

# PECSF: HOW TO DONATE ONLINE

Provincial Employees Community Services Fund (PECSF) website:  
<http://www.gov.bc.ca/pecsf>

Provincial Employees Community Services Fund

- Provincial Employees Community Services Fund
  - Make a Donation
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**1,000+**  
Volunteers across the Province

**6,031**  
Donors

**1.8**  
Million raised

**Campaign 2016 Highlights**

PECSF, also called the Community Fund, is the Province of British Columbia's unique, employee-driven workplace giving program. Started by caring, community-minded public servants in 1965, it has raised over \$45 million for charities throughout the province.

PECSF is governed by a [board of directors](#).

It is the only program that can canvass BC Public Service employees.

During the fall awareness campaign and pledge drive, one thousand public servant volunteers coordinate fun workplace events to encourage employees to donate to their favourite charity.

**Awards**

PECSF received an Honourable Mention in the 2017 PR Daily Corporate Social Responsibility Awards and was a winner at the Association of Fundraising Professionals' National Philanthropy Day Awards. Learn more about why PECSF is being recognized.

**Photostream**

[View More Photos](#)

**Donate Now**

[Donate Now](#)

Please note that Donate Now may only be accessible from within the gov.bc.ca network.

**PECSF Charities:** View the list of [current charities](#) in each region by FS# (Fund Supported) and DC# (Donor Choice).

**Donate Now:** OR Go straight to Employee Self Service

Once you've chosen Charities, go to **Employee Self Service (ESS)**- Click Donate Now (shown above):

Employee Self Service

View Paycheque

Personal Details

Employment Verification Letter

Time/Leave Employee Work...

Benefits Summary

Donate to the Community Fund

Leave Balances

View T4 / Consent

Learning Error executing pagelet. Detailed error description. The current user has insufficient privileges to complete this operation.

NavBar: Navigator

Payroll and Compensati...

Recent Places

Donate to the Community Fund

My Favorites

View Paycheque

View Community Fund Donation

PECSF Event Bank Deposit Form

Leave Balances

Direct Deposit

View T4/T4A Slips

T4/T4A Consent

Earning Codes

Navigator

Time/Leave Approval

Manager Dashboard

To open up your **NavBar** (navigation bar menu) **CLICK on #1 red** circled icon located top right side ribbon.

**NOTE:** You can also view past year(s) Community Fund Donations in this menu option.

To go directly to your personal PECSF donation page, **CLICK on the PECSF ICON (circled).**

## PECSF: HOW TO DONATE ONLINE

The screenshot shows the 'Step 1' of the online donation process. The user is identified as Bob Smith, and the business unit is Public Service Agency. The form is titled 'Making my donation (100% of my donation goes directly to the charities in my community)'. Under 'Pay Period Deduction Amount', there are radio button options for \$6, \$12, \$20, and \$50 per pay, and a dropdown menu for 'Other' currently set to 'None'. Below this is the 'One Time Deduction Amount' section with a 'One Time Amount' dropdown set to 'None'. A 'Continue' button is at the bottom right.

### STEP 1: CHOOSE YOUR DONATION AMOUNT

For **Pay Period Deductions**, specify the dollar amount per pay period by selecting an amount beside the buttons **or** from the list in the **Other** drop down menu.

Alternatively, **One Time Payroll Deduction Amounts** can be identified in the bottom half of this page.

Once you've made your selection-Click **CONTINUE**

The screenshot shows 'Step 2' of the donation process. The user's pledge is confirmed as Bob Smith from Public Service Agency. The 'Choosing my region' section has a dropdown menu for 'Greater Victoria' circled in red with the number '2'. Below this, the 'Designating my Donation' section offers two options: '1. APPROVED CHARITIES - FUND SUPPORTED POOL' (which is circled in red) and '2. MY OWN FAVOURITE CHARITIES - DONOR CHOICE'.

### STEP 2: CHOOSE YOUR REGION & CHARITIES

- a) Choose your local region
- b) Choose your charities

**Option 1) Support all Fund Supported Pool Programs in your Region (local Community).**

**Up to 10** charitable organizations can be funded through this online form. (\*see image below)

**Fund Supported (FS)** Charities can be found by searching under **“Approved Charities”**

**All other (Donor Choice / DC)** Charities can be found by searching under

**“My Own Favourites”**

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### 2. MY OWN FAVOURITE CHARITIES - DONOR CHOICE

Yes, I would like my donation to support the following charities. Choose up to ten charities.

**TIPS TO REFINE YOUR SEARCH:** Click the magnifying glasses below to view the list of charities available. **Need Help?** If you are unable to find the charity of your choice, please contact your canvasser or email [PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca)

Total 0.0 %

Select one or more Charities. (Percentage must = 100%)

Approved Charities:  %  Delete Selection

My Own Favourites:

Approved Charities:  %  Delete Selection

My Own Favourites:

**Option 2)** Support Charities of your Choice either by....

individual

Fund Supported Pool charities (aka **Approved Charities**) or

individual

**Donor Choice Charities** (aka **My Own Favourites**)

Step 1 Step 2 Step 3

### my pledge

**Submit Pledge**

Please click SUBMIT PLEDGE button prior to leaving the application.

Bob Smith

Business Unit: Public Service Agency [Need Help ?](#)

Your bi-weekly payroll deduction is:	6.00		
and/or			
Your one-time payroll deduction is:	0.00	Total Amt:	156.00

Payroll deductions will commence with the first pay in 2017 and end with the last pay in 2017

And will be disbursed as follows:

Charitable Organizations	Find	First	1 of 1	Last
Bipolar Disorder Society of BC for Stigma Stop Program	%	100.00	Amount:	156.00

**Freedom of Information and Protection of Privacy Act**  
Personal information on this form is collected by the BC Public Service Agency for the purposes of processing and reporting on your pledge for charitable contributions to the Community Fund under section 26(c) of the Freedom of Information and Protection of Privacy Act.  
Questions about the collection of your personal information can be directed to the Campaign Manager, Provincial Employees Community Services Fund at 250 356-1736, [PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca) or PO Box 9564 Stn Prov Govt, Victoria, BC V8W 9C5

For page navigation, please use the STEP tabs.  
Avoid using the browser BACK button.

### STEP 3: SUBMIT YOUR PLEDGE

😊 **SUMMARY:**

**Step 1** - \$ Selection

**Step 2** - Select your Region & Charity

**Step 3** - Check over your choices to ensure accuracy, and you're ready to

**FINALLY - CLICK: SUBMIT PLEDGE**

Thank you for supporting your favourite charities through PECSF! 😊

*Caring for all BC Communities since 1965*

**\*Please note that Payroll Deductions begin on the first paycheque of 2018 and will appear on your 2018 T4. Making changes to your pledge outside Campaign time? Please contact [PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca) directly or submit a AskMyHR service request to make any changes to your existing pledge outside the annual campaign/open enrollment period (September-December).**

Questions? [www.gov.bc.ca/pecsf](http://www.gov.bc.ca/pecsf)

Email: [PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca)