

**WELCOME**

**PCFO**

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# 2012 CFC KEY WORK TRAINING

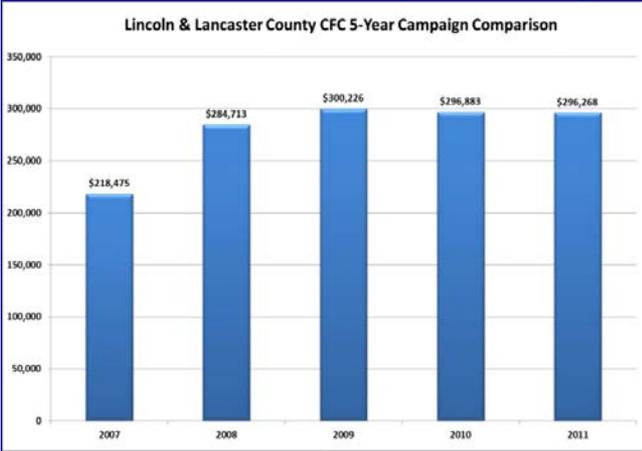
**Reaching Out, Raising Hope**



# 2011 Combined Federal Campaign Results

Lincoln and Lancaster County Area CFC

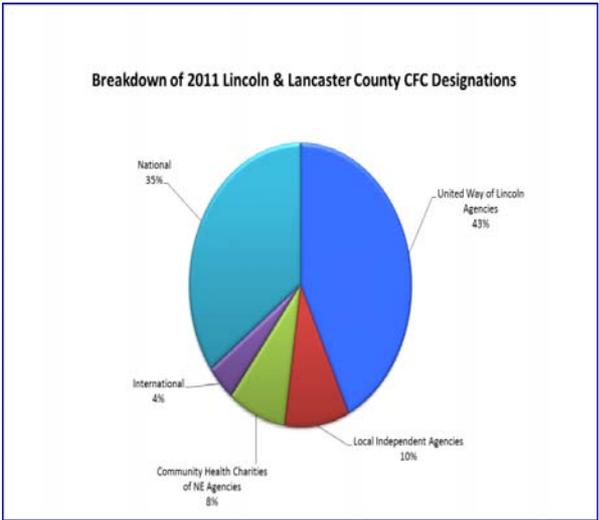
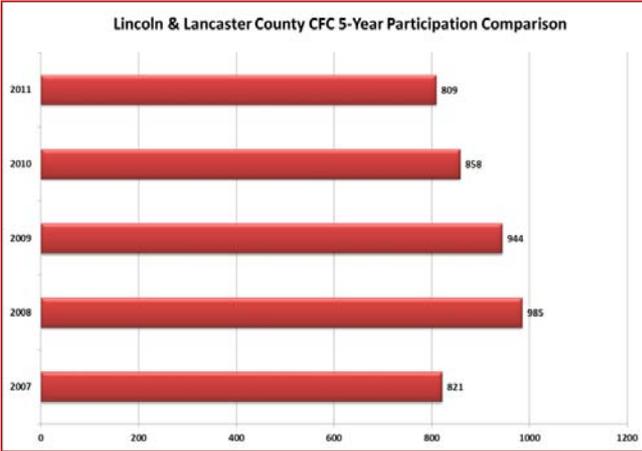
# \$296,268.36



**Campaign Highlights**

- 809 Contributors
- 21.82% Participation
- 33 Federal Agencies Participated
- Average Gift \$366.22 (5.8% increase over 2010)
- 6.85% Administrative Expenses

**“50 Years of Caring”**



# 2011 CFC AWARD

- The Lincoln and Lancaster Area CFC rated fifth in the community for overall dollars donated.
- Awarded by United Way of Lincoln and Lancaster County.



**What are the Goals for  
the 2012 CFC Campaign?**

# LEARNING OBJECTIVES

**By the end of today's session, you will learn:**

- **CFC Overview and Campaign Plan**
- **Role of the Key Worker**
- **Regulations and Ethics**
- **Giving Options**
- **Pledge Processing Procedures**
- **Campaign Tools and Resources**

# **CFC Overview & Campaign Plan**

## **Reaching Out, Raising Hope**



# What is CFC?

- **Federal workers have participated in this national workplace giving effort for 50 years**
- **The CFC has evolved into the Nation's leading workplace giving program**
- **No other annual employee giving program raises as much money for non-profits**
- **In 2011, the Lincoln and Lancaster County Area CFC raised \$296,269.36**

# 2012 Campaign Dates

**October 1<sup>st</sup>  
Through  
November 16<sup>th</sup>**

**WHAT IS THE THEME FOR THE  
2012 CFC CAMPAIGN?**

# Role of the Key Worker



# Making the Ask

- **In a national study, 800 Federal employees were interviewed:**
  - ✓ 70% said they would donate to CFC
  - ✓ Only 49% gave that year because...

**WHY ?**

# 2012 Key Worker Goals

- Ensure 100% contact (or “ask”) with all employees
- Increase the number of donors and/or amount of contributions
- Promote the campaign with the use of campaign resources from training and on the website
- Protect donor information

# It's as Easy as 1, 2, 3

## Make a personal commitment

- Pledge your own gift so you can learn the process and set an example for others
- Promote the Combined Federal Campaign

## Contact your co-workers

- Inspire the donor to give, share a personal story
- Distribute Pledge Forms and CFC Listing Brochures in person:
  - Explain the process and the campaign information and be available for questions
  - Check for accuracy of the completed Pledge Form
  - **SAY THANK YOU and give the donor a thank-you item!**

# Personal Choice

**Select non-profits of choice from CFC's comprehensive list of approved organizations using:**

- **Printed Non-Profit List:**

- ✓ Printed catalog of non-profits for local, national and international organizations
- ✓ Not always distributed to every employee; donors can request a copy from a Key Worker

- **Online Non-Profit List**

- ✓ Accessible 24/7 at [www.cfclincoln.org](http://www.cfclincoln.org)

# Ways to Designate Contribution

## ✓ Designated

- Use the 5-digit code

## ✓ Undesignated

- Distribution made in the same proportion as non-profits receiving designations

## ✓ Confidential gifts

- Place contribution and pledge form in a sealed envelope

**DO YOU REMEMBER ?**

**What are the dates  
of the CFC  
Campaign?**

# Regulations and Ethics



# Regulatory Restrictions

## What we cannot do:

- ✓ Require 100% participation
- ✓ Allow managers to solicit subordinates
- ✓ Pressure colleagues to give
- ✓ Develop a list of non-contributors or contributors
- ✓ Coerce fellow employees

**Reference:** 5CFR 950 Solicitation of Federal Civilian and Uniformed Service Personnel

# Ethics

**Be sure to work closely with your  
Ethics Advisor**

**Closely follow your agency's ethics  
policies**

# Ways to Give

## Give by payroll deduction, cash, and check

### Payroll deduction - for recurring gifts

- Civilian payroll deductions are spread over 26 bi-weekly pay periods
- Military payroll deductions are spread over 12 months

### Check or cash

- For one-time gifts
- For retirees

# **Pledge Processing Procedures**

# **2012 Paper Pledge Form**

**Refer to Pledge Form in  
Key Worker  
Training Packet**


**Lincoln and Lancaster County Area CFC**    City/State Code    CFC Campaign No.    **1**    **2**  
 238 S. 13th Street • Lincoln, NE 68508    **31 2830**    **0551**    **3**    **4**    **5**    **6**    **7**

PRINT NAME (LAST): \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_     CIVILIAN    FEDERAL AGENCY AND OFFICE \_\_\_\_\_    SSN/EMPLOYEE ID \_\_\_\_\_  
 WORK ADDRESS & ZIP CODE \_\_\_\_\_    BRANCH OF SERVICE \_\_\_\_\_    WORK PHONE \_\_\_\_\_

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT	Charity Code	Annual Amount
MILITARY PAYROLL		X 12 months			\$ _____
CIVILIAN PAYROLL		X 26 pay periods			\$ _____
Cash/Check \$ _____					\$ _____
					\$ _____

Cash/Check \$ \_\_\_\_\_ Check Number \_\_\_\_\_ (Make check payable to the Combined Federal Campaign)  
 Date of Contribution \_\_\_\_\_

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via the pledge card.

**INFORMATION RELEASE (OPTIONAL)**  
 Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.  
 Home Address \_\_\_\_\_  
 Personal E-mail Address \_\_\_\_\_  
 In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

**DESIGNATED GIFTS:** To designate to one or more charities or federated groups, fill in the charity code(s) and dollar amount(s) above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

**PAYROLL DEDUCTION AUTHORIZATION**  
 I hereby authorize any agency of the United States Government by which I may be employed during 2012, to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012, starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that the authorization may be revoked by me in writing at any time before it expires.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

OPM 1654 Revised MAY 2011

1. **Federal Agency and Office:** This should be the agency name or abbreviation along with the agency number. The assigned agency numbers are located on the back of this instruction sheet.
2. **Social Security Number:** Note the Privacy Act Notice on back of pledge card. Furnishing the SSN, along with other data is voluntary. However, failure to furnish requested information may result in errors or noncompliance with your request for payroll deduction. Making a one-time, lump-sum gift does not require signature or SSN.
3. **Total Gift:** Review the “Amount” pledged times the “Interval” (12 months or 26 pay periods) equals the “Total Gift”.
4. **Check/Cash Amt:** Review amount pledged to ensure it equals the payment amount. This type of pledge does not require signature or SSN.
5. **Five Digit Charity Code:**
  - a. These are the codes found in the CFC charity list.
  - b. Any number of agencies may be selected. If an employee wants to elect more than 5 agencies, another pledge card will need to be completed.
  - c. General Designations and Undesignated Gifts (no designation codes) are distributed in the same proportions as the direct designation decisions made by fellow local Federal employees. The code assigned is five nines: **“99999”**
  - d. International General Designation Option. If the contribution is to be distributed proportionately to all international organizations that receive designated gifts; the code assigned is five number ones: **“11111”**.
  - e. Designations made with incorrect CFC codes which cannot be resolved or corrected cannot be honored and will become undesignated contributions according to 5 CFR 950.
6. **Annual Amount:** Review the annual amount pledged to each charity totals the “Total Gift”
7. **Payroll Deduction Authorization:** Must be signed and dated if requesting payroll deduction.

**Distribution of the CFC Pledge Card:**

- Copy #1 (White) - Forward to the agency payroll office for payroll deduction pledges.
- Copy #2 (Yellow) - Turn in to the CFC Campaign PCFO with the Key Worker’s Report Envelope.  
All pledge forms, checks and cash are placed in the envelope.
- Copy #3 (Pink) - This is the individual’s receipt which should be retained for tax purposes.

# **Key Worker's Report Envelope**

**Refer to Key Worker's Envelope  
in training packet**



# **Campaign Tools and Resources**

# Website and Facebook

- Information and news about our CFC
- Online campaign resources available for download
- Campaign video with inspirational stories from fellow Federal workers
- Training materials and ideas
- Websites for various non-profit organizations
- Contact information for the Officers and Local Federal Coordinating Committee Members

[www.cfc.lincoln.org](http://www.cfc.lincoln.org)

[\*\*Lincoln and Lancaster County Area CFC \(Facebook\)\*\*](#)

# Key Worker Guide

**Refer to Key Worker Guide in training packet**

**General Information**

**Guide to Help You With Your Campaign**

- ✓ Campaign Team
- ✓ Planning Your Campaign
- ✓ Campaign Practices
- ✓ Completing the Campaign
- ✓ Campaign Timeline and Personal Planner

# Idea Book

*(Refer to Idea Book in training packet)*

✓ **Themes**

✓ **Fun Ideas**

✓ **Office Olympics**

✓ **Pizza Luncheon**

✓ **Identify the Baby Photo Contest**

✓ **Games: Let's Make A Deal, Guess How Many**

**Incentive**

**Recognition/Thank You**

# Campaign Post Cards

**Distribute with Pledge Form and at campaign events**

- ✓ Benefits of Giving
- ✓ Invitation to the Web
- ✓ See What Your Gift Can Do
- ✓ Message to New Donors

# Catalog of Caring

*(Refer to Key Worker Training Packet)*

## **Printed Version**

- ✓ Provide to donors
- ✓ Request donors to share with co-workers

## **Online Version**

- ✓ Available as PDF at [www.cfclincoln.org](http://www.cfclincoln.org)

# **Donor Recognition**

- **Thank you card (see packet)**
- **Thank you gift: CFC Coaster**

# Non-Profit Awareness Fairs

**October 9<sup>th</sup>**

**USPS 8:00am – 10:00am**

**VA Regional Offices Noon- 2:00pm**

**October 10<sup>th</sup>**

**Denney Building 9:30am – 1:00pm**

**October 11<sup>th</sup>**

**USCIS 10:00am – 1:00pm**

**Turn in Evaluation**  
**GOOD LUCK KEY WORKERS!!!!**

