. When will the Bi-weekly Payroll Deductions begin if I choose that option?

Bi-weekly Payroll Deductions are ONLY for FULL-TIME County Employees. Payroll Deductions will begin on **your first January 2025** and be taken out of each paycheck through the remainder of the calendar year.

9. Can I donate using a One-Time Payroll Deduction?

Yes. Cash and check donations are no longer being accepted, but you can opt to do the One-Time Payroll Deduction option in lieu of cash and check donations. This donation will be taken out of **your first January 2025** paycheck.

10. Can I opt to do either Payroll Deduction option for more than one organization?

Yes. Make sure you properly note which organizations you want to donate to and how much you would like to give to each organization per pay period with the Bi-weekly option or a one-time donation with the One-Time option. Employees can also use both payroll deduction options on

11. If I choose to donate to United Way, can I designate my funds to a particular organization still?

There is a drop-down arrow located in the United Way and EarthShare NC designation sections on the Pledge Form that will pull up the partner agencies that you can designate to through this year's campaign.

- **You must donate a minimum of \$50 to designate to a partner agency of United Way**
- **You must select one of the partner agencies listed for designation**
- **No unlisted partner agencies or write-in organizations are accepted**

12. Do I have to sign the pledge form before I submit my Pledge Form?

Yes. All pledge forms must be electronically signed before they can be submitted.

13. If I have trouble completing my Pledge Form, where can I get some assistance?

Visit the [Durham County Cares Employee Page](#) to access video instructions on how to complete the Pledge Form. If you need further assistance, please contact your Departmental Representative or email your inquiry to dcocares@dconc.gov.

14. How do I know who my Departmental Representative is?

All Employee-related information, regarding the Durham County Cares Campaign, is available on the [Durham County Cares Employee Page](#) of the Durham County Cares Website.

15. Do I have to donate to this campaign?

No. This is a voluntary donation and each employee has an individual choice to donate or not. **NO ONE IS REQUIRED TO DONATE**, but donations are appreciated.

16. If I choose not to donate, do I still have to submit a pledge form?

No. If you choose not to donate, there is no need to submit a pledge form. Of course, we do hope that you opt to donate.

17. How much do I have to donate to be eligible for Incentive Prize drawings?

Employees must donate a minimum of \$50 to be eligible for Incentive Prize drawings. That is approximately \$2 per pay period or \$1 per week.

18. What is the weekly cut-off time/day to submit my Pledge Form in order to be eligible for the next weekly Incentive Prize Drawing?

Forms entered by 5 p.m. on each Friday (*with a \$50 minimum total donation*) you will be eligible for the subsequent drawings.

19. How often will Incentive Prizes be drawn?

Incentive Prizes will be drawn on a weekly basis. Winners should be posted every week via a County-wide email (*date of posting subject to change*).

20. If I submit my Pledge Form, how many Incentive Prize drawings am I eligible for?

Once you submit your Pledge Form, you are eligible for all subsequent weekly Incentive Prize drawings. Therefore, the sooner you submit your Pledge Form, the more chances you have to win. Winning employees ARE NOT pulled from the drawing pool and can therefore win multiple prizes.

21. If I win an Incentive Prize, who do I contact to collect it?

All incentive prizes will be gift cards that are interoffice mailed to employees. Employees are responsible for checking the [Durham County Cares Employee Page](#) to see if they are a winner.

22. Can part-time, temporary and contract employees donate and be eligible for Incentive Prizes?

Part-time, temporary and contract employees must contact your [Department Representative\(s\)](#) for a cash or check donation form ONLY. Payroll deduction donations cannot be processed for these position types.

23. Is my donation information (*i.e. amount donated, organization I donated to, etc.*) ever disclosed?

Individual Employee donations are not made public. It is necessary to disclose donation information to our Finance Department for processing donations and if you choose the Acknowledgement Option on the Pledge Form, the organizations that the employee chooses to donate to will also be notified of your donation.

If you have a question and the answer is not on this list, please email your inquiry to dcocares@dconc.gov.