



PRESGiving

Employee Charitable Campaign



TAKE ACTION

GUIDE





WHERE IMPACT BEGINS

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PRESGIVING

What is PRESGiving?

Elevator Speech

Our incredible employees are generous and determined people who are passionate about addressing the needs in our communities and improving the lives of those we touch every day.

From the start, our community has been the core of who we are and what we do. Presbyterian was built on a foundation of giving more than 100 years ago. Many of the programs and services that exist today were made possible by donor support.

“It starts with us” is the motto for our PRESGiving Employee Charitable Campaign and by making a personal contribution together with more than 3,800 other employees, you are committing to making progress a priority.



PRO TIP

Focus on the impact that can be made when we all give!

2023 Year in Review

Thanks to your support, we have a lot to be proud of.

In 2022, **\$8.2 million** was invested in Presbyterian's patients, staff and programs to help ensure the best care is available at the right time, close to home.

Did you know?



947,186 patients and members were cared for by Presbyterian (*that's nearly 1 in 2 New Mexicans*).

MORE THAN

11,640



patients have engaged with the Peer Support program since 2019.

By sharing their own lived experiences, peers serve as powerful mentors by guiding patients facing mental health challenges along the recovery path.

300



patients will receive dignified and compassionate end-of-life care in a bright, spacious, home-like environment each year.

The Presbyterian Robert Wertheim Hospice House opened as the first residential hospice facility in central New Mexico.

800



clinicians engaged in restorative programs to help them bounce back from the intense demands of healthcare.

The Joy in Medicine Fund promotes wellness and addresses burnout. "This program has literally saved my life" a sentiment shared by hundreds of participants.

Highlighting Foundation-Funded Projects

Expanding scope and increasing reach

Since opening in 2022, the new Duane and Barbara Trythall Aquatic Therapy Natatorium has hosted 4,336 visits and afforded a menu of new programs including pediatric oncology aquatic therapy. Warm water therapy is an especially effective rehabilitation for improved mobility.



Thanks to investments in technology, Presbyterian cared for our 100th adult patient using ECMO. This highly advanced treatment is critical for patients experiencing life-threatening illness or injury that affects the heart or lungs.



Women's Care launched expanded mental health services for pregnant moms struggling with substance use disorders to bring hope for brighter futures.



Presbyterian Healthcare Foundation is a self-sustaining, 501(c)3 nonprofit organization. This means that **100 percent** of your contribution is used to improve the health and lives of New Mexicans. Your donations help to make excellence a reality each and every day. Learn more at www.phs.org/foundation.

OUR IMPACT ON PEOPLE

Some of our most medically fragile patients are supported through the Richard and Linda Barr Pediatric Chronic Care Clinic with comfort items like cuddle blankets, backpacks to accommodate feeding tubes, and sensory toys to help make each day a little easier.



Essential medical equipment for the Neurosurgery program is helping treat patients with complex brain and spinal cord conditions close to home.

HERE

is where you come in

Changemaker.

You've embraced a powerful role by becoming a PRESGiving Captain in our five-week campaign.

As a leader, you're a catalyst for change, setting an example for how positive impact can transform our community, starting right here in New Mexico. Your commitment as a CHANGEMAKER means the world to us!

PRESGiving, in partnership with Presbyterian Healthcare Foundation (PHF) and United Way of Central New Mexico (UWCNM), unites our employees each fall, offering diverse giving opportunities within Presbyterian and across our communities through UWCNM.

Your direct donations support both Presbyterian and United Way beneficiaries, making a substantial difference for families in need, our smallest patients facing life's challenges, and our colleagues and care teams during their most critical times.

We'll keep you updated with impact stories, demonstrating that 100% of your tax-deductible gift directly enhances the health and lives of our fellow New Mexicans.



PRO TIP

Tell a story, ask for a story. Maybe you have one of your own, or maybe your co-workers do, too. The key is to engage in a way that feels right for you.

WAYS TO MAKE A DONATION



PresSource

Visit PresSource >
My Benefits >
Charitable Giving.

Payroll deduction gifts are effective immediately.



Online Giving

Visit PRESGiving.com or search PRESGiving on PresNet and fill out the form.

These gifts are effective the first pay period of 2024.

GIVING OPTIONS EXPLAINED

Donors can choose payroll deduction or PTO to fulfill their pledge.

PTO

When a donor chooses PTO hours as the donation method, the number of hours pledged (in 2023) will be deducted in one lump sum from the donor's PTO balance in September 2024.

When you donate your PTO, you have the opportunity to direct your support to one or a combination of four Presbyterian programs:

- Patient Assistance
- Clinical and Nursing Education
- Area of Greatest Need
- LCMC Unrestricted Fund

If you choose multiple programs, hours will be distributed equally across the funds you've selected.

For more information on PTO gifts, view page 16.

Donations through Presbyterian Healthcare Foundation (PHF)

If you choose to support Presbyterian's work of improving the health and lives of New Mexico families by donating through PHF, you may do so directly and 100% of your gift will benefit the area of work you are most passionate about.

Donations through United Way of Central New Mexico (UWCNM)

You can choose to support United Way directly and help fulfill their mission of bringing people and resources together to improve lives and strengthen our communities. If you donate to an outside not-for-profit organization through United Way, 10 percent of your total donation (up to \$1,000) will be invested in the UWCNM's Community Fund. This fund focuses on improving and empowering New Mexico's residents through education, health, basic needs, and financial stability. All gifts less than \$24 will be invested in this fund.

Legacy Giving

Many people like to leave a gift to a charity in their will, trust or by beneficiary designation. Have you considered making a gift to benefit future generations? Contact Rick Scott at rscott4@phs.org or (505) 724-7509.



PRO TIP

Emphasize past campaign success. Last year our PRESGiving employee donors contributed \$2.5 million!

LET'S GET STARTED!

- Become familiar with the campaign by visiting **PRESGiving.com**.
- Update your **email signature** to include the captain badge accessible from the virtual toolkit.
- Schedule a **10-min talk** for your team meetings during an existing meeting or by scheduling a special time.
- Send an email about **CAMPAIGN KICK-OFF** to your department using the invitation flyer in your toolkit.
- Email or text our **shareable graphics** to your team members once a week with a personal message asking them to participate. Don't forget to include the **campaign website link**.
- Distribute, email or hang **campaign flyers**.
- **Join the conversation!** Chat with other captains, share your successes and discuss challenges in our captains' Teams group.

HOW TO RUN A

Successful Campaign

ADDRESSING COMMON CONCERNS



Navigating the PRESGiving Campaign with Confidence

● SEEMS COMPLICATED

Donors might perceive giving to PRESGiving as complex or time-consuming, stopping them from participating.

IMPACT CLARITY

Some may wonder if their contributions truly makes a difference which could leave them feeling disconnected from the process.

OVERWHELMED BY CHOICES

The sheer number of charitable causes and organizations can be overwhelming, making it difficult for donors to choose where to direct their support or where to even begin.

LACK OF AWARENESS

Employees may not be aware of the available opportunities for giving or may underestimate the impact of their contributions.

DISCONNECTED

Some employees might find it challenging to connect with the large- sized organization leading to a sense of detachment from the impact their contributions can make.

Whether you are comfortable making an ask or if you find it intimidating, here's how to strategize a plan that works for you.

MAKING
THE

ASK

CRAFT YOUR PLAN

- Who are you going to talk to, how will you reach out to them and what will you share about the campaign?
- Prepare your message and know what you want to say. Refer to the virtual captain toolkit for resources such as conversation starters, flyers and more.
- Make sure all your co-workers know how they can participate.
- Familiarize yourself with donation types: Payroll Deduction and PTO Pledges.



EXECUTE

- Make sure you have a deliberate goal for each email, meeting or conversation. For example, is the purpose of your communication educational, informational or perhaps a dedicated ask for a donation?
- Be specific about how gifts are used to further the mission of different funds.
- Always include the campaign website link when you can.
- Follow up within 7-10 days.
- Report results to your team.
- Thank them for their time and consideration, especially if they are giving or have made a gift. A little thanks can go a long way!



EVENTS

TO LOOK FORWARD TO

VIRTUAL CAPTAINS KICK-OFF **OCTOBER 25**

- Online event including inspirational speakers, games and more.
- Registration links and more details will be emailed.

CAMPAIGN KICK-OFF **NOVEMBER 1**

- **Morning Window: 6 a.m. – 1 p.m.**
Make a gift or confirm your current one. When you do, you'll receive a PRESGiving retractable badge reel in the mail. In addition, your name will be automatically entered into the "pop quiz" email series and will be released over a 3-day window. In-person details coming soon.
- **Email Pop Quiz Series:**
Starting Wednesday, Nov. 1 through Friday, Nov. 3 at noon.
Employees who participate using the online form on November 1 from 6 a.m. – 1 p.m. will receive five emails, each with a one-question quiz. Answer it correctly for your chance to win one of our raffle prizes.
- **Be one of the first 50 employees** to submit the online giving form in the morning window and receive a special giveaway, .

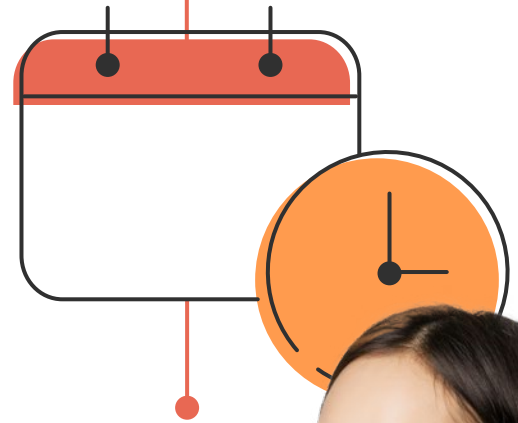
PRESGiving Gives Back Week **NOVEMBER 13 – 17**

- A week dedicated to giving back to our employees.
- Our team will surprise random departments at PKH, PH and RMC with special goodies and treats to say thanks to those who give back to our community.



PRO TIP

Work with your team to connect you and set up meetings.





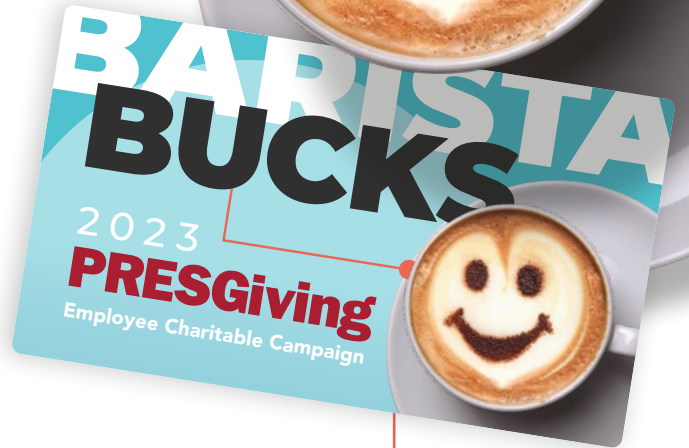
PRESGiving

Employee Charitable Campaign

NOV 1 – DEC 1

GIVING

HAS ITS REWARDS!



To thank you for giving, we would like to offer you a Barista Bucks Punch Card OR the opportunity to pay it forward to a frontline worker.

- \$5 – \$9.99/paycheck OR 16 – 31 PTO hours = **10 Barista Bucks**
- \$10 – \$24.99/paycheck OR 32 – 63 PTO hours = **20 Barista Bucks**
- \$25+/paycheck OR 64 + PTO hours = **25 Barista Bucks**

*Must pledge gift by December 31, 2023.

*Donation via payroll deduction or PTO is the only way to receive a Barista Bucks Punch Card.

*Barista Bucks will be gifted on either PRD or PTO level of giving (whichever is higher). Amounts cannot be combined for additional benefits.



LEARN MORE
[PRESGiving.com](https://www.presgiving.com)

EARN EXCLUSIVE CAPTAIN REWARDS

This year, when you reach a total of **20 POINTS**, you'll receive an exclusive, captain-only prize package. It's the ultimate way to give back, do what you love – and get rewarded while doing it!



1

POINT

Make your own payroll deduction or PTO gift

1

**POINT
PER CAPTAIN**

Recruit a **NEW** captain in a **NEW** department for this year's campaign

2

POINTS

Return as a captain for two or more consecutive years

3

**POINTS
PER PRESENTATION**

Schedule a PRESGiving representative for a department presentation

5

**POINTS
PER DONOR**

Obtain a **NEW** payroll deduction or PTO donor

10

POINTS

Increase your department's total giving by 10%

Captain Rewards may include items of value including discounts on goods or services, gift cards and products. By accepting this package, you agree to pay any taxes associated with the value of these items. This amount will be communicated at the time of opt-in.

PTO PRESGiving FAQs

As Presbyterian employees, we have the wonderful opportunity to use our Paid Time Off (PTO) to make a charitable donation.

The details of this process can be a bit confusing so we want to provide this Q&A to help answer some common questions.

How Are PTO Hours Pledged?

PTO donations are pledged in hours. For example, you can pledge 1 to 200 hours. These hours are then “sold” and converted to dollars that are used to support a designated Presbyterian program through Presbyterian Healthcare Foundation. To facilitate your PTO donation, visit the Online Pledge Form at PRESGiving.com or search PRESGiving on PresNet.

What Programs Can I Support Through PTO Donations?

There are currently four Presbyterian programs you can choose to support with your PTO donation. They include Patient Assistance, Clinical and Nursing Education, Area of Greatest Need and the LCMC Unrestricted Fund. Your PTO donation will be deducted in one lump sum and routed directly to Presbyterian Healthcare Foundation for processing in September 2024.

What is the Value of My PTO?

PTO is valued based on your rate of pay multiplied by the number of hours you choose to donate. In order to ensure that you are not liable for taxes at the end of the year, Presbyterian payroll then deducts taxes on your behalf at the current taxable rate of 35.55%. The net amount is then applied to your PTO pledge.

For example, if your rate of pay is \$10 and you pledge 40 hours, your net donation would be $\$10 \times 40 \text{ hours} \times 0.6445 \text{ (tax rate)} = \257.80 .

Can I Make a Multi-Year Pledge?

Yes! You can make a multi-year PTO pledge designating the number of hours you'd like to give in each year.

What is the Deadline For PTO Donations For PRESGiving?

Due to IRS regulations, PTO pledges must be made by December 31, 2023. These pledges will be deducted in September of 2024.

Can I Change the Number of Hours After My Pledge is Made?

You can always reduce the number of pledged hours or cancel your PTO pledge if you find that you no longer have sufficient PTO hours in your bank or simply no longer wish to donate. After December 31, 2023, however, IRS regulations prevent increasing the number of PTO hours that you can donate in the current year. Careful planning is required to make sure that you don't hit the maximum cap of 360 hours in your PTO Bank and cease accruing PTO until hours are utilized.

Can I Donate PTO Hours to Employees in Need?

Although you can support the Employee CareFund with cash donations through PRESGiving, PTO donations to the CareFund cannot be done through PRESGiving. PTO can be donated to employees in need through the Employee Leave Bank administered by Presbyterian Human Resources. Due to the nature of these PTO donations, they are not tax-deductible to the donor. For more information, visit the Employee Leave Bank page on PresNet or contact AskHR at (505) 923-8750.

PTO Calculation Guide

The calculations below are intended to provide employees with an illustration of available PTO for donation in 2024.

ANNUAL PTO ACCRUAL RATES

for Full-time Employees

PTO Eligibility Years

	< 1 year	years 1 < 5	years 5 < 10	10+ years
staff/manager	200 hours/year 7.08 hours/pay period*	200 hours/year 7.69 hours/pay period	240 hours/year 9.23 hours/pay period	280 hours/year 10.77 hours/pay period
director	240 hours/year 8.61 hours/pay period*	240 hours/year 9.23 hours/pay period	280 hours/year 10.77 hours/pay period	280 hours/year 10.77 hours/pay period
senior leader	280 hours/year 10.15 hours/pay period*	280 hours/year 10.77 hours/pay period	280 hours/year 10.77 hours/pay period	280 hours/year 10.77 hours/pay period

* Presbyterian puts 16 hours of PTO into the PTO Banks of newly eligible full-time employees during their first week of employment. The number of PTO hours earned for the remaining pay periods of the first year is adjusted to result in the stated first year Annual Accrual Rate. This applies to employees whose start date is September 8, 2018, or later.

NET PTO ACCRUAL AT THE TIME

of the PTO Draw in 2024

CALCULATION

of PTO Hours Earned 12/24/23 – 8/31/24 Draw – Holiday Hours = Net PTO Accrual at PTO Draw in 2024

	< 1 year	years 1 < 5	years 5 < 10	10+ years
staff/manager	134.52 PTO–32 Holiday= 102.52 Net Hours	146.11 PTO–32 Holiday= 114.11 Net Hours	175.37 PTO–32 Hours= 143.37 Net Hours	204.63 PTO–32 Holiday= 172.63 Net Hours
director	163.59 PTO–32 Holiday= 131.59 Net Hours	175.37 PTO–32 Holiday= 143.37 Net Hours	204.63 PTO–32 Hours= 172.63 Net Hours	204.63 PTO–32 Holiday= 172.63 Net Hours
senior leader	192.85 PTO–32 Holiday= 160.85 Net Hours	204.63 PTO–32 Holiday= 172.63 Net Hours	204.63 PTO–32 Holiday= 172.63 Net Hours	204.63 PTO–32 Holiday= 172.63 Net Hours

**There will be 18 pay periods with 40 hours of holiday time for non-clinical and 32 hours for clinical employees from December 24, 2023 - August 31, 2023. The above calculation assumes that the employee takes PTO for those holidays. Net PTO Accrual is in addition to PTO Hours currently in your PTO Bank.

To calculate your net PTO value, multiply your hourly pay rate by the number of hours you are planning to donate, then multiply that value by 0.6445 (the net taxable rate).

For example, if your rate of pay is \$10 and you make a pledge of 40 hours, your net donation would be \$10 x 40 hours x 0.6445 (tax rate) = \$257.80.

YOUR
PRESGiving
CONTACT

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MORITOMO**



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