

2014 COMBINED FEDERAL CAMPAIGN CALENDAR OF EVENTS



| | |
|------------------------|--|
| December 2, 2013 | OPM will begin to accept 2014 National/International applications |
| December 13, 2013 | OPM transmits PCFO financial information to Federal payroll offices for disbursements to be made during the 2014 pay year. |
| December 13, 2013 | Recommended deadline for LFCC decisions on 2014 campaign mergers and expansions. |
| December 13, 2013 | Recommended deadline for LFCC's to advertise for 2014 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 6, 2014 | Email 2014 CFC Local and Federation applications. Return by March 14 th . |
| January 15, 2014 | Closing date for 2014 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, 2014 | Recommended deadline for 2014 PCFO Applications to the LFCC. |
| January 21, 2014 | <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 31, 2014 | Decorate at noon for CFC Finale at the VA Medical Center Auditorium, 2pm – 4pm |
| February 3, 2014 | Send requests to Federal Directors for 2014 LFCC and Key Workers. |
| February 7, 2014 | Deadline for LFCCs to select a PCFO – 5 CFR 950.801(a)(3) |
| February 11 – 13, 2014 | National CFC Training for LFCC and PCFO's (Atlanta, GA) |
| February 18, 2014 | LFCC meet to discuss 2014 proposed budget, goals, priorities, and loaned |

| | |
|---------------------------|--|
| | executive program. 8am – 8:30am |
| February 18, 2014 | <p>Monthly LFCC Meeting at United Way, 8:30am</p> <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 2013 funds for PCFO recovery (minimum \$250. threshold lump sum distributions) 5. Select 2014 Campaign dates 6. LFCC training for CFC application review |
| February 28, 2014 | Recommended opening date for 2014 local applications. (Recommended date only – LFCCs may determine a different opening date, provided the closing date is on or before April 1, 2014). |
| March 14, 2014 | Deadline for PCFOs to notify 2013 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)(I) |
| March 14, 2014 | Deadline to receive Local CFC applications 5:00pm |
| March 17, 2014 | Deadline for campaigns to submit Form 1417 (2013 campaign results) to OPM. |
| March 18, 2014 | CFC Charity Registry is available for local campaign data entry. |
| March 18, 2014 | <p>Monthly LFCC meeting at United Way, 8am – 9:30am</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 2013 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 18 – April 12, 2014 | LFCC application review period. |
| March 31, 2014 | Deadline for PCFOs to make final disbursement of 2012 campaign funds. |
| April 1, 2014 | Deadline for 2014 Local application period. Campaigns may set an earlier application deadline. Local organizations should contact their local CFC office for more information. |

| | |
|--|---|
| April 1, 2014 | Deadline for all campaigns to begin disbursement of 2013 campaign funds. – 5 CFR §950.901(i)(2) |
| April 15, 2014 | <p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. 2014 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, 2014 | Deadline for LFCC to notify local organizations of eligibility decisions in writing. -- 5 CFR §950.204(e) |
| May 14, 2014 | 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. |
| <p>May 22, 2014</p> <p>*NOTE: Thursday mtg.</p> | <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, 2014 | Deadline for submission of E-Technology Report to OPM. |
| June 4, 2014 | Deadline for decisions by LFCC on all local organization appeals. |
| June 17, 2014 | <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 |
| June 30, 2014 | Deadline for completion of 2014 National/International List of Participating Agencies (sent to campaigns via email) |
| July 15, 2014 | <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, 2014 | Deadline for Disbursement of Second-Quarter Disbursements to 2013 CFC Designated Charities |
| July 31, 2014 | Target date for OPM to complete Local appeals. |
| August 1, 2014 | 2014 CFC Audit Guide reports and supporting documentation must be submitted to the LFCC. |
| August 14, 2014 | PCFO audit conducted by LFCC, 8am |
| August 19, 2014 | <p>Monthly LFCC meeting at United Way, 8am</p> <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 29, 2014 | Closing date of the 2014 CFC Charity Registry. |
| September 1 – December 15, 2014 | 2014 Combined Federal Campaign Official Solicitation Period. -- 5 CFR §950.102(a) |
| September 15, 2014 | Deadline for LFCCs to send paper copies of the 2014 CFC Audit Guide and supporting documentation to OPM. (Campaigns sending the documents electronically have a deadline of September 30, 2014) |
| September 16, 2014 | <p>Monthly LFCC meeting at United Way, 8am</p> <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. 2014 Campaign Newsletter 4. Finalize Kickoff & Key Worker Training |
| September 18, 2014 | <u>Noon Decorate</u> the VA Medical Center for Kickoff/Key Worker Training . Kick-off and Training begins at 2:00pm – 600 S. 70 th Street |
| September 22nd – November 3rd, 2014 | OFFICIAL SOLICITATION PERIOD: 2014 Combined Federal Campaign for Lincoln and Lancaster County Area |
| September 30, 2014 | Deadline for LFCC's to send <u>electronic</u> copies of the 2014 CFC Audit Guide reports and supporting documentation to OPM. (Campaigns sending paper copies have deadline of September 15, 2014.) |
| October 7, 2014 (Tuesday) | Nonprofit Awareness Fair at VA Regional Offices Noon – 2pm |
| October 8, 2014 (Wednesday) | Nonprofit Awareness Fair at Denney Building 10am – 1pm |
| October 9, 2014 (Thursday) | Nonprofit Awareness Fair at USCIS 10am – 1pm |

| | |
|-----------------------------|---|
| October 10, 2014 (Friday) | Nonprofit Awareness Fair at USPS 8am – 10am |
| October 21, 2014 | 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 16, 2014 (Thursday) | Nonprofit Awareness Fair at Nebraska National Guard 10:00am – 1:00pm JFHQ Bldg. 2433 NW 24 th St |
| October 31, 2014 | Deadline for Disbursement of Third-Quarter Disbursements to 2013 CFC Designated Charities |
| November 18, 2014 | Monthly LFCC meeting at United Way, 8am <ol style="list-style-type: none"> 1. Update on 2014 Campaign 2. Update on Finale 3. Fall Newsletter 4. Recruit 2015 Campaign Chair |
| November 20, 2014 | Send Public Notice to Lincoln Journal Star advertising for PCFO for 2015 |
| December 1, 2014 | OPM will begin to accept 2015 National/International Applications |
| December 10, 2014 | Recommended deadline for LFCC to advertise for 2015 PCFO applications via Public Notice. The application period must be open a minimum 21 calendar day, but it is recommended that it remain open for 30 calendar days. -5 CFR 950.104c |
| December 16, 2014 | Monthly LFCC meeting at United Way, 8am <ol style="list-style-type: none"> 1. De-brief 2014 Campaign 2. Election of 2015 LFCC Officers 3. 2015 Campaign Chair 4. Begin Plans for Finale |
| January 20, 2015 | Monthly LFCC meeting at United Way, 8am <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 30, 2015 | CFC Finale VA Medical Center Auditorium 2pm-4pm (decorate at noon) |
| February 18, 2015 | LFCC Meeting: Review/approve CFC Budget (note in mtg. minutes) |