



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: October 28, 2020

From: Tish Gallegos, Community/Media Relations Manager

Subject: Combined Charities Ends November 2 – Last Week to Contribute

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The Countywide Combined Charities Campaign **ends on Monday, November 2<sup>nd</sup>**. If you are considering a donation, but have not made one yet, you can contribute in one of two ways:

**By check or money order**– Make your check payable to the **Federation** under which the Charity belongs (see *Donor Source Guide*). *Print the fillable donation form, attach your check and submit to: Jessica Butterfield at 30 Douglas Drive, Martinez CA 94553*).

**By payroll deduction**– The easiest method of all. Select the charity/charities you wish to support and indicate how much you want to give each pay period beginning in January 2021. *Use the fillable donation form online. Your donation will automatically be deducted from your paycheck.*

You can find the **Donor Source Guide** and the **Fillable Form** on the [EHSD IntranetCommunity Relations page](#). You may also access the online portal through the County Intranet at <http://insidecontracosta.org/> or scan the QR code to the right.



Our nonprofits need our support now more than ever with many facing large budget decreases, staff layoffs and even closures. The reliable, ongoing revenue stream that the Combined Charities Campaign provides has become vital to nonprofits.

Remember that VESTIA, EHSD's nonprofit, provides supplemental support to at-risk individuals and families that our department serves. You may contribute to VESTIA through the Combined Charities Campaign using TAX ID # 94-3017952.

Help the County reach its \$100,000 goal for this unprecedented year. We understand that many are experiencing hardship, but if you are in a place to contribute, this is a great way to support your community. Thank you for considering a donation.