

2025 State Employee Charitable Campaign (SECC) Torchbearer Guide

DEFINITIONS

Texas State Employee Charitable Campaign (SECC) - one of the largest state employee campaigns in the nation in which Texas agency and higher education employees contribute to provide aid to charity organizations in their communities.

TWU State Employee Charitable Campaign - The local level of SECC in which Texas Woman's University staff and faculty contribute donations. The campaign is organized by a steering committee and events and programming is used to encourage donations.

SECC Co-Chairs - The staff/faculty at TWU that guide the steering committee in development of the campaign programming and procedures.

SECC Steering Committee - The TWU staff/faculty that plan and execute the campaign programming and promote the campaign to the campus

SECC Torchbearers - Members of offices/departments/units that serve as liaisons between the SECC Steering Committee and their office/department/unit who promote the campaign to their constituents and promote involvement in SECC Programming and encourage donations to the cause.

PEOPLE

SECC Co-Chairs

- *Anthony Nel* - anel@twu.edu - 940-898-3681
- *David Rylander* - drylander@twu.edu - 940-898-2106
- *Kelsey Zemler* - kzemler@twu.edu - 940-898-3027

SECC Coordinator

- *Nora Sierra* - nsierra@twu.edu - 940-898-3352

SECC Steering Committee

Pamela Baker

Ronda Bell

Michael Burris

Paula Clutter

Zachariah Davis

Jennifer Flanagan

Samuel Hood

Ivan Lee

Flora Ligeti

Anthony Nel

Geneva Quincy

Mahesh Raisinghani

Srikari Ronanki

David Rylander

Nora Sierra

Andy Tucker

Jessica Walling

Danielle Woolery

Scott Wright

Kelsey Zemler

TORCHBEARER GUIDELINES

Dos

- Maintain positivity about the campaign and the events
- Encourage participation in the events
- Encourage donations and payroll deductions

Don'ts

- You are not able to force or coerce people to donate or participate in events. You can only encourage them.
- You cannot tell people which charities to donate to or how much to donate
- You cannot open or review donation forms.

RECOMMENDED TORCHBEARER PRACTICES

Communication

- Keep your unit informed on the campaign and the events
- Utilize email, flyers, notes, message boards, and other department communication methods (Teams, Ring Central, Slack, etc.)

Involvement

- Encourage involvement in campaign events - try to get representation for your department at each of the events
- Attend campaign events with your unit/department
- Form a team for Tri-Ballathon/create a signup document for your department to ensure everyone is participating
- Volunteer to assist with SECC events. A signup for assistance may be distributed by a steering committee member or a co-chair.

Donation Forms

- Distribute and track donation forms for each member of your department
 1. Create a list of everyone in your department/unit
 2. Make a donation packet for each member
 - Instructions
 - Donation form
 - Pre-labeled envelope
 3. Distribute packets to each person
 4. Collect envelopes from each person and track envelope collection on your roster. Follow up with those who have not turned in their envelope
 - Those who do not want to donate, can simply turn in a blank form
 5. Send/Deliver the sealed envelopes (marked confidential) to Nora Sierra in ACT 10th Floor by October 31st, 2023

HOW TO DONATE

See <https://www.secctexas.org/how-give> for information on how to give. Donations are available online and via [paper forms](#)

FREQUENTLY ASKED QUESTIONS

Donating

- *What campaign region are we in?*
 - (#29 North Texas)
- *Who is our SECC Coordinator and their contact information?*
 - Our SECC Coordinator is Nora Sierra and her contact information is 940-898-3352
- *What charities can I donate to?*
 - You can find a database of charities here:
<https://www.secctexas.org/search-charities>

Events

- *When are the events?*
 - All the events take place in the month of October. Each event has its own date.
- *Where can I find out more information about TWU SECC Events?*
 - You can check the TWU SECC website once it is updated for more information. You can also reach out to a co-chair or steering committee member. [TWU's State Employee Charitable Campaign | TWU](#)
- *Why do we have events?*
 - To have opportunities to encourage people to donate and to thank people for donating.

SECC

- *How long is the campaign?*
 - The campaign runs from September 1st through October 31st
- *Why isn't my favorite charity listed in the directory of charities?*
 - The Texas Legislature created eligibility criteria by which charities and federations can be listed in the SECC brochure. In some instances, when a charity applies to either the Local Employee Committee or the State Policy Committee, the eligibility criteria is not met.

Together We Care



[secctexas.org](https://www.secctexas.org)

2025 SECC EVENTS

Event	Date	Time	Location
Torchbearer Training	9/18/2025	11:30am	Library 101
Kick-Off Trivia	10/1/2025	12:30pm	ACT 301
Bingo	10/6/2025	12:00pm	ACT 501
Chancellor's SECC Luncheon	10/9/2025	11:00am	Southwest Ballroom
Bingo	10/14/2025	12:00pm	ACT 501
Fun Run	10/15/2025	5:00pm	Denton Campus
Bingo	10/17/2025	12:00pm	ACT 501
Bingo	10/21/2025	12:00pm	ACT 501
Cook-Off, Bake-Off, Basket Auction	10/22/2025	11:30am	Southwest Ballroom
Bingo	10/29/2025	12:00pm	ACT 501
Tri-Ballathon	10/30/2025	11:30am	Fitness & Recreation

Events subject to change. Please refer to the SECC Website for the most up-to-date information.