

2016 COMBINED FEDERAL CAMPAIGN CALENDAR OF EVENTS



December 1, 2015	OPM will begin to accept 2016 National/International applications
December 15, 2015	OPM transmits PCFO financial information to Federal payroll offices for disbursements to be made during the 2016 pay year.
December 15, 2015	Recommended deadline for LFCC decisions on 2016 campaign mergers and expansions.
December 15, 2015	Recommended deadline for LFCC's to advertise for 2016 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, 2015	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Updates on 2015 Campaign 2. Discuss 2015 Campaign Finale event on January 29th at 2pm 3. Update on PCFO applications (share Public Notice ad dates) 4. Select 2016 CFC application dates and deadlines. 5. Select CFC Chair for 2016 6. CFC training meeting dates: April 26 & 27; Baltimore, MD
SELECTED CFC application dates	(suggested: Jan. 25th - Mar. 18th 2016)
January 15, 2016	Closing date for 2016 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 15, 2016	<u>Deadline for accepting PCFO applications as indicated in Lincoln Journal Star Public notice ad</u> , (ran November 18, 2015 and December 10, 2015).
<u>WEDNESDAY</u> January 20, 2016	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Complete details for CFC Finale event – January 29th at 2pm 2. Conduct PCFO review (note in mtg. minutes) 3. Select 2016 campaign beginning and end dates.

	<p>4. Select 2016 Kickoff and Finale dates (book VA auditorium)</p> <p>5. CFC Workshop dates: April 26 & 27; Baltimore, MD</p> <p>6. Select PCFO</p>
January 22, 2016	Recommended deadline for 2016 PCFO application to the LFCC.
January 25, 2016 (Monday)	EMAIL: CFC charity application begins today – deadline: Friday, March 18, 2016
January 29, 2016	Decorate at noon for CFC Finale at the VA Medical Center Auditorium, 2pm – 4pm
February 1, 2016	Recommended opening date for 2016 local applications. (Recommended date only – LFCCs may determine a different opening date as long as the closing date is on or before April 1, 2016.)
February 1, 2016	Send requests to Federal Directors for 2016 LFCC and Key Workers.
February 5, 2016	Deadline for LFCCs to select a PCFO – 5 CFR 950.801(a)(3)
WEDNESDAY February 17, 2016 (8am – 8:30am)	LFCC meet to discuss 2016 proposed budget, goals, priorities, and loaned executive program 8am – 8:30am
WEDNESDAY February 17, 2016	<p>Monthly LFCC Meeting at United Way, 8:30am (following the budget, goals, and priority meeting)</p> <ol style="list-style-type: none"> 1. Winter Newsletter (Jan, Febr, March, April) 2. Review/approve CFC Budge (note in mtg. minutes) 3. Approve distribution of 2015 funds for PCFO recovery (minimum \$250 threshold lump sum distributions) 4. Public Servant Day (May), Newspaper recognition article and volunteer opportunity with the U.S. Postal Service 5. LFCC training for CFC application review 6. CFC Workshop/Conference Update
February 26, 2016	Deadline for campaigns to submit OPM Form 1417 (2014 campaign results) to OPM
March 1, 2016	CFC Charity Registry is available for local campaign data entry.
March 15, 2016	Deadline for PCFOs to notify 2015 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, 2016	<p>Monthly LFCC meeting at United Way, 8am</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 2015 funds 3. Approve distribution of 2015 funds for PCFO recovery of PCFO recovery (minimum \$250 threshold lump sum distributions) 4. Status of Posters & Website updates 5. Applications for Local Charitable Organizations
March 18, 2016	Deadline to receive Local CFC application 5:00pm
March 14 – April 10, 2016	LFCC application review period.
March 31, 2016	Deadline for PCFOs to make final disbursement of 2014 (2014 is correct) campaign funds.
April 1, 2016	OPM Deadline for 2016 Local application period. Campaigns may set an earlier application deadline. Local organizations should contact their local CFC office for more information.
April 1, 2016	Deadline for all campaigns to begin disbursement of 2015 campaign funds. – 5 CFR §950.901(i)(2)
April 22, 2016	Deadline for PCFO’s to enter all 2016 charity application data (except eligibility decisions) into the CFC Charity Registry.
April 19, 2016	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Discuss CFC Kickoff Breakfast, Charity Awareness Fairs and Additional Campaign Events 2. CFC Charity Fair dates/times 3. Spring Newsletter 4. Incentive Ideas
April 29, 2016 <i>(new 2015 language)</i>	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>
May 13, 2016	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 17, 2016	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Brochures and Pledge Forms 2. E-Technology Status Report and Request Form Signature 3. Create committee assignments for Kick-off/Training
June 3, 2016	Deadline for decisions by LFCC on all local organization appeals.
June 10, 2016	Deadline for campaigns to update records based on local application decisions and to request issuance of OPM-approved final local charity lists. <u>Local campaign access to the CFC Charity Registry is closed.</u>
June 21, 2016	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Solicitation of Items for Charity Awareness Fairs 2. Update on Brochures and Pledge Forms
June 30, 2016	Target for issuance of 2016 National/International List of Participating Agencies (sent to campaigns via email)
July 19, 2016	<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 29, 2016	<p>Deadline for Disbursement of Second-Quarter Disbursements to 2015 CFC Designated Charities.</p> <p>Target date for OPM to complete Local appeals.</p>
August 1, 2016	2016 CFC Audit Guide reports and supporting documentation must be submitted to the LFCC.
August 8, 2016	Issuance of 2016 Universal Giving List of Approved Charities.
August 16, 2016	PCFO audit conducted by LFCC, 8am United Way
August 16, 2016	<p>Monthly LFCC meeting at United Way, 9am (following PCFO audit)</p> <ol style="list-style-type: none"> 1. PCFO Audit Report results 2. Campaign Materials 3. Campaign Kickoff Event/Key Worker Training

	<p>4. Charity Awareness Fairs</p> <p>5. Review CFC campaign dates</p>
September 1 – December 15, 2016	2016 Combined Federal Campaign Official Solicitation Period. -- 5 CFR §950.102(a)
September 15, 2016	Deadline for LFCCs to send paper copies of the 2016 CFC Audit Guide reports and supporting documentation to OPM. (Campaigns sending the documents electronically have a deadline of September 30, 2016).
September 20, 2016	<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 2016 Charity Awareness Fairs 3. 2016 Fall Campaign Newsletter (completed by Oct. 1st) 4. Finalize Kickoff & Key Worker Training
September 30, 2016	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.)
October 4, 2016 (Tuesday)	CFC Kickoff and Key Worker Training, VA Medical Center Auditorium Kickoff at 2:00pm, Training to follow.
October 11, 2016 through November 22, 2016	OFFICIAL SOLICITATION PERIOD: 2016 Lincoln and Lancaster County Area
Wednesday, October 12, 2016	Nonprofit Awareness Fair at USCIS 1pm – 3pm (set up beginning at noon)
October 18, 2016	<p>Monthly LFCC Meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1) Update on status of campaign 2) Kick-Off and Fair updates
Wednesday, October 19, 2016	Nonprofit Awareness Fair at Denney Building 10am – 1pm (set up beginning at 9:30am)
Thursday, October 20, 2016	<p>Nonprofit Awareness Fair at Nebraska National Guard 10:00am – 1:00pm</p> <p>JFHQ Bldg. 2433 NW 24th St</p>
October 31, 2016	Deadline for Disbursement of Third-Quarter Disbursements to 2015 (2015 is correct) CFC Designated Charities
November 15, 2016	Monthly LFCC meeting at United Way, 8am

	<ol style="list-style-type: none"> 1. Update on 2016 Campaign 2. Begin planning Finale 3. Fall Newsletter
December 20, 2016	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. De-brief 2016 Campaign 2. Update plans for Finale
January 17, 2017	<p>Monthly LFCC meeting at United Way, 8am</p> <ol style="list-style-type: none"> 1. Finalize details for Finale Breakfast 2. Newsletter – Quarterly (Jan, April, July, Oct.)
January 27, 2017	CFC Finale VA Medical Center Auditorium 2pm-4pm (decorate at noon)