



Federated
Health Charities

Troubleshooting Guide

Having some problems? The answers are probably here.

How do I ask for a leadership pledge?

Dear *Any Person*:

Federated Health Charities mission is to improve the health of all Ontarians. For some of the 21 Health charities supported by Federated Health, we are their largest funders, by far, which demonstrates how much this campaign means to them and how much they rely on it.

Every dollar counts, every donation matters. Last year over \$1.6 million was raised and that total was made up of thousands of thoughtful, small donations. Each individual donation was an essential piece to that puzzle. That's where it all comes from, the generosity of individuals.

Enter Ministry or Agency name has the capacity to make a positive impact. In 2019, almost *enter participation rate* of our employees donated to Federated Health through payroll donations – that is caring, that is our employees coming together to support this initiative and make a tangible difference together.

Experience has shown that the success of initiatives like this starts from the top-down. *Enter Ministry or Agency name* leadership sets the tone to steer our campaign in a meaningful and successful direction once again. In keeping with OPS philosophies - making life better for the people and communities of Ontario is the foundation of everything we do. As a leadership team, this is our chance to stand behind that philosophy.

Enter Ministry or Agency name has a long history of support of Federated Health Charities, consistently raising over *enter average amount raised* annually to go directly to the participating charities that support healthier communities through education and awareness, medical research, and client and patient services. This support is needed now more than ever.

To lead our *Enter Ministry or Agency name* team to a successful and impactful 2024 Federated Health Charities campaign we are seeking a leadership pledge from you. Your leadership pledge is so much more than a cheque, it fortifies OPS's commitment to making all Ontario communities a better place and let's our employees know that we stand by our giving back philosophy and encourage them to do the same.

How do I recruit volunteers?

This memo can be shared with your executive lead to send to senior managers in your organization to ask them to appoint or recommend staff to your campaign's team:

Each year, ORGANIZATION NAME volunteers donate their time, creativity and skills to help run the Federated Health Charities campaign. Founded by a small group of Ontario public servants in 1983, the annual Federated Health Charities campaign has raised more than \$55 million to help deliver health education and awareness, ground-breaking medical research, and vital client and patient services for people all across Ontario.

As we look toward our 2025 campaign, the support of Ontario's public servants is needed now more than ever. Rising costs and inflation have hit people and organizations across our province hard. Last year, ORGANIZATION NAME raised \$XX,XXX. This year, our goal is to beat that total, and our first step is to create our campaign team.

I would like to introduce you to this year's ORGANIZATION NAME Campaign Chairs(S), CHAIR NAME/NAMES. Alongside our chair(s), we have an excellent group of volunteers who make up our executive team who will work together to plan and execute the campaign, but they cannot do it alone.

We are looking for volunteers to represent the campaign and help with canvassing, selling lottery tickets, organizing events, and promoting the campaign on social media and in the workplace. Being part of the Federated Health Charities campaign is an excellent opportunity for promising staff members looking to develop their relationship-building and project-management skills across the organization. Please share the names of any staff members you think would be a good fit for this opportunity to CHAIR NAME/NAMES AND EMAIL ADDRESS(ES) as soon as possible. Thank you for your support.

OR

Volunteers are the lifeblood of the Federated Health Charities fundraising campaign.

Are you looking to expand your network and meet new people within your ministry, hone your leadership and planning skills, and most importantly help a great cause raise funds for the 21 health charities that make a difference in every community in Ontario?

As a volunteer, it's your job to act as an ambassador for the campaign to your colleagues. You will be responsible for promoting the campaign in your workplace, telling people how they can get involved, encouraging people to make donations,

selling lottery tickets, running special events, answering questions from donors, and helping to support the campaign on social media.

You will be supported along the way by your ministry's campaign team, and by the Federated Health Charities staff and available campaign resources.

Get involved. Raise awareness and funds. Have FUN!

Interested individuals should reach out to _____ by the end of business on _____.

How do we send weekly updates to our ministry/agency?

It is really up to your campaign team and communication coordinator what method and styler they want to use, but some examples looked like this:



(You could also include a thermometer demonstrating amount raised so far or your current participation rate)

Donate Now 

Please consider contributing to the campaign's success through a [payroll donation through WIN](#). Every donation and any amount counts!

May 31st – Early Bird Vacation Day Draw

DONATE THE PRICE OF A COFFEE AND YOU MAY WIN A VACATION DAY



When you make a payroll donation of **at least \$2 per pay** or a **onetime payroll deduction of \$52** or more, by May 31st, your name will be entered into the **early bird draw to win 1 vacation day**.

To increase your odds of winning, your name will be entered **twice** for a payroll donation of **\$5 per pay** or a **onetime payroll deduction of \$130** or more, by May 31st into the **early bird draw to win 1 vacation day**.

Lottery tickets are now on sale!

There are five cash prizes for the lottery

\$15,000 **\$5,000** **\$3,000** **\$1,000** **\$1,000**

Tickets are **\$5.00** each plus online purchase fee.

Winners will be drawn on
Friday, June 28, 2024, at 12 p.m.

License No. RAF1366762.

Each ticket is a donation to our
21 health charities in Ontario

May 6th to May 24th – Bingo



Buy your Virtual Bingo cards and win!

There will be different prizes for each round



May 6th to May 31st

Fundraiser at 933 Ramsay Lake Road in Sudbury

Nickel City Cheese Curds and Cheese Bundles for sale!

There will be canvassers collecting orders or please reach out to Debbie.Woods@ontario.ca or Julie.Lafortune@ontario.ca to place your order

May 27th to Jun 14th – 50/50 Raffle

Buy your 50/50 Charity tickets



Winner to be announced on Jun 20th

June 12 from 11:30 a.m. to 1:30 p.m.

5th annual OPS executive DJ battle

Join the Veruz Teams channel to stay updated and don't miss this thrilling competition to determine the next champion. Link: [OPS Veruz Teams channel and upcoming League of Legends Showdown](#) [external site](#)



June - Online Silent Auction

We're still seeking items for this year's auction.

If you want to get involved in the campaign, the door is always open! Please let us know if you'd like to help as a canvasser, or by organizing a fundraising event at your unit / branch or division level. Reach out to any campaign team member listed at the bottom of this bulletin to learn more. And remember to let us know if you're planning an event so we can promote it in this bulletin.

In Friendship,

Your Federated Health Campaign Team

OR

Dear colleagues,

The ministry's annual [Federated Health Charities](#) campaign kicked off on May 13 and will run through to June 21. This year's Campaign slogan is "**Federated Health Charities. One donation. 21 ways to help.**"

Across MCCSS, staff have been outstanding supporters of the campaign in the past. We hope we can count on your support this year as we aim to raise \$125,000 for the [21 health charities](#).

By supporting the Federated Health Charities Campaign, you will help many of these charities fight long existing health and social inequities in our communities. These charities provide services to some of the most vulnerable people in Ontario.

Your contribution will also help provide patient services, search for better treatments and cures, and raise awareness about health conditions and life-threatening illnesses that affect people in communities throughout our province.

This year the MCCSS FHC executive sponsor is Andres Laxamana and Ozlem Keser and Casey Palmer, from the Social Assistance Central Services branch are the Ministry's Campaign Co-Chairs.



Andres Laxamana



Ozlem Keser



Casey Palmer

Online donations made through WIN make it easier for you to contribute. Every dollar that you donate goes directly to the individual charities that you choose. By setting up a payroll deduction, your donation is automatically deducted from your biweekly pay.

The donation is noted on your paystub and reflected on your T4 for the year. Last year, **99% of donations** to Federated Health Charities were made using [WIN self-service](#).

To set up your payroll deductions in WIN self-service:

1. Go to the [My Charity page in WIN](#) and select the Federated Health Enter New Deduction link.
2. Select the "Add Deduction" button.
3. Enter the charity that you wish to support in the Federated Health Charity field.
4. Enter the amount to be deducted per paycheque.
5. Enter the number of pays for which the deduction will apply.
6. Select the "Submit" button.

Thank you for your ongoing support of Federated Health Charities.

SAOne
Communications
Team



Text description: Image of two black speech bubbles with the SAOne logo stating the words working better, together in both official languages.

I have followed all the steps to access my Ministry's payroll pledge report in COGNOS and still cannot access it?

To be able to pull reports from COGNOS, you need to have been granted access to do so. Some employees will already have COGNOS access, others will not and will need to apply for it. At the beginning of the campaign Federated Health arranges a mass access to reports in COGNOS. Make sure you have submitted the required info when requested.

I do not have access to reports and have missed the deadline for a mass access arranged by Federated Health?

Please contact Federated Health (Tatyana.parfenyuk@ontario.ca) to check how you could get your access to the reports through your ministry.

You submitted all information for mass access processing but still cannot access reports?

Please check that you provided the correct Business Unit for your ministry as this can often be the barrier.

Employees of your ministry made pledges yesterday or today, but you do not see these pledges in your report and your total did not change?

While COGNOS purports to update in "real time", quite often the report is not updated immediately. Please check in the upper left corner the date when the report was last updated. Allow 24 hours and check it again.

In the report you see the amount per payroll but in the column "goal amount" you see 0 (zero)?

That means that the pledge was cancelled. You will want to deduct these donors from your donor total.

Your numbers of total raised do not match Federated Health data?

Federated Health updates campaign progress reports on Mondays. If you download your report on a different day the numbers may be different.

Why have our WIN donations declined since last week?

There are a number of reasons why you may see a decline: a donor may have switched to a different ministry resulting in their pledge moving to a different report, the donor may have cancelled their donation through WIN/OSS, or they may have adjusted the amount they donated.

You tried to access the report after the campaign finished to check your totals again and cannot access it?

Access granted to COGNOS for the campaign is temporary and is revoked at the end of the campaign.

Do I need a license for a raffle?

As per the Alcohol and Gaming Commission of Ontario, you need a license to run a raffle lottery or bingo event. All games of chance/luck need one. Applications need to be submitted at least 30 days before your event. Having a lottery without a license in Ontario is a criminal offence. Please see the “Applying for a lottery license” guide on the Federated Health website for step-by-step instructions. Reach out to the Federated Health Campaign Lead for assistance or questions.

Can family, friends and colleagues not employed by the participating ministries and agencies still donate to and assist our individual campaign?

Definitely. They will have to do it by the one-time donation option as they would not be able to make a payroll pledge nor purchase an exclusive lottery ticket. They will get a tax receipt emailed to them right away too. In the note section of the donation page direct them to enter your ministry/agency name so that their donation goes toward your goal. They can also participate in special events.

Can we still fundraise after the last day of the Federated Health active campaign?

It depends what type of fundraising you are doing. After WIN closes (usually the first week of July), pledges can no longer be made by ministry employees. Agency employees can still receive payroll pledges so long as their payroll administrators are still willing to process them. The lottery also shuts down after the last day or ticket sales and the draw. But you are welcome to still fundraise for one-time donations or to run special events, after the campaign wraps. All funds received by Federated Health before September 30 will go towards your campaign total. Anything submitted after that date will go towards next year's campaign total.

How do we request Health Charity speakers?

Email the Federated Health Campaign Lead with answers to the following questions:

- What is the date & time that you need the speaker for?

- Virtual or In-person? (Please note that virtual speakers are a little more easier to secure)
- How long would you like them to speak for?
- Any particular charity you were interested in? (Can not guarantee though)
- Any particular topic? (Can be a client with live experience with the disease/charity, a charity representative talking about the program and services they offer, research focus, Northern Ontario focus, underrepresented groups in healthcare, etc.)

Usually, a speaker can be secured within 4 days. Once confirmed, the speaker will be put in contact with you for further details.

Do you have some speaking points for our Deputy Minister/Senior Leader to mention at Kick Off?

We have developed some resources to provide you with speaking points, that can all be found on our website.

Impact statements from each charity are found on the Federated Health website. For many there is a breakdown of dollar amounts to donated to what services and programs it assists with here: <https://federatedhealth.ca/wp-content/uploads/2025/01/Charity-Missions-Impacts-Research-Advancements.pdf>

Individual stories from clients of these charities are here for you to learn more about: <https://federatedhealth.ca/wp-content/uploads/2024/02/Charity-Client-Stories-.pdf>. These people explain the services and programs that they benefited from – that are in place due to donations.

There are testimonials from the health charities on the impact of our workplace campaign contained in these videos: [Videos - Federated Health Charities](#)

You will also see that many dollars go to research and education. Charities like Diabetes Canada, Heart & Stroke, Canadian Cancer Society, just to name a few, have research grants that our donated funds assist with yearly as well. Canadian scientists and researchers are able to have their studies funded through donations.

Federated Health Charities donations made by OPS'ers, OPP, and provincial agencies allow charities to fund projects, programs, and services that may not have had unrestricted funds in their budgets to do so. 100% of the funds raised go directly to the health charities.

By donating through the Federated Health Charities (FHC) yearly campaign, it allows more person-power at the charities to focus on these services and programs during this period as FHC is fundraising on their behalf.

How are the payroll pledge incentive draws done?

Federated Health conducts the incentive draws for you, since you will not have access to donor names. If you have set your criteria for incentive draws (vacation days), you can send the details to Tatyana (the Federated Health Charities Financial Manager) who would conduct the draw based on your plans. If you need help setting the criteria, please reach out to the Federated Health Campaign Lead.

To learn more about the criteria and how the draw is managed, check out this resource: <https://federatedhealth.ca/wp-content/uploads/2024/11/How-to-Run-a-Vacation-Day-Incentive-Draw.pdf>

Donations just aren't coming in and I have tried everything?

You are all putting in the work. Sometimes the donations just don't flow in the way we'd like, which we can appreciate and can feel frustrating, but it has nothing to do with you or your team's effort levels. As mentioned, people are struggling. It's also why we stress that the target is just a number, if you are doing your best and the donations just aren't adding up as hoped, don't be stressed out about the target.

I'd just keep up a really good last push for pledges and lottery ticket sales. Direct staff to the auction sites – there may be something there they want. Also, please invite everyone to any lunch and learns or other FHC events so they can see where their donations make an impactful difference. Keep your communications consistent, provide people the opportunity to participate, and that's all you can do!

Does Federated Health have any logos I can use for my materials?

Yes, we have a collection of logos that you are welcome to use, as you see fit. Please find them: <https://federatedhealth.ca/logo-set/>. Please follow the instructions on the page of how to use the logos.