

2013 COMBINED FEDERAL CAMPAIGN CALENDAR OF EVENTS



December 3, 2012	OPM will begin to accept 2013 National/International applications
December 14, 2012	OPM transmits PCFO financial information to Federal payroll offices for disbursements to be made during the 2013 pay year.
December 14, 2012	Recommended deadline for LFCC decisions on 2013 campaign mergers and expansions.
December 14, 2012	Recommended deadline for LFCC's to advertise for 2013 PCFO applications via Public Notice. The application period must be open a minimum 21 calendar days, but it is recommended that it remain open for 30 calendar days. –5 CFR 950.104(c)
January 8, 2013	Email 2013 CFC Local and Federation applications.
January 15, 2013	Closing date for 2013 National/International Independent Organization and Federation CFC applications (<i>Must be received in CFC Office no later than 5:00pm EST. Late applications will not be considered.</i>)
January 21, 2013	Recommended deadline for 2013 PCFO Applications to the LFCC.
January 22, 2013	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Finalize details for Finale 2. Conduct PCFO review (note in mtg. minutes) 3. Quarterly Newsletter (January, April, July, October) 4. CFC Workshop 5. Select PCFO
January 29, 2013	Decorate for CFC Finale at the VA Medical Center Auditorium, 2pm – 4pm
January 30, 2013	Finale Celebration – VA Medical Center Auditorium, 8am – 9:30am
February 8, 2013	Deadline for LFCCs to select a PCFO – 5 CFR 950.801(a)(3)
February 19, 2013	LFCC meet to discuss 2013 proposed budget, goals, priorities, and loaned executive program. 8am
February 19, 2013	Monthly LFCC Meeting at United Way, 8:30am

	<ol style="list-style-type: none"> 1. Winter Newsletter 2. Review/approve CFC Budget (note in mtg. minutes) 3. Public Servant Day (May) Newspaper Recognition article 4. Approve distribution of 2012 funds for PCFO recovery (minimum \$250. threshold lump sum distributions) 5. 2013 Campaign dates 6. LFCC training for CFC application review
February 26 – February 28	2013 Combined Federal Campaign Workshop, Atlanta, GA.
February 28, 2013	Recommended opening date for 2013 local applications. (Recommended date only – LFCCs may determine a different opening date, provided the closing date is on or before April 1, 2013).
March 15, 2013	Deadline for PCFOs to notify 2012 CFC-participating charities and federations of the total designations, share of undesignated amounts, and the names and contact information for donors who authorized the release of their information. – 5 CFR 950.901(i)(1)
March 15, 2013	Deadline to receive Local CFC applications 5:00pm
March 18, 2013	Deadline for campaigns to submit Form 1417 (2012 campaign results) to OPM.
March 18, 2013	CFC Charity Registry is available for local campaign data entry.
March 19, 2013	<p>Monthly LFCC meeting at United Way, 8am – <u>9:30am</u></p> <ol style="list-style-type: none"> 1. Status of the updates for LFCC members, Agency Heads, Key Workers and Agencies received to date 2. First distribution of 2012 funds and recovery of PCFO expenses 3. Status of Posters & Website updates 4. Review Newsletter 5. Applications for Local Charitable Organizations 6. Workshop Report
March 19 – April 12, 2013	LFCC application review period.
March 29, 2013	Deadline for PCFOs to make final disbursement of 2011 campaign funds.
April 1, 2013	Deadline for 2013 Local application period. Campaigns may set an earlier application deadline. Local organizations should contact their local CFC office for more information.
April 1, 2013	Deadline for all campaigns to begin disbursement of 2012 campaign funds. – 5 CFR §950.901(i)(2)

April 16, 2013	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. 2013 Campaign priorities 2. Begin preparing Key Worker Training materials 3. Begin planning CFC Kickoff Breakfast, Charity Awareness Fairs and Additional Campaign Events 4. Spring Newsletter 5. Incentive Ideas
April 30, 2013	Deadline for LFCC to notify local organizations of eligibility decisions in writing. -- 5 CFR §950.204(e)
May 14, 2013	LFCCs begin receiving appeals within seven (7) business days of the date of receipt of the initial LFCC decision or fourteen (14) calendar days from the date the decision was mailed, whichever is earlier.
May 21, 2013	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Review calendar and make necessary updates 2. Newspaper Article – Agency Recognition Article 3. Brochures and Pledge Forms 4. E-Technology Status Report and Request Form Signature 5. Create committee assignments for Kick-off/Training
June 3, 2013	Deadline for submission of E-Technology Report to OPM.
June 4, 2013	Deadline for decisions by LFCC on all local organization appeals.
June 18, 2013	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Review calendar and make necessary updates 2. Summer Newsletter 3. Solicitation of Items for Charity Awareness Fairs 4. Update on Brochures and Pledge Forms
July 1, 2013	Deadline for completion of 2013 National/International List of Participating Agencies (sent to campaigns via email)
July 16, 2013	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Kickoff Committee Reports 2. Finalize Brochures and Pledge Forms 3. Select and Order Incentive Items
July 31, 2013	Deadline for Disbursement of Second-Quarter Disbursements to 2012 CFC Designated Charities

July 31, 2013	Target date for OPM to complete Local appeals.
August 1, 2013	2013 CFC Audit Guide reports and supporting documentation must be submitted to the LFCC.
August 14, 2013	PCFO audit conducted by LFCC, 8am
August 20, 2013	Monthly LFCC meeting at United Way, 8am <ol style="list-style-type: none"> 1. PCFO Audit Report results 2. Campaign Materials 3. Campaign Kickoff Event/Key Worker Training 4. Charity Awareness Fairs 5. Review CFC campaign dates
August 30, 2013	Closing date of the 2013 CFC Charity Registry.
September 1 – December 15, 2013	2013 Combined Federal Campaign Official Solicitation Period. -- 5 CFR §950.102(a)
September 16, 2013	Deadline for LFCCs to send copies of the 2013 CFC Audit Guide and supporting documentation to OPM.
September 17, 2013	Monthly LFCC meeting at United Way, 8am <ol style="list-style-type: none"> 1. Compliance assessment Report on the recent PCFO audit 2. Implement plans for the 2013 Charity Awareness Fairs 3. 2013 Campaign Newsletter 4. Finalize Kickoff & Key Worker Training
September 19, 2013	<u>Decorate</u> the VA Medical Center for Kickoff/Key Worker Training 11:00am – 1:30pm
September 19, 2013	Kickoff and Key Worker Training at VA Medical Center Auditorium – 600 South 70 th Street 2:00pm
September 23rd – November 8th, 2013	OFFICIAL SOLICITATION PERIOD: 2013 Combined Federal Campaign for Lincoln and Lancaster County Area
October 8, 2013 (Tuesday)	Nonprofit Awareness Fair at USPS 8am – 10am
October 8, 2013 (Tuesday)	Nonprofit Awareness Fair at VA Regional Offices Noon – 2pm
October 9, 2013 (Wednesday)	1 st Nonprofit Awareness Fair at Denney Building 9:30am – 1pm
October 10, 2013 (Thursday)	Nonprofit Awareness Fair at USCIS 10am – 1pm
October 16, 2013 (Wednesday)	2 nd Nonprofit Awareness Fair at Denney Building 9:30am – 1pm
October 15, 2013	Monthly LFCC Meeting at United Way, 8am

	<ol style="list-style-type: none"> 1. Update on status of campaign 2. Discuss Charity Awareness Fairs and possible changes for 2014
October 17, 2013 (Thursday)	Nonprofit Awareness Fair at Nebraska National Guard 10:00am – 1:00pm JFHQ Bldg. 2433 NW 24 th St
October 31, 2013	Deadline for Disbursement of Third-Quarter Disbursements to 2012 CFC Designated Charities
November 8, 2013	Deadline for CFC Lincoln and Lancaster County Area campaign pledging.
November 19, 2013	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Update on 2013 Campaign 2. Update on Finale 3. Fall Newsletter 4. Recruit 2014 Campaign Chair
December 2, 2013	OPM will begin to accept 2014 National/International Applications
December 17, 2013	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. De-brief 2013 Campaign 2. Election of 2014 LFCC Officers 3. 2014 Campaign Chair 4. Begin Plans for Finale
January 21, 2014	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Finalize details for Finale Breakfast 2. Conduct PCFO review (note in mtg. minutes) 3. Newsletter – Quarterly (Jan, April, July, Oct.) 4. CFC Workshop
January 31, 2014	CFC Finale Breakfast at VA Medical Center Auditorium 2pm-4pm (decorate at noon)
February	LFCC Meeting: Review/approve CFC Budget (note in mtg. minutes)