Hawaii – Pacific Area Combined Federal Campaign
2016 CFC Keyperson Guide

History
In 1961, President John F. Kennedy signed an Executive Order creating the Combined Federal Campaign. The CFC offers each Federal employee a once-a-year, in-the-workplace opportunity to contribute to human health and welfare charitable agencies. The use of payroll deduction was authorized as an easy way to make charitable contributions - giving Federal Employees an opportunity to support worthy causes.

Keyperson Responsibilities
As a Keyperson, you're in a unique position. You are, in fact, the key to a successful campaign. The way you ask will greatly influence the answer you receive.

- ★ Attend training and all key meetings
- ★ Attend agency kickoff and/or special events and encourage others to attend
- ★ Manage assigned Keyperson Envelope(s)
- ★ Educate employees about CFC. Familiarize yourself with campaign materials. Be prepared to answer questions. Promote the CFC – Hang posters, print out Awareness items. Be creative! Hold a group meeting…share a story or invite a charity speaker.
- ★ 100% Face to Face contact of assigned employees by distributing and collecting all pledge cards.
- ★ Encourage payroll deduction and giving online. Help donors complete pledge cards and/or giving online.
- ★ Check pledge cards for completeness and accuracy.
- ★ Ensure paper payroll deduction copies are submitted to the payroll office.
- ★ Cash/Check donations are deposited at any Bank of Hawaii branch. Deposit slip is validated by a teller and submitted in the Keyperson Envelope.
- ★ Thank everyone.
- ★ Submit Weekly Progress Report to Unit Project Office (or Agency Project Officer).
- ★ Submit completed Keyperson Envelope(s) to UPO or APO when your campaign wraps up.

F.E.A.T

F.E.A.T. are the four essential steps to a successful campaign.

Find — Identify all the employees in your area of responsibility. 100% face-to-face contact and 100% awareness are your goal!

Educate — Know the facts about CFC. Hold a group meeting, invite charity speakers.

Ask — Ensure that everyone receives a pledge card and is asked to give. Encourage payroll deduction. Share a personal story about a charity or invite a charity speaker.

Thank — Thank everyone whether or not they give. Distribute Appreciation Gifts to those who qualify.

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For more information and additional campaign materials, visit: www.cfc-hawaii.org

THANK YOU FOR ALL THE WORK YOU ARE ABOUT TO DO!
Your job is very important to millions of people who receive help through CFC participating charities and who are counting on your success. On behalf of these people…thank you!

2016 CAMPAIGN DATES: 3 October – 18 November

The Art of Asking

Remember...you are not asking for yourself. You are asking on behalf of many CFC participating charities and for those who need help.

TIPS FOR ASKING

- Know the facts about CFC. Attending training and all key meetings is the first step to understanding what CFC is about. Information is also available on www.cfc-hawaii.org.
- Familiarizes yourself with the information. Ask your closest peers first...asking your easiest contacts first will help build confidence.
- Introduce yourself. Explain the reason for your visit and your role as a Keyperson. Personalize your asking...If you or someone you know was supported by a CFC participating charity, share the story and why you support the CFC.
- Make sure that everyone is personally asked. Follow up with your coworkers.

100% face-to-face "ask" is your goal!

Why Give Through CFC?

CFC provides employees with an opportunity to make a difference in someone's life. Charities help millions of people every day. People like you, your family and friends.

The 3 Cs: Choice. Convenience. Confidence.

- **Choice:** Donors can designate their pledge to any CFC participating charity across the nation. Over 20,000 charities to choose from!
- **Convenience:** Multiple charity fundraising requests were condensed into one effective and efficient campaign which allows donors to give through payroll deduction. Donors can give a small amount deducted each pay period to amount to a larger gift. Donors can also give a one-time cash, check or credit card gift. Online giving is available to all federal agencies.
- **Confidence:** Each charity listed in the Charity List is screened by Federal Employee volunteers. Each application is screened twice and must meet the minimum requirement set by CFC regulation. Each charity must apply annually and be in good standing with the IRS. Charities must provide a recent IRS Form 990 and audit along with a list of other documentations.

Making a contribution to charity through CFC is convenient, efficient, cost effective, provides a wide choice of charities and has many advantages:

- Through payroll deduction, a larger contribution by having small amounts deducted each pay period.
- Helps replenish and maintain a charity's general fund so they can be prepared and have the resources to immediately respond to emergencies or disasters. Some charities rely heavily on contributions made through CFC.
- Helps keep a charity's fundraising cost to a minimum so that more resources are available to help those in need.
- Charities offer a wide choice to the employees. They can help the sick, homeless, youths, environment, animals, disasters, find cures, and much more. There is something for everyone!
- All contributions made through CFC are 100% tax-deductible.

Did You Know?

There are over 20,000 charities a donor can choose to give their contribution to. Here are a few examples of how a contribution through CFC can help:

- **Veterans aged 20 through 24**, who has served during the war, had the highest suicide rate among all veterans – estimated between two and four times higher than civilians the same age.
- **One in 11** households faces a constant struggle with hunger. In the U.S., **one in 4** children struggle with hunger daily
- **One in 4** women in the US has endured domestic violence from an intimate partner. For men, **one in 6**.
- In 1,000 animal shelters nationally, **4.3 million** animals were handled. Over 85% were euthanized due to overcrowding, but also may have been sick, aggressive, injured or suffering.
- **One in 2** men are at high risk of getting cancer. For women, **one in 3** is at high risk.
- **Over 50,000** acres of rainforests are destroyed every day. Trees vital to our climate are destroyed…many species become extinct.
- **One in 7** adults in the US is unable to read this sentence.

What Your Money Provides

$1 a month provides…

- ★ Protection of one acre of tropical rainforest. Assures protection of the natural area vital to our climate and diverse species.
- ★ Education and assistance in securing a job for one unemployed adult.
- ★ Tutoring to help two adults learn to read.
- ★ Provides nutritious, home delivered meals to eight senior citizens.

$5 a month provides…

- ★ Five wigs for children with cancer undergoing chemotherapy.
- ★ Clothing, shoes and other necessities for an individual who has lost everything in a home fire.
- ★ Provides one week of daycare or therapy for a child with disabilities.
- ★ 12 canes with adaptive tips for the visually impaired.

$10 a month provides…

- ★ Shelter for 15 families who are victims of domestic violence.
- ★ Baby formula for 52 low-income families.
- ★ One month of preschool for a child at risk.
- ★ A lightweight wheelchair for a person who is physically challenged.

$20 a month provides…

- ★ Provides seven hours of Emergency response services during and following a disaster.
- ★ Buys 16 food boxes of 25 pounds of food to feed 16 families of Veterans for a week.
- ★ Provides veterinary care for six service dogs or shelter animals.
- ★ Cleft lip surgeries for four children or young adults.

What is Universal Giving?

Universal Giving allows all federal employees an opportunity to designate to national and international charities, and any local charities including those located outside of their permanent duty station. This means if they have a favorite CFC-approved local charity in another location beyond their current work assignment, they are allowed to designate that charity.

Prior to the 2014 campaign, Federal Employees were allowed to give to only local charities in their duty station, and national or international charities.

The provided Charity List contains national and international charities, and local charities located in the Hawaii-Pacific Area (Hawaii, Guam, Northern Marianas, and American Samoa). For the complete Universal Giving List with over 20,000 CFC-participating charities, use the Search Charity option the CFC website.

Who can give

All Federal Employees: Allows for a one-time contribution through cash/check/credit card or each pay period through payroll deduction.

Reservists and National Guard: Full-time military personnel are able to give through payroll deduction. All others may be solicited at training exercises during the CFC campaign period. They may fill out a pledge card, designate to the charity(ies) of choice and give a one-time cash or check contribution only. They can also use CFC Nexus (online pledging) to give a one-time credit card contribution.

Non-Federal Employees: Contractors, volunteers, interns, credit union employees, and private business employees who are interested in contributing may fill out a pledge card, designate to the charity(ies) of choice, and give a one-time cash or check contribution. They can also use CFC Nexus (online pledging) to give a one-time credit card contribution and attribute it to your unit or agency code. Payroll deduction is for Federal Employees only. Do not solicit non-Federal employees directly.

Keyperson Envelope Contents

Each Keyperson Envelope contains:

- ☐ **25 Pledge Cards** (Page 4)
  - ☐ **CHECK:** Number on the pledge cards matches the numbers listed on the Keyperson Envelope Label. If there is an error, report it immediately to your Unit Project Officer or Agency Project Officer.
- ☐ **Keyperson's Final Report** (Page 5)
  - ☐ **CHECK:** Number on the Keyperson's Final Report matches the number listed on the Keyperson Envelope Label. If there is an error, report it immediately to your Unit Project Officer or Agency Project Officer.
- ☐ **Deposit Slip** (Page 6)
- ☐ **Lost Pledge Card Form** (Page 6)
- ☐ **Charity Lists** (Page 7)
- ☐ **POC Poster** (Page 8)

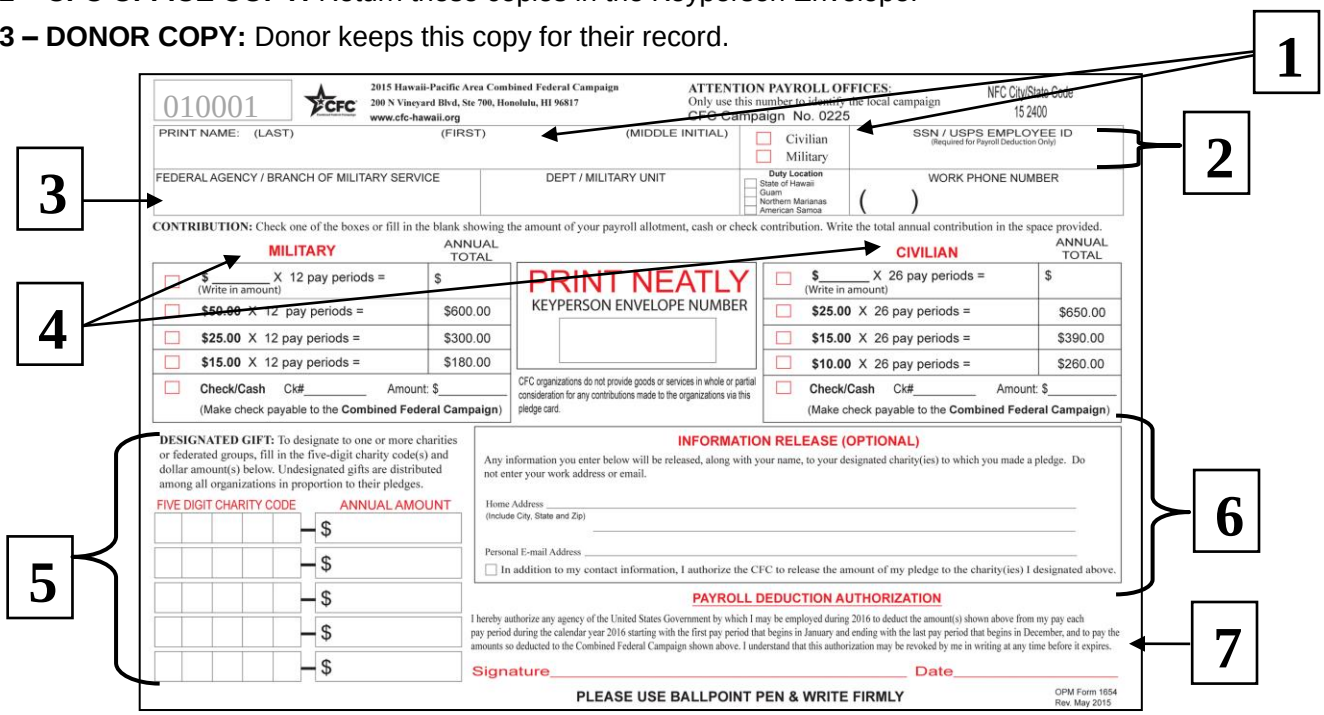
When you receive your Keyperson Envelope, complete the front section of the envelope with your Agency Code (available from your Unit Project Officer, Agency Project Officer or online), Federal Agency and unit/dept., name and work phone.

PLEDGE CARD INSTRUCTIONS

Copy #1 – PAYROLL COPY: Submit all payroll deduction copies to the payroll office by December 31, 2016.

Copy #2 – CFC OFFICE COPY: Return these copies in the Keyperson Envelope.

Copy #3 – DONOR COPY: Donor keeps this copy for their record.



Incorrectly completed pledge cards will be returned to the Keyperson and can delay processing of donations to the donor's designated charities. Please help avoid processing delays by reviewing each form to ensure the following items have been correctly and legibly entered:

1. **DONOR FILLS OUT** name (Last, First, Middle Initial) in print. **CHECK ONE:** Civilian or Military.
2. **PAYROLL DEDUCTION DONORS ONLY:** Complete with SSN#. USPS employees may use their Employee ID number.
3. **FILL IN** the Federal Agency Name, Dept/Unit and work phone number (including area code). **CHECK** one of the location boxes.
4. **CHECK APPROPRIATE BOX.** If needed, fill in amount of payroll deduction or contribution by cash/check.
5. **PRINT THE FIVE-DIGIT CODE NUMBER** of the charity(ies). Refer to the Charity List or the "Search Charities" feature on the CFC website for codes of participating charities. Dollar amount of the overall annual total of the contribution should be written. If donor leaves this section blank, the donation will be undesignated. All charities who receive designations will receive a portion of the undesignated monies.
6. **(Optional)** Release your name, home address, and/or personal email address to your designated charities. Check the box if you wish to have the amount released. Otherwise, the donor's gift will be given anonymously.
7. **PAYROLL DEDUCTION DONORS ONLY:** Read, sign and date the payroll authorization statement.

ALL PLEDGE CARDS (used and unused) MUST BE RETURNED IN THE KEYPERSON ENVELOPE!

5 or more charities: Donor completes the first pledge card including total annual amount. Second (or more) card: donor write only their full name, charity code(s) and amount designated to that charity. Write "1 of X, 2 of X, etc." on the top of each pledge card. If payroll, submit only the first pledge card to payroll office.

Confidential Contribution: Donor places pledge card into a sealed envelopes before submitting it to you. **DO NOT OPEN THE SEALED ENVELOPE!**

Fundraiser: Complete a pledge card. In the name section, write "Fundraiser". If you're a military organization, please the monies collected under the "Military" column. Civilian agencies list under civilian.

Lost Pledge Cards? Fill out the Lost Pledge Card Form and return form in the Keyperson Envelope. All pledge cards must be accounted for. All donors must submit a pledge card to have their pledge processed. If their original pledge card is lost, have the donor complete another pledge card.

WHAT TO DO WHEN DONOR GIVES ONLINE

Employee must return the pledge card to you. No information should be written on it. The pledge card should have a slash across it and the word **"ONLINE"** written. Donor can keep the third copy (Thank You) page if they wish. Yellow copy must be returned in the Keyperson Envelope.

DO NOT ask employee for a copy of their pledge confirmation!

KEYPERSON'S FINAL REPORT

1) **Fill in** your Agency Code number in the upper right-hand corner and fill in your Agency Name on the line next to Keyperson's Organization. Agency Code is available from your Agency Project Officer.
   X **DO NOT** use the 2015 Agency Code.

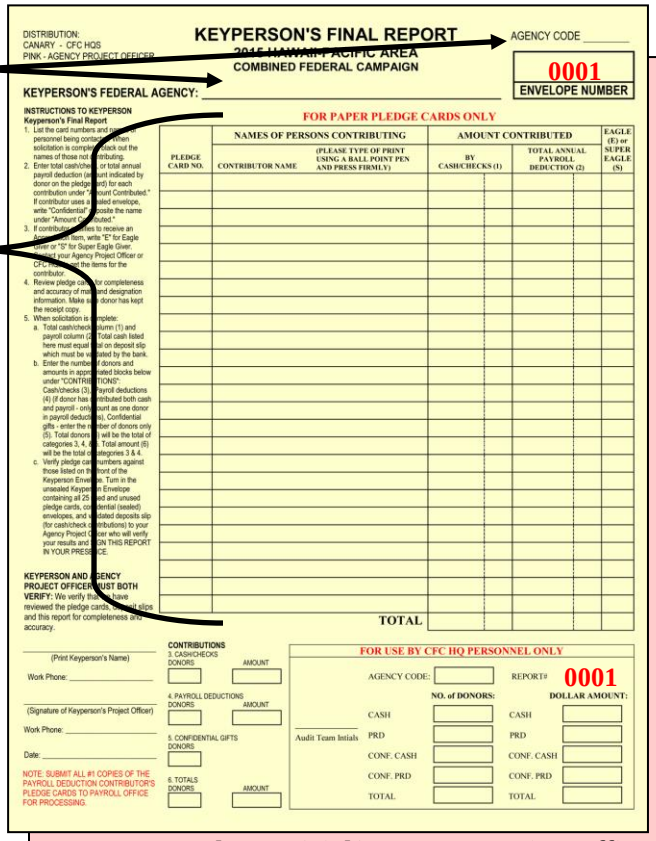
2) **List** the pledge card numbers in numerical order and names of personnel you are contacting from your agency or unit. (If the individual chooses not to contribute, black out the name on the Final Report and on pledge card.)

3) **CONTRIBUTIONS**
   Cash or check contribution - the amount is entered in the first column after the name.

   Payroll deduction contribution - the total contribution is entered in the second column.

   Cash/check contribution and payroll deduction - list the appropriate amounts in each column. If a donor has contributed both cash and payroll, count them as ONE donor in the "payroll deduction donors" box #4.
   DO NOT count them as a cash donor. **DO** add their cash contribution amount to the cash total.

   Confidential contribution - the donor should seal completed pledge card and contribution in an envelope with the pledge card number written on the outside of the envelope.
   DO NOT open the envelope, write the word **"CONFIDENTIAL"** beside his or her name on the Keyperson's Final Report.



Second Copy (Pink) – Agency Project Officer

4) **Eagle or Super Eagle Givers -** write "E" for Eagle or "S" for Super Eagle. It is the Keyperson's responsibility to get the Appreciation Gift from the Unit Project Officer or Agency Project Officer to give to the donor.

5) **When solicitation is complete,** add the totals for the cash/check column and payroll deduction column, and the number of donors for each. Enter in the appropriate blocks at the bottom of the form.

6) **Complete** Keyperson's Final Report by printing your name and your work phone number**.**

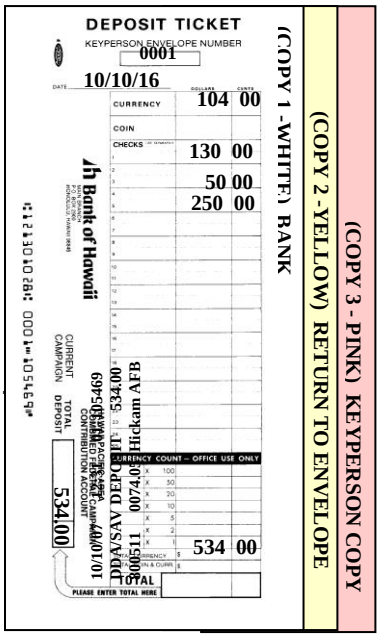
7) **Return** the completed Final Report to the envelope and deliver all items in the unsealed Keyperson's Envelope to your Agency Project Officer**.**

8) **Both the Keyperson and the Agency Project Officer must sign the Keyperson's Final Report.**
   - **Copy #1** (white) Returned in the Keyperson Envelope along with all pledge cards.
   - **Copy #2** (Yellow) Kept by the Agency Project Office

DEPOSIT SLIP

Each keyperson envelope includes one deposit slip. If a donor gives a cash or check contribution, the Keyperson makes a deposit. Money order and cashier checks are also accepted.

1) **Write** the envelope number**.**
2) **Write** the date of deposit.
3) **Write** the amount of currency, cash and/or check in the appropriate Sections.
4) **Total** the deposits at the bottom. Move this total to the left box. Deposit slip should match the total contribution of deposit
5) **Deposit** can be made at any Bank of Hawaii location. Bank of Hawaii locations can be found throughout Hawaii, Guam, American Samoa and Saipan.
6) **Validate** the deposit slip at the teller. The teller will give you back two copies of the deposit slip and a register receipt (if applicable). Place Copy 2 (and receipt) in your Keyperson Envelope. Copy 3 you must keep until 1 Apr 2017.



IMPORTANT INFORMATION

If you handle more than one Keyperson Envelope, use one deposit slip for Cash/check contributions from one envelope only. **DO NOT** mix deposits from multiple envelopes. If you do, you must make copies of the deposit slip for each envelope and specify what amount is for each envelope number.

RECYCLE: If the deposit slip is unused, do not mark it. Return it in the Keyperson Envelope to be recycled.

Deposit Slips are specially printed for the Combined Federal Campaign. If you need additional deposit slips, please let your Unit Project Officer or Agency Project Officer know. Your APO can obtain additional deposit slips from CFC HQ.

For the closest Bank of Hawaii location near you, visit www.boh.com.

LOST PLEDGE CARD FORM

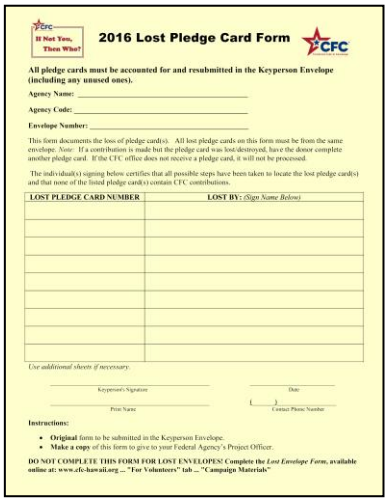
ALL 25 PLEDGE CARDS MUST BE RETURNED WITH EACH KEYPERSON ENVELOPE.

Occasionally, pledge cards are misplaced or thrown away by employees. All pledge cards are accounted for, whether or not an employee gave. If you are unable to return all 25 pledge cards, a Lost Pledge Card Form must be completed.

EMPLOYEE LOST PLEDGE CARD: Have the donor write the pledge card number and sign.

KEYPERSON LOST PLEDGE CARD(S): Write pledge card number(s) and sign next to it. By signing it, it states that these pledge cards does not have any contribution.

★ **If the employee wishes to make a contribution**, **but has lost the pledge card,** have the employee complete another pledge card. This ensures their contribution is accounted for and CFC HQs knows which charities were selected.



If Not You, Then Who?

2016 Lost Pledge Card Form

All pledge cards must be accounted for and resubmitted in the Keyperson Envelope (including any unused ones).

Agency Name: _____

Agency Code: _____

Envelope Number: _____

This form documents the loss of pledge card(s). All lost pledge cards on this form must be from the same envelope. *Note:* If a contribution is made but the pledge card was lost/destroyed, have the donor complete another pledge card. If the CFC office does not receive a pledge card, it will not be processed.

The individual(s) signing below certifies that all possible steps have been taken to locate the lost pledge card(s) and that none of the listed pledge card(s) contain CFC contributions.

LOST PLEDGE CARD NUMBER	LOST BY: *(Sign Name Below)*

Use additional sheets if necessary.

Keyperson's Signature _____ Date: _____

Print Name _____ Contact Phone Number ( ) _____

Instructions:

- **Original** form to be submitted in the Keyperson Envelope.
- **Make a copy** of this form to give to your Federal Agency's Project Officer.

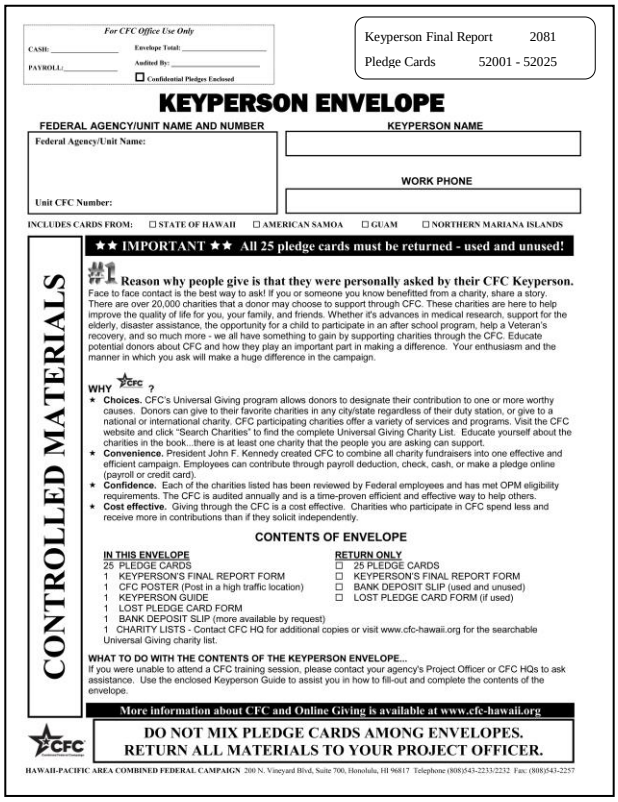
DO NOT COMPLETE THIS FORM FOR LOST ENVELOPES! Complete the *Lost Envelope Form*, available online at: www.cfc-hawaii.org ... "For Volunteers" tab ... "Campaign Materials"

CFC TIP #1 (of 3)

Using an alpha roster, make sure to ask everyone face to face with a pledge card and online giving card, and provide access to a Charity List or let them know how they can search charities online. If someone is out, ask that person when he/she returns to the office…do not leave it on their desk.

KEYPERSON ENVELOPE

Each Keyperson Envelope, Keyperson Final Report Form and all Pledge Cards (used and unused) must be returned in the Keyperson Envelope.



For CFC Office Use Only

CASH: _____ Envelope Total: _____

PAYROLL: _____ Audited By: _____

☐ Confidential Pledges Enclosed

Keyperson Final Report 2081

Pledge Cards 52001 - 52025

KEYPERSON ENVELOPE

FEDERAL AGENCY/UNIT NAME AND NUMBER

Federal Agency/Unit Name:

Unit CFC Number:

KEYPERSON NAME

WORK PHONE

INCLUDES CARDS FROM: ☐ STATE OF HAWAII ☐ AMERICAN SAMOA ☐ GUAM ☐ NORTHERN MARIANA ISLANDS

CONTROLLED MATERIALS

★★ IMPORTANT ★★ All 25 pledge cards must be returned - used and unused!

#1 Reason why people give is that they were personally asked by their CFC Keyperson.

Face to face contact is the best way to ask! If you or someone you know benefitted from a charity, share a story. There are over 20,000 charities that a donor may choose to support through CFC. These charities are here to help improve the quality of life for you, your family, and friends. Whether it's advances in medical research, support for the elderly, disaster assistance, the opportunity for a child to participate in an after school program, help a Veteran's recovery, and so much more - we all have something to gain by supporting charities through the CFC. Educate potential donors about CFC and how they play an important part in making a difference. Your enthusiasm and the manner in which you ask will make a huge difference in the campaign.

WHY CFC ?

- ★ **Choices.** CFC's Universal Giving program allows donors to designate their contribution to one or more worthy causes. Donors can give to their favorite charities in any city/state regardless of their duty station, or give to a national or international charity. CFC participating charities offer a variety of services and programs. Visit the CFC website and click "Search Charities" to find the complete Universal Giving Charity List. Educate yourself about the charities in the book...there is at least one charity that the people you are asking can support.
- ★ **Convenience.** President John F. Kennedy created CFC to combine all charity fundraisers into one effective and efficient campaign. Employees can contribute through payroll deduction, check, cash, or make a pledge online (payroll or credit card).
- ★ **Confidence.** Each of the charities listed has been reviewed by Federal employees and has met OPM eligibility requirements. The CFC is audited annually and is a time-proven efficient and effective way to help others.
- ★ **Cost effective.** Giving through the CFC is a cost effective. Charities who participate in CFC spend less and receive more in contributions than if they solicit independently.

CONTENTS OF ENVELOPE

IN THIS ENVELOPE	RETURN ONLY
25 PLEDGE CARDS	☐ 25 PLEDGE CARDS
1 KEYPERSON'S FINAL REPORT FORM	☐ KEYPERSON'S FINAL REPORT FORM
1 CFC POSTER (Post in a high traffic location)	☐ BANK DEPOSIT SLIP (used and unused)
1 KEYPERSON GUIDE	☐ LOST PLEDGE CARD FORM (if used)
1 LOST PLEDGE CARD FORM	
1 BANK DEPOSIT SLIP (more available by request)	
1 CHARITY LISTS - Contact CFC HQ for additional copies or visit www.cfc-hawaii.org for the searchable Universal Giving charity list.	

WHAT TO DO WITH THE CONTENTS OF THE KEYPERSON ENVELOPE...

If you were unable to attend a CFC training session, please contact your agency's Project Officer or CFC HQs to ask assistance. Use the enclosed Keyperson Guide to assist you in how to fill-out and complete the contents of the envelope.

More information about CFC and Online Giving is available at www.cfc-hawaii.org

DO NOT MIX PLEDGE CARDS AMONG ENVELOPES.
RETURN ALL MATERIALS TO YOUR PROJECT OFFICER.

HAWAII-PACIFIC AREA COMBINED FEDERAL CAMPAIGN 200 N. Vineyard Blvd, Suite 700, Honolulu, HI 96817 Telephone (808)543-2233/2232 Fax: (808)543-2257

- ✔ **DO** check that the Keyperson Final Report Form and the Pledge Cards correspond to this label on the Keyperson Envelope.
- ✔ **DO** verify your agency name and number is correct on the label or fill it in, if blank. **Your agency code may have changed from previous campaigns!**

FILL IN THE BLOCKS

- ✔ Keyperson should print their name and work phone number legibly. Check the applicable box(es) of the area where the pledge cards are from.

CONTENTS OF ENVELOPE:

- ✔ **RECEIVED** – When receiving your Keyperson Envelope, check the contents thoroughly. If any item on the list is missing, contact your Agency Project Officer immediately.
- ✔ **RETURNED** – Use this checklist (as shown on the Keyperson Envelope) to make sure that all required items are returned to the envelope before sending it to your Agency Project Officer.

AUDITOR'S BLOCK – (Upper Left Corner) This is for Auditor's Use Only. **DO NOT FILL THIS IN!**

★IMPORTANT★ - DO NOT mix the Pledge Cards and Keyperson Final Report Form from another Keyperson Envelope.

WHAT TO DO IF YOUR KEYPERSON ENVELOPE IS DAMAGED:

On a plain manila envelope (10"x13" is preferred), write the Keyperson Final Report Number and Pledge Cards Numbers on the upper right hand corner.

Top of the Envelope
10"x13" (Preferred) or 9"x12"

Keyperson Final Report 2080

Pledge Cards 51976-52000

Agency Code: 1101
Agency Name: Pacific Aerospace Administration
Keyperson Name: John Doe
Phone Number: (555) 555-5555

Sample

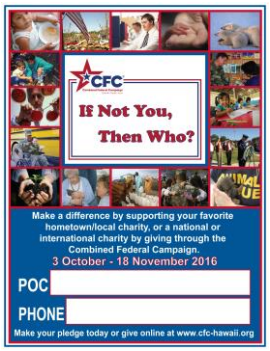
CFC POINT OF CONTACT POSTER

Each keyperson envelope provides you with one CFC POC Poster.

1) Write your name and your phone number.
2) Post in a heavy traffic area so employees know it is CFC campaign time and how they can contact you if they have any questions.
3) Keep it posted until the end of the campaign.

Additional posters are available to be printed from the CFC website.

At the end of the campaign, remove the POC poster. Create your own "Thank You" poster or download one from the CFC website.



CHARITY LIST

Each Keyperson Envelope has two charity lists. A searchable charity list is available at www.cfc-hawaii.org that lists the over 20,000 CFC participating charity across the nation. Universal Giving is available for the 2016 campaign!

Charity List Order

- CFC Information
- Alpha List of All Charities
- National charities
- International charities
- Local charities

Sample of a Charity Listing

12345 Charity for a Better Community (808)123-4567 www.bettercommunitycharity.org
1 EIN#987654321 Services the needs of the community from babies to seniors. Offer programs such as daycare, counseling, and the community volunteer program. 12.9%
P,T,O 3 2

1) Five Digit Code: Each charity is assigned a unique five digit code. Donors who are interested in giving their contribution to the charity must write this number in the boxes on their pledge card.
2) Administration and Fundraising Rate (AFR): This information is computed from the charity's IRS Form 990. AFR is the percentage of the organization's total revenue that is used for administrative and fundraising.
3) Taxonomy Code: Charity submits up to three codes that reflects what category their organization falls under. Meaning of the codes can be found in the preface of the charity list or on the searchable online charity list.

WEEKLY PROGRESS REPORT

Keypersons must complete a Weekly Progress Report to their Unit Project Officer (or Agency Project Officer, if UPO is unavailable). Weekly Progress Report is available from your APO/UPO or the CFC website.

Contact your Unit Project Officer (or APO) for your turn-in deadline.

Your agency's APO must input your submitted data into the CFC Nexus system by noon on Tuesdays starting on October 11 until the end of the campaign.

You will be able to see your unit's (or agency's) results immediately on the CFC Nexus Hawaii-Pacific Area CFC website under View Reports.

2015 Weekly Progress Report For Unit Project Officers and Keyperson
Hawaii-Pacific Area CFC

Unit Name or Keyperson's Name					Unit Code	
	PAPER PLEDGE CARDS ONLY					
Progress Reporting	# Card Distributed	# Cards Returned	# Total Donors Cash/Check	# Total Donors Payroll	$ Total Amount Cash/Check	$ Total Amount Payroll
Week #1 9/22/2015						
Week #2 9/29/2015						
Week #3 10/6/2015						
Week #4 10/13/2015						
Week #5 10/20/2015						
Week #6 10/27/2015						
Week #7 11/3/2015						
Week #8 11/10/2015						
Totals	0	0	0	0	$ -	$ -

Sample

Keyperson must submit a weekly Progress Report to their Unit Project Officer. Unit Project Officers must combine Keypersons' Progress Reports and submit the information for your unit to the Agency Project Officer weekly.

CFC TIP
#2
(of 3)

Number one copies (white pledge card) of donors giving by payroll deduction should be delivered to the payroll office as soon as possible to ensure pledges are processed. Note: Civilian and military may have different payroll offices. Ask your APO or your payroll office to ensure it goes to the correct location.

CONTRIBUTION INFORMATION

All contributions made through the Combined Federal Campaign are 100% tax-deductible.

Cash or check donations made through the Combined Federal Campaign in the 2016 calendar year can be claimed on the donor's 2016 tax form. For credit card contributors, you may use your CFC confirmation pledge from CFC Nexus as your receipt in lieu of the letter.

Payroll deduction donations will be claimed on their 2016 tax form since the deduction does not occur until the 2017 calendar year. Payroll donors must use their last paystub for calendar year 2017 and their pledge card copy to claim on their tax return. No tax letter will be provided by the CFC office or by the charity.

Cash and check donors can request a tax letter acknowledging their contribution. Requests must be made through the CFC office and will be sent upon verification of your contribution. Email Nita Yates (nita@auw.org) or Melanie Kaaihue (melanie@auw.org). Donors must include:

1) First/Last Name
2) Pledge Card Number (or CFC Nexus Pledge number)
3) Amount
4) Mailing Address, including city, state/territory and zip code (should not be work address)

How People Can Give Online

Giving online is safe, secure, and simple. It also directs more money to charity. Online giving minimizes CFC's environmental impact, so encourage your co-workers to choose online giving whenever possible.

CFC NEXUS is a convenient, user-friendly automated system that gives employees the opportunity to contribute via payroll deduction or to make a onetime credit card gift. Pledging is available 24 hours a day, 7 days a week during campaign period. Open to all Federal Employees. Allows for payroll deduction or one-time credit card.

MYPAY is for military personnel and civilians to make a contribution via payroll deduction. In the "Main Menu" screen under "Pay Changes" there will be a link called "Combined Federal Campaign (CFC)".

EMPLOYEE EXPRESS offers employees in specific civilian Federal Agencies the choice of making a CFC payroll deduction pledge online. Employee Express (EEX) is a convenient, user-friendly automated system that gives employees direct control over key payroll and personnel information without having to use forms or visit a personnel or payroll office.

To give online, go to www.cfc-hawaii.org

Giving by Payroll Deduction

1) Click PLEDGE ONLINE
2) Select the payroll system your agency uses:
3) Select "Payroll" for the type of pledge you'd like to make
4) Enter the amount you would like to give
5) Provide your personal information
6) Select the charities you wish to designate
7) Electronically sign your pledge
8) Submit your pledge

By Credit or Debit Card (Visa, Mastercard, and Discover)

1) Click PLEDGE ONLINE
2) Click CFC NEXUS
3) Select Credit/Debit Card One-Time
4) Enter the amount you would like to give
5) Provide your personal information
6) Select the charities you wish to designate
7) Electronically sign your pledge
8) Submit your pledge.

IMPORTANT MYPAY INFORMATION

- Active Duty Navy, Army and Air Force Personnel will be asked for a 4-digit CFC Code in order to use myPay for their CFC contribution. Hawaii-Pacific Area CFC's number is "**0225**." This field will be completed automatically for Marines and Federal Civilians.
- Maximum 30 minute 'window' for making your pledge on myPay - it is suggested that donors research charities before they begin the myPay process.
- Email - use your work or location email... should end with .gov or .mil
- Phone numbers - numeric only - no spaces, no dashes, no symbols
- Military Command/Unit or Federal Agency/Office Codes - Enter the **CFC unit code** assigned to you. On the CFC Pledge Online webpage in the myPay section, click on "Federal Agency/Unit Codes" for a complete list.

WHAT TO DO WHEN YOU'RE DONE

HAVE YOU:

- ☐ Checked each pledge card for accuracy?
- ☐ Placed pledge cards in numeric order … ensure that all 25 pledge cards are in the envelope?
  - ☐ If not, have you completed the Lost Pledge Card Form for the missing cards?
- ☐ Made deposits of all cash/check contributions?
  - ☐ Deposited at a Bank of Hawaii branch and had the deposit slip validated by a teller?
- ☐ Blacked out employee names that did not give and/or lost their pledge card?
- ☐ Added each column on the Keyperson's Final Report and moved that information under the "CONTRIBUTIONS" section?
- ☐ Given out Appreciations Gifts to those who qualified?
  - ☐ If not, have you kept a list of recipients and ordered gifts from your UPO or APO?
- ☐ Thanked everyone? Regardless if they gave or not.

WHAT MUST BE RETURNED:

- ☐ Keyperson Final Report (completed and signed)
- ☐ 25 Pledge Cards (used and unused)
  - ☐ Lost Pledge Card Form must be completed if unable to submit all 25 pledge cards.
- ☐ Deposit Slip
  - ☐ If used, make sure it is validated by Bank of Hawaii at time of deposit.
  - ☐ If unused, return in Keyperson Envelope unmarked.
- ☐ Unused Appreciation Gifts

WHO DO YOU RETURN IT TO?

Contact your Unit Project Officer (or Agency Project Officer, if UPO is unavailable) to submit your completed Keyperson Envelope. UPOs and APOs will go verify your Keyperson Envelope and sign the Keyperson's Final Report.

CFC AWARENESS IDEAS

"Getting Ready for CFC!"

BE CREATIVE AND HAVE FUN!

- ➢ Start off the momentum for the campaign by starting it in conjunction with the Agency Kickoff or hold your own CFC group presentation or a charity fair.
  - ★ Get your Agency Head support and have them attend.
  - ★ Have a charity speaker at a meeting. Invite a charity(ies) to speak for 5-10 minutes about the importance of CFC to charities.
  - ★ Hold a charity fair. Set up tables and have charities attend. They can set up displays and talk to attendees.
  - ★ Don't forget to publicize the event! Put up posters and send out emails to all staff.
- ➢ Ask agency or department heads to talk about CFC at staff meetings.
- ➢ **PUBLICIZE THE CAMPAIGN!**
  - ★ Send weekly messages via e-mail.
  - ★ Publish articles in the employee newsletter.
  - ★ Post information about CFC on the agency bulletin boards.
  - ★ Send memos or letters from the agency head to all employees.
  - ★ Hang CFC posters or thermometers in heavy traffic areas.
  - ★ Decorate the elevators, stairwells, and inside of restroom stall doors.
  - ★ Download and print CFC Awareness Items (table tents, podium signs, etc.). Available on CFC website.

SAMPLE GROUP MEETING:

- ➢ Welcome and remarks by Agency Project Officer, Unit Project Officer and/or Keyperson.
- ➢ Opening remarks by Leadership
- ➢ Introduction of guest speaker (testimonial by employee or a Charity Speaker)
- ➢ Explain ways to give, the ease of payroll deduction, how to use the Charity List and how to complete the pledge form.
- ➢ Communicate the advantages of giving through CFC.
- ➢ Answer any questions. Close by saying, "THANK YOU!"

CFC Awareness Ideas – Continued on Page 11

CFC AWARENESS IDEAS

- **INVITE A CHARITY:** Have charities set up a display and talk to employees, or have a charity speaker at your next meeting. If you are interested in having charity participation, complete the Charity Request Form and submit. Charities are available to attend events on Oahu, Maui, Big Island, Kauai, Molokai, Guam, and American Samoa. **Contact the Charity Coordinator: Lt Natalie Poggemeyer at cfc_pacific_2016@usmc.mil for more info. Complete the Charity Request Form.**
- **FUNDRAISERS:** Near the end of your campaign, hold a fundraising event such as a bake sale, car wash, or other event to help raise additional funds. Complete a pledge card for "Fundraisers" and leave monies collected as undesignated.

For larger events, get leadership involved. Use your Agency's Communications or Public Affairs office to help with publicity. The more you publicize CFC, the more successful your campaign can be!

RECOGNITION

Individual Recognition

Keep a record of Eagle and Super Eagle Givers when you do not have Appreciation Items available. Order Appreciation Gifts from your Unit Project Officer or Agency Project Officer. If they do not have it available, POs will order it through the CFC Materials Coordinator. Limited supplies available.

Eagle Recognition
Donor giving a gift of $250-$499
16' Tape Measure

Super Eagle Recognition
Donor giving a gift of $500 or more
Multi function tool with case

Agency and Unit/Department Recognition

Award Certificates presented to unit/departments that achieve:

60% participation and $95 per capita = PLATINUM Award
55% participation and $90 per capita = GOLD Award
50% participation and $85 per capita = SILVER Award
45% participation and $80 per capita = BRONZE Award

Per capita is computed by dividing the total amount raised by the total number of employees.

It is the Keyperson and Unit Project Officer's responsibility to report unit or department recognition award to their Agency Project Officer. The APO will report it to the CFC Planning Committee at the end of the campaign. Units/departments who qualify to receive an award will be recognized after the end of the campaign.

CFC Hero Award

Awarded to up to three outstanding key CFC volunteer (APO/UPO/Keyperson). A CFC hero is a person who implemented a successful CFC campaign, went above and beyond for CFC, and completed their job enthusiastically and effectively. Key CFC volunteers or Agency Heads may nominate another key CFC volunteer or can be self-nominated (nomination form will be available on the CFC website). Local CFC Hero Awardees may be nominated by the Hawaii-Pacific Area CFC to be recognized as a national CFC Hero.

"Eco-Friendly" Recognition

"Eco-friendly" recognition awards to encourage online giving. The top 3 agencies (by percent participation and per capita giving) in each of 3 categories will be recognized for earning the 2016 GREEN Award. Categories are: 1) Large Organizations: over 1,000 personnel; 2) Medium Organizations: 100-1,000 personnel; 3) Small Organizations: fewer than 100 personnel

Agency of the Year Award

One Federal Agency in each category will receive this award if they achieved great results in their campaign by utilizing innovative and creative means, getting key CFC volunteers involved, creating awareness, and showing leadership. APO or Agency Head must nominate their Federal Agency to be considered for this award (nomination form will be available on the CFC website). Categories are: 1) Large Organizations: over 1,000 personnel; 2) Medium Organizations: 100-1,000 personnel; 3) Small Organizations: fewer than 100 personnel.

Most Innovative Campaign Award

Awarded to up to three (3) federal agencies/commands/unit that used an innovative and creative strategy in their CFC campaign to increase participation or pledges, educate donors, create efficiencies, and/or to generate enthusiasm. Key CFC volunteers or Agency Heads may nominate their federal agency/command/unit (nomination form will be available on the CFC website).

MY AGENCY CONTACT INFORMATION

AGENCY/UNIT CODE: _____

APO Name: _____ UPO Name: _____

APO Email: _____ UPO Email: _____

APO Phone: _____ UPO Phone: _____

Weekly Progress Report Turn-in Date/Time: _____

Deadline to submit completed packet: _____

Other Information: _____

_____

IMPORTANT WEBSITES

Hawaii-Pacific Area CFC official website: ***www.cfc-hawaii.org***

Find us on Facebook: **Hawaii-Pacific Combined Federal Campaign**

2016 U.S. MARINE CORPS LEADERSHIP

CFC Chair – LtGen David Berger, Commanding General, Marine Forces Pacific

2016 U.S. MARINE CORPS PLANNING TEAM

Maj Josh Bates
Hawaii-Pacific Area Project Officer

Sgt Kristina Ibarra
Deputy Project Officer/Training Coordinator

Sgt Kristina Ibarra
Admin Officer

Lt Natalie Poggemeyer
Public Affairs Officer

Lt Natalie Poggemeyer
Charity Coordinator

Capt Melissa Mocello
Materials Coordinator

PRIMARY CFC CONTACT
Email: cfc_pacific_2016@usmc.mil
Phone: (808) 477-8447

CFC TIP #3 (of 3)

Encourage online giving. It's quick, easy, and secure. Available 24 hours a day, 7 days a week. Donors can give by payroll deduction, or a one-time credit card contribution.