KEY WORKER'S REPORT ENVELOPE

2016 Campaign:
Show Some Love

AGENCY
CFC NO _____
( ) Partial Report
( ) Final Report

Key Worker's Name

Agency

Mailing Address

City & State Zip Code

Key Worker's Work Phone Number

Number of Employees at Agency

Name of CFC Project Officer

Contributions Enclosed In This Kit:

	Number	Amount
Number by Payroll Deduction		$
Number by Cash or Check		$
Number in Sealed Envelope		$
Number (approx.) Special Event		$
Total Number Contributions		$

DO NOT WRITE IN THIS SPACE

(For Use by CFC Accounting Agents)

	Number	Amount
Payroll Deductions		$
Cash Contributions		$
Confidential Contributions		$
Special Events		$
TOTAL		

ROLE OF A KEY WORKER:

You are the key to success of the CFC. Your positive attitude and enthusiasm will help assure a favorable response from the fellow employees you have been assigned to solicit. You are the official representative of the many worthy agencies that depend on the CFC to provide funds to help people in need in our community, elsewhere in the nation and around the world. Thank you for accepting this important assignment.

SUGGESTED CAMPAIGN PROCEDURES:

1. PUT UP CFC POSTERS and keep them displayed throughout the campaign.
2. HAND OUT FORMS. Give each person on your list a set of pledge forms and a charity list. Encourage giving by payroll deduction. It makes giving easier than a one time cash gift.
3. SHOW CFC FILM if available. Check with your project officer or agency head regarding a group meeting or rally to kickoff the campaign and show the CFC film.
4. SET THE PACE by giving generously yourself before you collect the pledges of your fellow employees.
5. ENCOURAGE DESIGNATIONS. Urge contributors to designate the federations or agencies of their choice to receive their contribution.
6. COLLECT PLEDGES AND CASH. For those giving by payroll deduction, collect Copy 1 (white) and Copy 2 (yellow). For the cash contributors, collect Copy 2 (yellow) and the cash, check or money order. Contributors retain Copy 3 (pink) for their tax records.
7. FOLLOW UP. Strive for maximum participation. Follow up on those on leave or travel status.
8. CHECK RETURNS FOR ACCURACY. Examine each pledge form for legibility, accuracy and completion. Resolve any apparent errors with the contributor.
9. FILL IN THIS REPORT. Please summarize all contributions returned in this kit in space provided above.
10. TURN IN THIS KIT to the CFC Key Worker for your agency who will then forward the Payroll Authorization Forms (Copy 1) to your agency's payroll office and the remaining copies of the pledge forms (Copy 2) and the cash contributions to the PCFO.