



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

[CASA](#)

[Urban Ministries of Durham](#)

Health & Well-Being for All

[Senior PharmAssist](#)

[Food Bank of Central & Eastern NC](#)

Safe & Secure Community

[Animal Protection Society of Durham](#)

[Durham Crisis Response Center](#)

Environmental Stewardship

[EarthShare NC](#)

[Keep Durham Beautiful](#)

Miscellaneous/Multiple Area Services

[Housing for New Hope](#)

[United Way of the Greater Triangle](#)

2. Will all of my 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. 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.

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 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.

6. 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.

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. Due to COVID-19 restrictions, cash and check donations are not being accepted this year, 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 Jan. 6, 2023 paycheck.**

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

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

9. If I choose to donate to United Way or EarthShare NC, 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**
- **There is no minimum for designation to EarthShare NC**
- **You must select one of the partner agencies listed for designation**
- **No unlisted partner agencies or write-in organizations are accepted**

10. Can I write one check, even if I want to donate to more than one organization?

Due to COVID-19 restrictions, cash and check donations are no being accepted this year, 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 Jan. 6, 2023 paycheck.**

11. 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 January 6, 2023 and be taken out of each paycheck through the 2022 calendar year.

12. 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 Jan. 6, 2023 paycheck.

13. 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.

14. 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.

15. 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.

16. How often will Incentive Prizes be drawn?

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

17. If I submit my Pledge Form, how many 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.

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

Due to COVID-19 restrictions, 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.

19. 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.

20. 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**.

21. Can part-time and temporary employees donate and be eligible for Incentive Prizes?

Unfortunately, we are no longer collecting cash and checks, so our part-time and temporary employees are unable to donate.

22. 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.