

The Provincial Employees Community Services Fund

2023 Volunteer Handbook



**Caring for
BC Communities**

Celebrating 58 years of BC Public Service generosity

**\$50+ million
raised!**

PECSF Annual Campaign

September 26 to November 10



PECSF

Provincial Employees
Community Services Fund

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PECSF: Did You Know?

[The Provincial Employees Community Services Fund](#),

PECSF, (aka, *the Community Fund*) is the province of BC's unique employee-driven, workplace charitable giving and engagement program. Started by a group of caring, community-minded BC public servants in 1965, it has since raised over **\$50 Million** to date!

PECSF is registered with the Canada Revenue Agency as a [Private Foundation/Employee Charitable Trust](#),

BN/Registration Number:
88940 7466 RR0001

The PECSF provincial office in Victoria has three full-time staff who manage and administer the fund within the BC Public Service Agency.

Governed by a [Board of Directors](#), made up of BC Public Service employees, supports the fund by clarifying policies and procedures relating to strategic planning and financial decision making.

Welcome PECSF Volunteers, Donors, and Supporters

The 2023 PECSF Virtual Awareness Campaign and pledge drive kicks into action **Tuesday, September 26 – Friday, November 10, 2023**.

This year, we continue our focus on community support through the impact of payroll deductions across the province and hope to see continued growth in overall PECSF participation. To learn more about this year's key messages and how easy it is for you to help, check out our new 20-min [2023 PECSF 101](#) volunteer training video! Thanks to each of you for joining us in the spirit of giving back and making a difference in our communities!

#PECSF Proud!

Give with Ease

Sign up for automatic payroll deductions in any amount and make a difference for your favourite local charity.



Campaign 2023 Important Dates

- ✓ **Campaign Start:** Tuesday, September 26
- ✓ **PECSF Virtual Launch Event:** Tuesday, September 26
- ✓ **Campaign Ends:** Friday, November 10
- ✓ **All Forms and Materials Deadline:** Friday, November 25
- ✓ **PECSF Calendar Prize Draw:** Thursday, November 30
- ✓ **Virtual Awards and Recognition:** January/February 2024 (TBA)

Know Where Your Dollars Go

100% of every dollar you give goes to your chosen charity. Administrative costs are fully covered by the BC Public Service



PECSF: Did You Know?

Each year the PECSF provincial office (PECSF HQ) enlists a deputy minister to act as the campaign's **Honourary Chair** (HC).

The HC will typically appoint a Vice Chair to assist who will then become the next year's campaign Honourary Chair.

The Honourary Chair and Vice Chair act as a liaison at the deputy/executive level: encourage support of their esteemed colleagues; attend 2023 virtual corporate sponsored kick off events and end of year virtual awards ceremony.

The PECSF corporate Campaign Manager works closely with this team in shaping each year's awareness campaign's focus and theme.

Two corporate messages from the Honourary Chair reach audiences of all BC Public Servants at the beginning to announce the start of the annual fall awareness campaign and at the closing of the campaign to acknowledge supporters/remind potential donors of the end of the corporate registration period.

Campaign 2023 Honourary Chair

We are delighted to announce that **Christine Massey**, Deputy Minister, Ministry of Mental Health and Addictions will be this year's PECSF Honourary Chair.



And completing this amazing team will be **Kevin Jardine**, Deputy Minister, Ministry of Environment and Climate Change Strategy as this year's Campaign 2023 Vice Chair.



You will hear more from them throughout the 2023 awareness campaign and pledge-drive!

Another way to stay ahead of the curve during Campaign is to sign up to receive PECSF eNewsletter updates. Simply email: PECSF@gov.bc.ca to be added to the distribution list.

PECSF: Did You Know?

PECSF adheres to the [Donor Bill of Rights Code](#)

PECSF does not share or sell donor lists to any organization. We respect donors' wishes to remain anonymous and not be solicited from outside fundraising agencies.

PECSF will not give out details to any charity without explicit donor consent.

All PECSF Volunteers adhere and maintain strict donor privacy

When you set up your PECSF donation this fall, you will see that both the online pledge system and paper pledge form, (for those without access to Employee Self Service), have an updated FOIPPA statement that references incentive draws. Many ministries incorporate an incentive draw (or chance to win fun prizes) to encourage their colleagues to set up their annual pledge earlier in the campaign period.

Privacy Commitment

What information does PECSF collect?

To process donations and payments by employees to the charities of their choice, PECSF **must collect** certain personal information.

- Type of Pledge (bi-weekly or one-time)
- Amount
- Charity Choice(s)
- Contact Details

How is your information used?

Personal information 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 (PECSF) under section 26 C of the Freedom of Information and Protection of Privacy Act (FOIPPA).

Specifically, PECSF uses this information to:

- Process donations and for record keeping
- Distribute receipts and thank donors
- Report to the CRA as required by law
- Prepare Campaign Statistics

Campaign Statistics on PECSF Volunteer SharePoint

What [statistics are available during PECSF Campaign 2023](#) for Volunteers?

- Total # of donors by PECSF Region
- Total dollars raised (\$) by PECSF Region
- Total dollars raised (\$) by Ministry/Organization
- Total # of donors by Ministry/Organization
- Total # of donors by Department / Ministry or Org.

Campaign Statistics for Lead Coordinators

To conduct individual ministry donor incentive participation draws; identified Lead Coordinators will be provided with donor names applicable to their ministry following completion of the following:

- 2023 PECSF Lead Coordinator Training Session
- 2023 PECSF Lead Coordinator Confidentiality Agreement

PECSF 2023 Pledge Incentive Draws

Lead Coordinators can receive a listing of donor's names applicable to their ministry/organization for the purposes of participation draws only. Lead Coordinators will only receive this list following training and completion of privacy form. One identified Lead Coordinator for your ministry/organization will be the only individual able to conduct the draw and cannot share this information. Lead Coordinators must include the fine print "write in" entry language which can be found in the [2023 PECSF Incentive and Events Guide](#).

PECSF: Did You Know?

The fall awareness campaign and pledge drive take place annually between September and November.

During this time, over 1000 public servants volunteer and coordinate fun workplace events and activities to raise awareness and make it easy for employees to donate to their favourite charity!

Since its inception, PECSF has expanded to serve 28 regions throughout British Columbia. There are currently over 1000 *CRA registered charities* supported by donors.



Charity Profiles, Quotes and Testimonials can be found on our [volunteer resources](#) page.

Why PECSF?

Take a look [around your community](#) or workplace and chances are that you will find someone who directly benefits from the work of over 1000 charities currently supported through this unique corporate giving program.

- ✓ **Payroll deductions make giving easier!** Pledge in the Fall for January payroll start.
- ✓ **100% of your donation** goes directly to your chosen charity, no admin fees.
- ✓ **Donors choose the amount and how often;** either bi-weekly or one-time amount.
- ✓ **You can have your favourite CRA registered charity** added to your region's PECSF list by emailing PECSF@gov.bc.ca.
- ✓ **You can save your charity the costs** associated with processing individual donations.
- ✓ **Charities receive cheques** twice a year* on behalf of all donors (*August and March).
- ✓ **Employees can donate anytime!** PECSF program staff are available year-round to help.
- ✓ **Contact:** PECSF@gov.bc.ca to set up your donation **outside** of the annual campaign.

You choose which programs or organizations you wish to support and in what amount.

Donating to your favourite charity through PECSF (*I give at the office!*) gives you and your family the chance to pre-plan your annual charitable giving budget for the coming year as well as benefit from potential tax savings. ***Charitable donations are tax deductible.***

There are [two kinds of charities](#), available in various regions across BC. Employees donating have the option of selecting a regional **Fund Supported pool** (*Approved charities*) or from the Canada Revenue Agency (CRA) Charity List, but not a combination of both; however, you can choose an individual Fund Supported Pool charity in addition to your **CRA** charities. Currently, you can choose a maximum of 10 charities within the PECSF Pledge System.

PECSF: Did You Know?

*PECSF ensures each charity is in good standing with the Canadian Revenue Agency (CRA) prior to sending funds.

If your charity is no longer in good standing or has closed, you will be contacted, and your current donation held until you allocate the funds to another organization.

Tax Savings: You can choose to have your donations deducted off your payroll or make a *one-time cash or cheque contribution. Campaign 2023 Payroll pledges are tax deductible, begin in January 2024 and appear on your T4 in early 2025.

*One-time cheque donations over \$20 are eligible for an official donation receipt for the current year 2023 *if specified and received by PECSF HQ no later than December 31, 2023.

PECSF Charity Choice Options

Reduce the 'asks'. Giving at work, through PECSF, puts you in a position to reduce (*if not stop*) those requests.

Fund Supported Pool

This refers to a community-based, charitable organization, chapter or program that has applied for and been approved to receive a portion of your region's funding by your local PECSF regional committee.

These organizations are required to report out annually on the status of their approved program to continue to receive funding during each three-year funding cycle.

[Learn more about the PECSF Fund Supported Pool](#)

Canada Revenue Agency Charities

Canada Revenue Agency (CRA) charities refer to any CRA registered charity that an employee would like to support. PECSF donors can choose up to 10 charities from the CRA list.

Please use the CRA [Federal Charity](#) site to access/search for CRA registered charity numbers in your city or province or contact PECSF for assistance.

This year when you sign up for payroll deductions in any amount, you can **Add** your community, branch, or specific initiative, if applicable at the same time you are pledging (e.g., Victoria branch).

Your Charities

1 item(s) selected

Organization Name:

BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO A Remove

Specific Community Or Initiative (Optional):

Back Next

PECSF: Did You Know?

PECSF has something for everyone! The Provincial Employees Community Services Fund relies on [volunteers](#) in every aspect of the annual workplace charitable giving campaign. We value the time, talents and enthusiasm of volunteers and adhere to the principles of the [Canadian Code for Volunteer Involvement](#).

Volunteer engagement benefits the Volunteer, Workplace and Community.

Career and personal development are just some of the added benefits to be gained from the PECSF volunteer experience.

Tip: Include your volunteer skills and experience into your Personal Development profile.

Key competencies you will develop and strengthen include the following:

- Empowerment**
- Initiative**
- Integrity**
- Service Orientation**
- Organizational Commitment**
- Relationship Building**
- Teamwork and Cooperation**

Volunteers promote (canvass), educate, and encourage employees to support their favourite charities, build awareness of the program and create fundraising events during the annual campaign.

A Successful Workplace PECSF Team

Learns and masters the basics, builds on strengths, develops strategies to maintain momentum, evaluates progress, celebrates each success, and plans opportunities for continued growth.

Successful Ministry-led PECSF Campaigns do the following:

- ✓ Incorporate multiple-communication styles (*in person, print and electronic*).
- ✓ Include PECSF content in onboarding of **NEW employees**.
- ✓ Create and develop ministry specific PECSF intranet page(s).
- ✓ Include direct linkage to the corporate PECSF webpages.
- ✓ Highlight and identify team members (PECSF Volunteers) by office or region.
- ✓ Include personalized executive messages and key supporters (volunteer and donor) to reach a wider audience of influence.
- ✓ Promote ministry specific target or divisional goals and benchmarks.
- ✓ Promote your calendar of awareness and incentive-based events.
- ✓ Provide updates throughout the campaign cycle.
- ✓ Celebrate successes along the way!
- ✓ Encourage and promote attendance at PECSF learning opportunities.
- ✓ All campaign and resource materials, training and contact information are available.



PECSF: Did You Know?

Executive support is critical to the success of your unique PECSF workplace charitable giving awareness campaign. Enlisting a member of executive to act as champion or **Executive Sponsor** for your organization is a key ingredient to your team's overall success. Members of executive should be invited and available to show support through visible participation at sponsored awareness events, through personalized communications /messages of support, including why they give and in recognizing success markers throughout the length of your organizations PECSF campaign.

Examples of executive support may include:

Promotional emails at the start of the campaign to encourage active participation, followed by thoughtfully designed strategic messaging throughout the duration and at the close of the workplace campaign to thank donors and volunteers throughout the organization.

Attendance at awareness events and recognition/thank you events at the end of the campaign.

Volunteer Roles: Canvassers

Canvassers are the front-line representatives of the PECSF program and provide valuable one-to-one contact with their work colleagues. Their knowledge, dedication and commitment are the cornerstone to the success of each year's PECSF awareness campaign and pledge drive.

They have a solid understanding of the PECSF employee charitable giving program, sound working knowledge regarding the various means of supporting *charitable organizations, (*both Canada Revenue Agency List and Fund Supported Pool charity choice options), have the ability to confidently [navigate the PECSF Pledge System](#), are able to assist employees with making their online pledges, collect campaign prize draw entries and *paper pledge forms (*if applicable), and perhaps most importantly, provide employees with the opportunity to make a charitable donation, make a difference in their community!

In consultation with your Lead Coordinator(s) and PECSF workplace Committee:

- ✓ Become your office PECSF expert and make use of available PECSF sponsored training opportunities and campaign resources.
- ✓ Ensure that each employee understands the benefits of the PECSF to Charity program and how to donate to their favourite charity through automatic payroll deductions.
- ✓ Ensure that each employee gets a copy of the [PECSF Thank You Calendar](#).
- ✓ Ensure that each employee gets the chance to enter the provincial draw (entry form is the bottom of the popular thank you calendar).
- ✓ Forward all completed draw entry forms to your Lead Coordinator or to PECSF HQ directly.
- ✓ Forward all paper *Pledge Forms to your in-house HR Department representative (*if a member of BCLDB, Legislative Assembly, BC Securities Commission)

Caring for BC Communities
PECSF Annual Campaign
September 26 to November 10
Celebrating 58 years of BC Public Service generosity
\$50-million raised!

Thank You for Making a Difference
2024: Your payroll deductions begin in January

2023 Campaign Entry Form PECSF Prize Draw

Your Name: _____ Phone: _____
 Marital: _____ Your Convasser is: _____

PECSF@gov.bc.ca | gov.bc.ca/PECSF

PECSF: Did You Know?

Communication:

With an ever changing and diverse workforce, including many employees working remotely throughout all regions of the province and shifting daily work priorities, getting the PECSF message out can often appear to be a roadblock to your organizations overall campaign success.

Enlist the assistance of your ministry/organization

Communication's Team to help get the PECSF message out.

Consider recruiting a team member to become your PECSF Communication expert!

Knowing *when* to get the message out and *how often* is just as important of a consideration. Too much or ineffective messaging can detour or overload your supporters.

Your Communication PECSF Volunteer will have the ability to maintain balance by their ability to:

- Dovetail and synchronize messages.
- Incorporate PECSF content into upcoming executive announcements.
- Include with pre-scheduled stakeholder meeting content.

Volunteer Roles: Event Coordinators

Event coordinators are often responsible for all aspects of planning, including budget and resources, implementation, and post-event reconciliation and in some cases, financial reporting. Awareness building, one day 50/50 gaming and fundraising events are often included in an organization's campaign action plan, as determined by the Lead Coordinator in consultation with your PECSF workplace committee/executive sponsor.

- ✓ Lead the planning, coordinating and management of PECSF awareness events.
- ✓ Organize and coordinate one-day 50/50 gaming events **in compliance with all applicable 2023 gaming rules.**
- ✓ Recruit additional volunteers to help with events.
- ✓ Work closely with team on event day to ensure the event's success.
- ✓ Ensure multiple communications, posters, emails, and print posters are available and distributed to promote the event.
- ✓ Work with external stakeholders to solicit draw prizes, food items.
- ✓ Serve as liaison with charity stakeholders.
- ✓ Assist with preparing budget.
- ✓ Deposit [eForms](#), complete volunteer recognition and nominations **all PECSF banking on or before Nov. 25/23.**

Important to Note:

The public cannot be solicited for PECSF donations nor are they eligible to receive a charitable donation receipt through PECSF.

Employees should be encouraged to pledge online (no minimum payroll deduction amount)!

Funds collected during events must be reported through the PECSF eForm.

If **PECSF charities** are invited to your events, remember, they should **never** solicit direct donations from BC Public Servants. Brief your charity representatives in advance so that they understand the benefits of encouraging BC Public Service employees to support them through PECSF payroll deductions.

All funds raised through PECSF are disbursed twice annually: August (payroll deductions from Jan-June) and March (payroll deductions from July – Dec).

PECSF: Did You Know?

Campaign Statistics for Lead Coordinators

To conduct individual ministry donor incentive participation draws; identified Lead Coordinators will be provided with donor names applicable to their ministry following completion of:

- 2023 PECSF Lead Coordinator Training Session
- PECSF 2023 Lead Coordinator Confidentiality Agreement

PECSF Pledge Incentive Draws

Lead Coordinators can receive a listing of donor's names applicable to their ministry/organization for the purposes of participation draws only.

Lead Coordinators will only receive this list following training and completion of privacy form. One identified Lead Coordinator for your ministry/organization will be the only individual able to conduct the draw and cannot share this information. Lead Coordinators must include the fine print "write in" entry language.

More details including copy/paste templates can be found in [2023 Incentive and Events Guidelines](#).

Volunteer Roles: Lead Coordinator/Ministry Level

*Lead Coordinators assume the overall leadership responsibility for their ministry or organization's PECSF awareness campaign and pledge drive (*on a provincial level, if applicable).

Together with their workplace PECSF Committee or Executive Sponsor:

- Develops a ministry/workplace specific *Campaign Action Plan*.
- Works closely with ministry Communication's team to develop a structured approach to campaign cycle messaging.
- Sets the overall campaign tone and timeframe.
- Recruits and develops volunteers based on need and scope.
- Empowers and supports their team throughout the campaign period.
- Evaluates and recognizes their team's overall success.
- Ensures gaming compliance and reporting is completed.
- Ensures end of campaign reporting is completed for PECSF HQ recognition purposes such as volunteer lists for certificate and thank you gift distribution to all team members.

Taking on the role of Lead Coordinator *or (Co-Lead Coordinator)* is a fantastic way to capitalize on interests and skills in the areas of project management, teamwork, managing organizational resources and communications.

To be effective in this role, Lead Coordinators will develop a solid understanding of the program, the charity choice options available, the ways and means of donating, and PECSF reporting requirements.

Supports and Materials

- PECSF HQ Support
- Specific Ministry/Organization Campaign Statistics*
- Online PECSF Resource Materials (website and SharePoint)
- Campaign Supplies available to order to get you started
- PECSF Volunteer eNewsletter subscription will keep you informed and motivated throughout the entire campaign cycle
- Weekly Lead Coordinator call will keep you connected with fellow Lead Coordinators and PECSF HQ staff (optional)

*Note: following completion of privacy enhancement training and sign off procedure.

PECSF: Did You Know?

PECSF hosts recognition and thank you events following the end of each PECSF Awareness Campaign and Pledge drive.

In January/February 2024, an official awards ceremony will take place virtually.

Nomination Awards:

Provincial:

[Community Fund Champion Award \(Manager Level\)](#)

Lower Mainland:

[Jim McCracken Manager's Award, Outstanding Support by an Individual Award, Most Creative Fundraiser](#)

Victoria:

[Community Fund Champion, Spirit of Philanthropy \(team and individual category\)](#)

These awards are only made possible with sincere thanks to the ongoing dedication of PECSF Regional Committees.

Recognition and Awards

Volunteer Certificates and Thank You Gifts

PECSF Volunteers truly make a difference! Over 1000 strong and counting. Your generosity and dedicated efforts are the cornerstone of the PECSF program's success!

During the PECSF 2023 Campaign, all identified PECSF Lead Coordinators will be sent a **2023 Volunteer List Template** to ensure each volunteer is recognized and receives a thank you certificate of appreciation and gift.

Be sure to let your team lead know who you are as we sincerely want to thank you! Not sure who your lead is? Email PECSF@gov.bc.ca and we'll let you know! 😊

2/3 or 100% Department Participation Certificates

Lead Coordinator(s) can track their team's participation by department based on eligible numbers of FTE employees at the start of the awareness campaign using the **Organizational Participation Track** sent to them by PECSF HQ. Following the end of Campaign 2023, simply enter final numbers of participants by department to determine participation percentages. Complete the Organizational Participation Tracker 2023, [email PECSF](#) for 2/3 or 100% certificates.

Organizational Participation Tracker				
2019				
This report is provided to encourage and determine participation by department/branch during the Fall Awareness Campaign.				
PECSF will recognize departments/branches achieving 2/3 or 100% participation.				
Email completed form to PECSF HQ at PECSF@gov.bc.ca				
<i>Ministry/Organization</i>				
<i>Coordinator</i>				
<i>Phone #</i>				
<i>Enter last three digits of Dept ID followed by *</i>				
003*				
Dept ID	Department/Branch	Eligibles	Actuals	%
003-2001	Corporate Services	20		0.00%
003-2202	Financial Audit Portfolio FA	36		0.00%
003-2205	Performance Audit	31		0.00%
003-2206	IT Support	7		0.00%
003-2207	Professional Services	6		0.00%
003-2208	IT Audit	10		0.00%
Organizational Totals				
# of Eligible Dono		110		
# of Actual Donor		0		
% of Participation		0%		

PECSF: Did You Know?

You can download/view all materials needed to run a successful PECSF Awareness Campaign and Pledge Drive from the [PECSF webpages](#) located on the gov.bc.ca website.

We recommend the following: [Campaign Supply Order Form](#)

Simply fill it out and email to PECSF to order calendars, posters, one day 50/50 tickets etc. for your department, ministry, or office.

PECSF/Community Fund 2023 Corporate Prize Draw

- No donation is required.
- Open to all BC Public Servants.
- Information collected is for the sole purpose of notifying the winner.
- It is not retained in any way for use by PECSF.
- Simply detach the entry form from the calendar and send it to PECSF HQ.
- Address is located on the entry form.
- Entries must be received before **November 24** to be entered into the draw.

Campaign Supplies and Materials

Supply Order Form

2023 Supply Order Form

Requested Supply Quantities

Promotional

Calendar(s)	Poster(s)	Sticker(s)
50-50 Gaming		

ONLY the following price points are permitted with the PECSF Gaming Licence:
1 ticket for \$2.00, 3 tickets for \$5.00, 7 tickets for \$10.00

Note: Different coloured tickets are required by BC Gaming, Policy & Enforcement for each price point.
If you plan to offer all three price points, you will need min. 3 rolls, or 1 for each price point.

# of \$2 ticket rolls	# of \$5 tickets rolls	# of \$10 tickets rolls

Please ensure you have read and understand gaming requirements before hosting any events. If you have any questions, contact the [PECSF HQ team](#) in advance of your event.

Mailing Information

Name (Type your first and last name - Required -)

Organization Name (Choose your organization from the drop-down)

Select your organization

Mailing Address (Type - Unit - Street #, Street Name, City, Province, V0V 0V0)

PO Box Address (Type - PO BOX #, City, Province, V0V 0V0)

Additional Information

Date Required (Type the date you would like supplies using the format below - Required -)
 Format: DD-MMM-YY (e.g., 03-AUG-22)

Comments (Type any notes, as required)

Please save this form and email it to PECSF@gov.bc.ca.

Thank You Calendar

Caring for BC Communities

PECSF Annual Campaign
 September 25 to November 10

\$50+ million raised!

1,000+ charities

Give with Ease
 Sign up for automatic payroll deductions in any amount and make a difference for your favourite local charity.

Know Where Your Dollars Go
 100% of every dollar you give goes to your chosen charity. Administrative costs are fully covered by the BC Public Service and charitable donations appear on your T4.

Your Values, Your Choice
 Support any CRA registered organization. Choose a charity from the list, donate to a pool of local charities or add your favourite.

Strengthen Your Community
 One where you live. Over 4,000 employees support more than 1,000 charities strengthening communities across the province.

2023 Campaign Entry Form PECSF Prize Draw

Your Name: _____ Phone: _____

Ministry: _____ Your Carve-in ID: _____

Everyone is invited to enter the PECSF Prize Draw. The draw will take place on November 30, 2023 in Victoria. Winners will be contacted by email/telephone. Just return this entry form to your calendar or mail to PECSF, PO Box 5654, 5th Floor Gov. Victoria, BC, V8V 6C5.

Thank You for Making a Difference!

September 2023, October 2023, November 2023, December 2023

2024: Your payroll deductions begin in January

January 2024, February 2024, March 2024, April 2024

May 2024, June 2024, July 2024, August 2024

September 2024, October 2024, November 2024, December 2024

FRIDAY/PECSF PAYROLL DEDUCTIONS STATUTORY HOLIDAYS

Easy • Efficient • Effective

- Sign up for automatic payroll deductions in any amount.
- 100% of your donation goes to your chosen charities.
- Your charitable donations appear on your T4.

2023 Campaign Entry Form PECSF Prize Draw

Your Name: _____ Phone: _____

Ministry: _____ Your Carve-in ID: _____

PECSF@gov.bc.ca | gov.bc.ca/PECSF

PECSF: Did You Know?

You can download/view all materials needed to run a successful PECSF Awareness Campaign and Pledge Drive from the [PECSF webpages](#) located on the gov.bc.ca website.

[Make a Donation](#)

[Become a Volunteer](#)

[Volunteer Resources](#)

Visit the new PECSF Experience in Employee Self Service for Daily Campaign Statistics. Totals \$ and participation numbers by Ministry and Region.

[PECSF Did You Know posters](#)

If you are unable to access the PECSF Volunteer SharePoint, please contact:

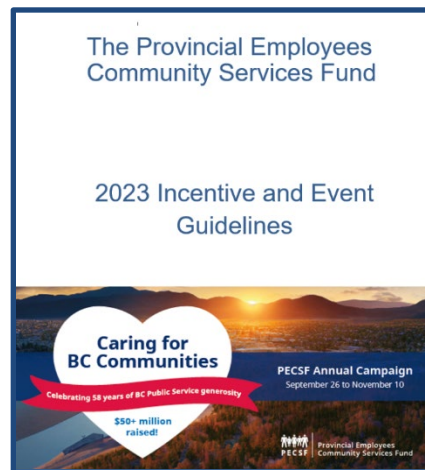
PECSF@gov.bc.ca to arrange for alternative arrangements.

PECSF Provincial Office Team:
PECSF@gov.bc.ca

Hosting a Fundraiser or 1 Day 50/50 Gaming Event

If you are hosting a fundraiser or one-day 50/50 gaming event, you will need to download a copy of the [2023 PECSF Incentive and Event Guidelines](#).

It contains the 2023 PECSF Gaming Licence, mandatory gaming footer, plus lists all the gaming rules, banking and reporting requirements including this year's only licenced gaming price points ticket options.



How to Donate Online Resource Materials

[Step by step instructions on how to donate](#) online/navigate the PECSF Pledge System in Employee Self Service (ESS).

Choose your charity/charities

Home > Careers & MyHR > Working at the BC Public Service >

Cuso International
Temporary Emergency Assignment Management System
* **Provincial Employees Community Services Fund**
• Make a donation
• Become a volunteer
• PECSF charities
• About PECSF

Provincial Employees Community Services Fund

1000+ Volunteers across the province
6850 Donors
2.43 Million raised
Campaign 2021 Highlights

Donate Now

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

Choose a charity
Visit the PECSF Website: <http://www.gov.bc.ca/pecsf>

Click Make a Donation>Choose Your Charity to view the list of [previously supported charity options](#) in each region including Fund Supported Pools and Donor Choice. TIP: Use CTRL+F to find your city/region faster!

Note: You can support any charity that is registered and in good standing with the Canada Revenue Agency (CRA).

Access the PECSF pledge system
Option 1 – Click **Donate Now** on the PECSF website.
Option 2 – Go to Employee Self Service directly and click on the [PECSF Donate to the Community Fund](#) tile.

Frequently Asked Questions

Who is eligible to donate through the Community Fund?

A donor may be any employee in the BC Public Service. This includes employees who are: regular, part time, or auxiliary employees; employees on secondments; **any personnel receiving a T4 issued by your pay office**, retirees (one-time donations by cheque/money order only). Employees who are on Long Term Disability (LTD), Employees returning from long-term leave in the New Year can be canvassed at that time however their contributions will not be included in the Campaign statistics. These employees have the option of making a one-time cheque contribution.

One-time Cheque Contributions

Available for employees whose term of employment does not continue into the following year, retirees and the employees not wishing to participate in the payroll deduction plan. Donors make cheques payable to **“Provincial Employees Community Services Fund”** and complete a Pledge Form to indicate which charities benefit from the donation.

How much should I give?

Every donation, regardless of amount, makes a difference. Canvassers may suggest a donation in the amount equivalent to a common expenditure, such as a lunch, dinner, movie, or online movie rental.

Remember that participation is the key focus in the campaign.

Which charities can I donate to?

A donor may choose the [“Fund Supported Pool Charities”](#) which authorizes PECSF to distribute funds to the pool of charities as approved by their regional committees. The list of these charities is available on the PECSF website, along with the allocated percentage of funding for each charity for the distribution year **OR** a donor may designate his/her donation to up to ten charities of choice by selecting from the Canada Revenue List. If an employee selects “Fund Supported Pool Charities” they **cannot** select other charities in combination. You can however donate to an individual FS Pool charity.

Employees pledging by using the pledge form should record the charities’ name, business number and, if applicable, community, branch, or specific initiative, (e.g., Victoria branch).

Important to note: PECSF is unable to direct monies to a charity that loses its Federal Registration status. Any allocations to such a charity will be redistributed equally to the other charities the donor has chosen. If, however, the impacted charity is the sole charity chosen, the donor will be contacted to determine the redistribution of the monies.

What if I can't find my favourite CRA registered charity?

A simple email to PECSF@gov.bc.ca is all that is needed to ensure any CRA registered charity you wish to support can be found. The PECSF Team is available to help you locate your favourite charity to make donating easy and quick.

How much of my contribution is spent on administration?

No administrative costs are taken from donors' pledges. All funds raised are directed in full to the selected charities. The Provincial Government absorbs all costs related to the campaign.

How do PECSF and the United Way differ from one another?

The PECSF Campaign is often confused with the United Way. They are similar because they are both workplace campaigns that provide funding to a multitude of organizations but differ in that some United Way franchises have a surcharge for each donation given to the charity that the United Way has contracted to represent. This is NOT the case for PECSF funds directed to the United Way or the charities it represents. Instead, 100% of every PECSF donation to United Way supported charities is sent directly to the charity of the donor's choice, or in the case of the United Way's portion of Fund-Supported Pool charity funds, to a designated program as approved by the local PECSF committee as indicated in the regional fund-supported list for example.

What if I can't afford it now?

The best part of the "Fund" is that it has so many options! Payroll deductions do not start until January. *The bi-weekly payroll deduction plan* spreads the contribution throughout the year, so you don't have to contribute one amount all at once, and there is no minimum amount!

What if I retire, am laid off, go on a leave of absence or my term contract is not renewed?

There is no commitment for donations to continue beyond the period of your employment. If you do not have a pay cheque, there will be no deduction.

Can I make a cash donation?

Donating by cheque is preferable to cash. Cheques should be made payable to the "Provincial Employees Community Services Fund". Place the cheque in a sealed envelope and staple it to your [pledge form](#) or go to Employee Self Service/PECSF Event Bank Deposit Form and follow the steps as outlined in the [PECSF E-Form Tutorial](#) available on our web pages in the Volunteer Resource section. To designate where these funds will go, identify the charities and percentage allocations on your pledge form. Official donation receipts will be issued in February for all cheque donations received in the Community Fund/PECSF office by December 31st for donations of \$20 or over. **Please note that post-dated cheques are not accepted.**

What if something occurs in my personal life that makes continuing my payroll deduction to PECSF a financial hardship?

A pledge to PECSF via payroll deduction may be cancelled at any time by way of a written request (email) to PECSF or through your payroll office. An end date will be entered into the payroll system to discontinue your charitable contribution and payroll will then advise PECSF HQ office of the change or you can contact PECSF as an option through MYHR.

The online pledge system does not have the capacity to recognize any changes made outside of active campaign time. Please contact PECSF to initiate changes to your current pledge including donation and charity choice changes.

Will I get an official donation receipt and, if so, when?

Donors, who have given a **one-time contribution by cheque for \$20** or over, provided that the donation was received in time to deposit into the PECSF (Community Fund) account **before December 31, 2023**, will be issued an official donation receipt in **February 2024 for the 2023 tax year**.

Charitable contributions made through **bi-weekly or one-time payroll deductions start in January 2024**, your contributions **will automatically be applied to your 2023 T4**.

Why should I contribute? What makes this a better option?

- There is wide variety and freedom to choose your charity
- 100% of every contribution goes to the charitable organizations of your choice.
- Giving is easy and tax-deductible.
- PECSF helps build morale in the workplace.
- Giving at work saves the charity from the administration costs of processing your donation.

What if I am an auxiliary and have an interruption in assignments? Will my deductions accumulate, and all come off my next earnings?

If you do not have earnings no deduction applies. You only donate if you work, and at the deduction amount you pledged per pay period for the period you work.