



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 ->



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

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. FINISH FINISH LATER OTHER ACTIONS ▾

DocuSign Envelope ID: A25E7CE8-8F58-4C23-A265-F754491DF795

Rio Grande Valley 36 **SECC Authorization Form** Account# _____

or you can give online at secctexasgiving.org

The University of Texas Rio Grande Valley # 746
State Agency Name AND Number

Name (prefix) Last First MI
Employee ID Number
Work Phone
E-mail Address

Dept. / Unit # / Facility / Location
Cameron/Hidalgo
County
Nina Barrientos
Krystal Marroquin (956) 665-5025
SECC Coordinator's Name SECC Coordinator's Phone

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

NOTE: The names of leadership-level donors will be publicized 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

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.

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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

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).

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.

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:](#)

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

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

For **ONE-TIME GIFT PAYMENT** contribution, Group Subtotals will automatically be populated. Review document to confirm your selections, then proceed to Step 8 and select “FINISH”. The system will send a copy of your contribution form to SECC@utrgv.edu. Once you have submitted the form, proceed by visiting UTRGV Payments & Collections to make your one-time payment.

CASH OR CHECK (ONE-TIME PAYMENT)
1. Complete the UTRGV SECC Contribution Form— (DocuSign Version)
2. Visit Payments & Collections to submit payment Brownsville BMAIN 1.100 (956) 882-7623 Edinburg ESSBL 1.200 (956) 665-2718

Done! Select Finish to send the completed document. **FINISH** FINISH LATER OTHER ACTIONS ▾

Charity Code Gift Amount Charity Code Gift Amount Charity Code Gift Amount
1 2 2 2 2 2 → 5.00 → 0.00 → 0.00
→ 0.00 → 0.00 → 0.00
Charity Code Gift Amount Charity Code Gift Amount 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 X PAY PERIODS PER YEAR 12 = Total Annual Gift (total Monthly Gift x 12 pay periods) \$ 156.00

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

Authorized Signature: Jane Doe Today's Date: 9/21/2023 Effective Date: 12/01/2023

SECC 2023 Contribution Authorization Form.pdf 1 of 1

FINISH

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Step 8: Click **FINISH** at the bottom of the form to complete submission of the Contribution Form. Contribution Form will be automatically sent to SECC@utrgv.edu. You can download and/or print a copy of the form for your records.

Done! Select Finish to send the completed document. **FINISH** FINISH LATER OTHER ACTIONS ▾

Save a Copy of Your Document

Your document has been signed
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD PRINT CLOSE

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FINISH

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