

# 2015 COMBINED FEDERAL CAMPAIGN CALENDAR OF EVENTS



December 1, 2014	OPM will begin to accept 2015 National/International applications
December 15, 2014	OPM transmits PCFO financial information to Federal payroll offices for disbursements to be made during the 2015 pay year.
December 15, 2014	Recommended deadline for LFCC decisions on 2015 campaign mergers and expansions.
December 15, 2014	Recommended deadline for LFCC's to advertise for 2015 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)
December 15, 2014	Email 2014 CFC Local and Federation applications period through March 20 <sup>th</sup> .
January 15, 2015	Closing date for 2015 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 23, 2015	Recommended deadline for 2015 PCFO Applications to the LFCC.
January 20, 2015	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Finalize details for Finale</li> <li>2. Conduct PCFO review (note in mtg. minutes)</li> <li>3. Quarterly Newsletter (January, April, July, October)</li> <li>4. CFC Workshop</li> <li>5. Select PCFO</li> </ol>
January 30, 2015	Decorate at noon for CFC Finale at the VA Medical Center Auditorium, 2pm – 4pm
February 2, 2015	Send requests to Federal Directors for 2014 LFCC and Key Workers.
February 6, 2015	Deadline for LFCCs to select a PCFO – 5 CFR 950.801(a)(3)
February 10, 2015 (8am – 8:30am)	LFCC meet to discuss 2015 proposed budget, goals, priorities, and loaned executive program 8am – 8:30am
February 24, 2015	Monthly LFCC Meeting at United Way, 8:00am (following the budget,

	<p>goals, and priority meeting)</p> <ol style="list-style-type: none"> <li>1. Winter Newsletter</li> <li>2. Review/approve CFC Budge (note in mtg. minutes)</li> <li>3. Approve distribution of 2014 funds for PCFO recovery (minimum \$250 threshold lump sum distributions)</li> <li>4. Public Servant Day (May), Newspaper recognition article and volunteer opportunity with the U.S. Postal Service</li> <li>5. LFCC training for CFC application review</li> <li>6. CFC Workshop/Conference Update</li> </ol>
February 18 – 19, 2015	National CFC Training for LFCC and PCFO's (Atlanta, GA)
February 23, 2015	Recommended opening date for 2015 local applications. (Recommended date only – LFCCs may determine a different opening date, provided the closing date is on or before April 1, 2015).
February 27, 2015	Deadline for campaigns to submit OPM Form 1417 (2014 campaign results) to OPM
March 2, 2015	CFC Charity Registry is available for local campaign data entry.
<b>March 13, 2015</b>	<b>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)(1)</b>
March 17, 2015	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Status of the updates for LFCC members, Agency Heads, Key Workers and Agencies received to date</li> <li>2. First distribution of 2014 funds</li> <li>3. Approve distribution of 2014 funds for PCFO recovery of PCFO recovery (minimum \$250 threshold lump sum distributions)</li> <li>4. Status of Posters &amp; Website updates</li> <li>5. Review Newsletter</li> <li>6. Applications for Local Charitable Organizations</li> </ol>
March 20, 2015	Deadline to receive Local CFC application 5:00pm
March 23 – April 10, 2015	LFCC application review period.
<b>March 31, 2015</b>	<b>Deadline for PCFOs to make final disbursement of 2013 campaign funds.</b>
<b>April 1, 2015</b>	<b>Deadline for 2015 Local application period. Campaigns may set an earlier application deadline. Local organizations should contact their local CFC office for more information.</b>

<b>April 1, 2015</b>	<b>Deadline for all campaigns to begin disbursement of 2014 campaign funds. – 5 CFR §950.901(i)(2)</b>
<b>April 21, 2015</b>	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. 2015 Campaign priorities</li> <li>2. Begin preparing Key Worker Training materials</li> <li>3. Begin planning CFC Kickoff Breakfast, Charity Awareness Fairs and Additional Campaign Events</li> <li>4. Spring Newsletter</li> <li>5. Incentive Ideas</li> </ol>
<b>April 30, 2015</b> <i>(new language)</i>	<b>Deadline for LFCC to notify local organizations of eligibility decisions and, if approved, 5-digit codes, in writing. -- 5 CFR §950.204(e) <i>All decisions must be based on OPM’s verification of 501(c)(3) statuses in the CFC Charity Registry. Any organization that was not cleared in the registry must be denied by the LFCC. The LFCC must approve and document the procedure by which it is informed of the OPM’s verification of 501(c)(3) statuses.</i></b>
<b>May 14, 2015</b>	<b>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.</b>
<b>May 19, 2015</b>	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Review calendar and make necessary updates</li> <li>2. Newspaper Article – Agency Recognition Article</li> <li>3. Brochures and Pledge Forms</li> <li>4. E-Technology Status Report and Request Form Signature</li> <li>5. Create committee assignments for Kick-off/Training</li> </ol>
<b>June 5, 2015</b>	<p><b>Deadline for all eligibility decisions to be entered in to the CFC Charity Registry.</b></p> <p><b>Deadline for decisions by LFCC on all local organization appeals.</b></p>
<b>June 12, 2015</b>	<b>Deadline for campaigns to update records based on local appeal decisions and to request issuance of OPM-approved final local charity lists. <u>Local campaign access to the CFC Charity Registry is closed.</u></b>
<b>June 16, 2015</b>	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Review calendar and make necessary updates</li> <li>2. Solicitation of Items for Charity Awareness Fairs</li> <li>3. Update on Brochures and Pledge Forms</li> </ol>
<b>June 30, 2015</b>	<b>Target for issuance of 2015 National/International List of Participating</b>

	<b>Agencies (sent to campaigns via email)</b>
July 21, 2015	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Kickoff Committee Reports</li> <li>2. Finalize Brochures and Pledge Forms</li> <li>3. Select and Order Incentive Items</li> </ol>
July 31, 2015	<b>Deadline for Disbursement of Second-Quarter Disbursements to 2014 CFC Designated Charities.</b>
July 31, 2015	<b>Target date for OPM to complete Local appeals.</b>
August 3, 2015	<b>2015 CFC Audit Guide reports and supporting documentation must be submitted to the LFCC.</b>
August 7, 2015	<b>Issuance of 2015 Universal Giving List of Approved Charities.</b>
August 18, 2015	<b>PCFO audit conducted by LFCC, 8am United Way</b>
August 18, 2015	<p>Monthly LFCC meeting at United Way, 9am (following PCFO audit)</p> <ol style="list-style-type: none"> <li>1. PCFO Audit Report results</li> <li>2. Campaign Materials</li> <li>3. Campaign Kickoff Event/Key Worker Training</li> <li>4. Charity Awareness Fairs</li> <li>5. Review CFC campaign dates</li> </ol>
<b>September 1 – December 15, 2015</b>	<b>2015 Combined Federal Campaign Official Solicitation Period. -- 5 CFR §950.102(a)</b>
September 15, 2015	Deadline for LFCCs to send paper copies of the 2015 CFC Audit Guide and supporting documentation to OPM. (Campaigns sending the documents electronically have a deadline of September 30, 2015.)
September 15, 2015	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Compliance assessment Report on the recent PCFO audit</li> <li>2. Implement plans for the 2013 Charity Awareness Fairs</li> <li>3. 2015 Fall Campaign Newsletter (completed by Oct. 1<sup>st</sup>)</li> <li>4. Finalize Kickoff &amp; Key Worker Training</li> </ol>
September 17, 2015	<u>Noon Decorate</u> the VA Medical Center for Kickoff/Key Worker Training . Kick-off and Training begins at 2:00pm – 600 S. 70 <sup>th</sup> Street
September 21st – November 23rd, 2015	<b>OFFICIAL SOLICITATION PERIOD: 2015 Combined Federal Campaign for Lincoln and Lancaster County Area</b>
September 30, 2015	Deadline for LFCC's to send <u>electronic</u> copies of the 2015 CFC Audit Guide reports and supporting documentation to OPM. (Campaigns sending paper

	copies have deadline of September 15, 2015.)
<b>October 6, 2015 (Tuesday)</b>	<b>Nonprofit Awareness Fair at VA Regional Offices Noon – 2pm</b>
<b>October 7, 2015 (Wednesday)</b>	<b>Nonprofit Awareness Fair at Denney Building 10am – 1pm</b>
<b>October 8, 2015 (Thursday)</b>	<b>Nonprofit Awareness Fair at USCIS 10am – 1pm</b>
<b>October 9, 2015 (Friday)</b>	<b>Nonprofit Awareness Fair at USPS 8am – 10am</b>
October 21, 2015	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Update on status of campaign</li> <li>2. Discuss Charity Awareness Fairs and possible changes for 2016</li> </ol>
<b>October 22, 2015 (Thursday)</b>	<p><b>Nonprofit Awareness Fair at Nebraska National Guard 10:00am – 1:00pm</b></p> <p><b>JFHQ Bldg. 2433 NW 24<sup>th</sup> St</b></p>
<b>October 31, 2015</b>	<b>Deadline for Disbursement of Third-Quarter Disbursements to 2014 (2014 is correct) CFC Designated Charities</b>
November 17, 2015	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Update on 2015 Campaign</li> <li>2. Update on Finale</li> <li>3. Fall Newsletter</li> <li>4. Recruit 2015 Campaign Chair</li> </ol>
December 15, 2015	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. De-brief 2015 Campaign</li> <li>2. Election of 2016 LFCC Officers</li> <li>3. 2016 Campaign Chair</li> <li>4. Begin Plans for Finale</li> </ol>
January , 2016	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> <li>1. Finalize details for Finale Breakfast</li> <li>2. Newsletter – Quarterly (Jan, April, July, Oct.)</li> <li>3. CFC Workshop</li> </ol>
January 29, 2016	CFC Finale VA Medical Center Auditorium 2pm-4pm (decorate at noon)
<b>February , 2016</b>	LFCC Meeting ?