2016 Hawaii-Pacific CFC

CFC®
Combined Federal Campaign
Hawaii-Pacific Area

If Not You,

Then Who?

APO Meeting #1
August 23, 2016

Agenda

Welcome and Introductions

CFC History & Information

Guest Speaker

Current Trend & Goals

APO Responsibilities

Charity Coordinators

Guest Speaker

Questions

Welcome and Intros

Marine Forces Pacific – CFC Lead Agency

- LtGen David Berger, CFC Chair*
- Maj Josh Bates, Project Officer
- Sgt Kristina Ibarra, Deputy Project Officer
- CFC Team

CFC Contact Info

Website: www.cfc-hawaii.org

USMC Project Office: 808-477-8447

Organizational Mailbox:
cfc_Pacific_2016@usmc.mil

History

Executive Order: Signed in 1961 by President John F. Kennedy.

Mission: Promote philanthropy through a voluntary program that is employee-focused, cost efficient and effective in providing all Federal employees the opportunity to improve the quality of life for all.

CFC Regulations

Ensure that every employee is given the opportunity to participate.

5 CFR 950.104(8)

To conduct an effective and efficient campaign in a fair and even-handed manner aimed at collecting the greatest charitable contributions possible.

5 CFR 950.105(b)

Charity Vetting

- Frequent questions regarding the legitimacy of the participating charities
- Annual vetting process: Hawaii-Pacific Campaign reviews each local charity's application every year
- Political Action Groups/lobbying organizations are excluded
- Federal guidelines for % of contributions actually used to support the charitable cause
- Full tax/financial record disclosure available

Current Trend

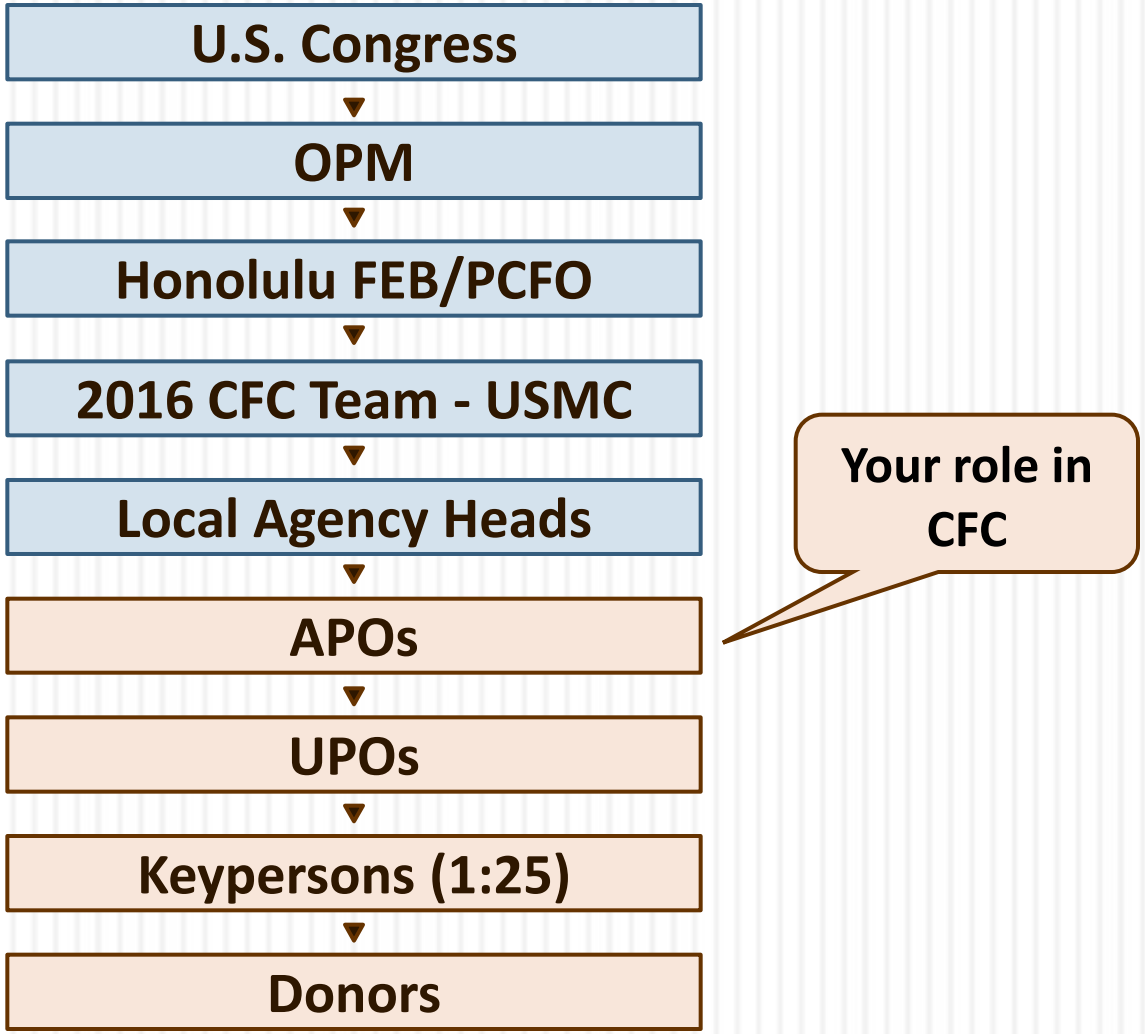
Steady decline in total donations over past 4+ years:

- Total contribution in 2012: $5,764,903
- Total contribution in 2015: $4,140,760
- Reduction of ~28%

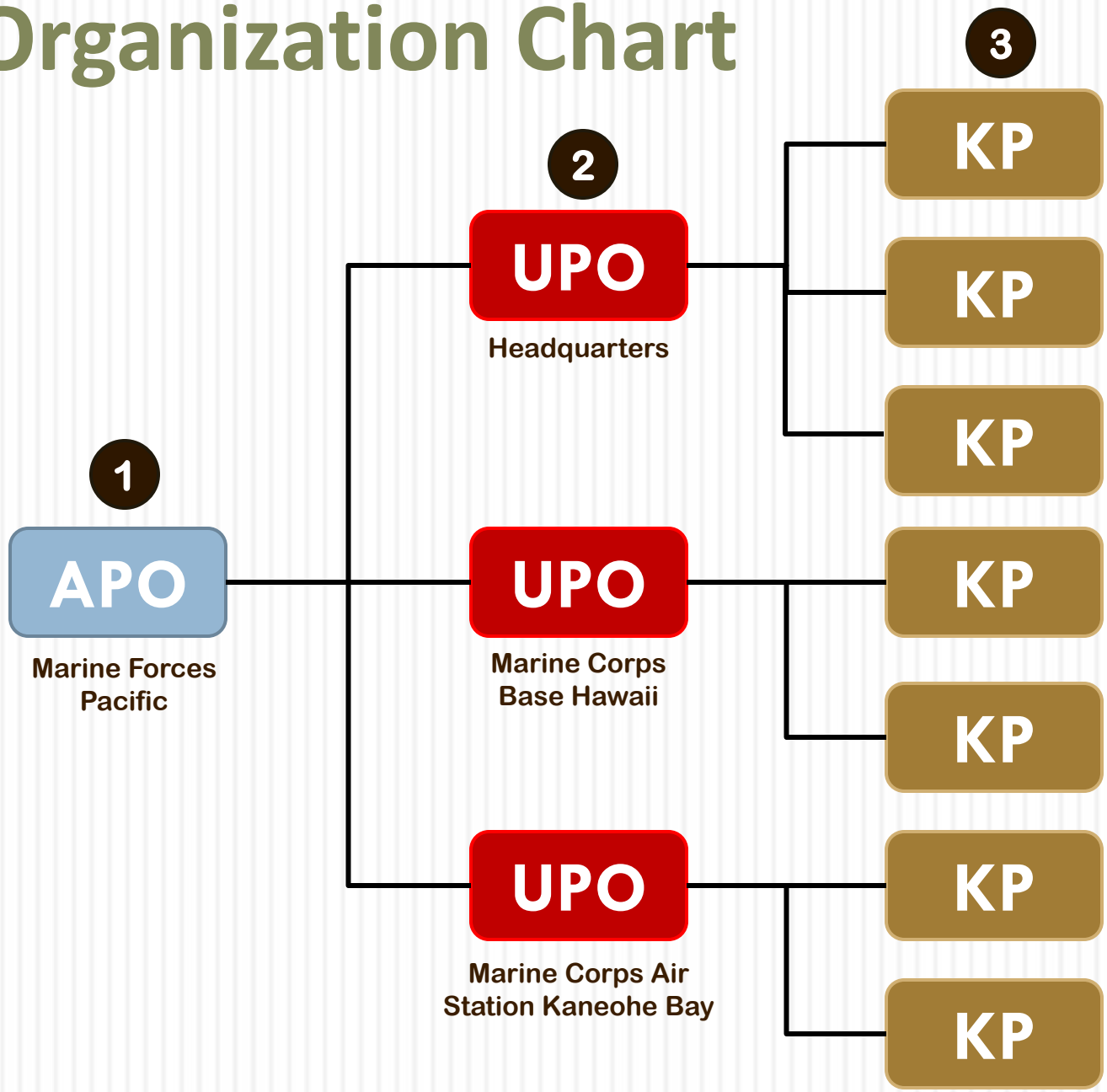
Steady decline in total participation over past 4+ years:

- Total participation in 2012: 32%
- Total participation in 2015: 19%
- Reduction of ~40%

Organization Chart



Organization Chart



Guest Speaker

2016 CFC Goals

- Increase overall giving
- Increase overall participation
- Ensure 100% contact with all Federal Employees
- Focus on paper form dissemination

APO Responsibilities

- Identify UPOs
- Submit Find Forms
- Keep Agency Leadership Involved
- Arrange for Materials Pick-up/Delivery
- Plan Kick-off Events
- Submit NEXUS Reports
- Conduct Initial Materials Audit
- Maintain Active Communication

F-E-A-T

F = Find everyone in your units/subunits (Find Form)

E = Educate everyone (attend meetings, training, events, publicize)

A = Ask everyone (donors)

T = Thank everyone (donors, UPOs, Keypersons)

Find Forms

- Purpose
- Importance
- Process

Find Forms

Hawaii - Pacific CFC 2016 FIND Input Form

Date Updated 8/16/2016 14:43

AGENCY ID	3
DEPARTMENT	Air Force
AGENCY NAME	U.S. Air Force 36th Wing, Guam
APO NAME	MOHAMMAD MASUM
APO PHONE	315-366-5036
APO EMAIL	mohammad.masum@us.af.mil

SUBMIT FIND FORM

GEO EMPL DISTRIBUTION

OAHU
MAUI
KAUAI
MOLOKAI
BIG ISLAND
OTHER
GUAM
AM SAMOA
ROTA
SAIPAN
TINIAN

GEO TOTALS — TOTAL # UNITS
UNIT TOTALS — TOTAL # ENV

EMPL SUMS MATCH? YES

Complete the data fields for each individual unit. Units are based on your agency's 2015 campaign structure. Estimate one pledge envelope for each 25 employees, rounding up. List name, phone and email address of the Unit Project Officer. For small agencies, where the agency project officer will also serve as one or more Unit Project Officers, please check: UPO IS APO?. Notes are for your use at agency discretion. Military and Civilian Payroll contact information is critical to insure that pledge card donations are accurately credited and that payroll deductions are made. To DELETE units, simply add: Delete this unit and explanation (unit decommissioned, campaign re-org, etc) To ADD a new unit, add a name to the first open row of c ampaign adminstrator will add or delete unit ID codes from the CFC database. After completing data for your units, break down the geographical distribution for your employees, the unit totals and geographical total sums must match. Save the Form as a macro-enabled MS Excel spreadsheet on a desktop or local drive. When the form is complete, press SUBMIT FIND FORM to automatically email it to the campaign administrator.

For questions, please contact: SGT Kristina Ibarra, USMC at 808-477-5823

Agency Post FIND Query

UNIT ID	UNIT NAME	UPO NAME	UPO PHONE	UPO EMAIL	# EMPLOYEES	# ENVELOPES	UPO IS APO?	NOTES	MIL PAYROLL CONTACT INFO	CIV PAYROLL CONTACT INFO	Complete?
155	36 MXG						☐ Check if YES				!
187	36 SFS - Security Forces Sqd						☐ Check if YES				!
190	363 Recruiting Office						☐ Check if YES				!
151	36th CPTS/WSA						☐ Check if YES				!
191	554 RHS						☐ Check if YES				!
192	602 OSI - Office Of Special Investigation						☐ Check if YES				!
193	624 AMDS - Air Force Medical Sqd						☐ Check if YES				!
194	644 CMBT COMM - Combat Communications						☐ Check if YES				!
36	734 AMS						☐ Check if YES				!

USAF 36th Wing

Charity Coordinator

- Request Form
- Charity Guest Speakers
- Legal Considerations

Publicity

“Publicity, publicity, publicity is the greatest moral factor and force in our public life.” - Joseph Pulitzer

“Many a small thing has been made large by the right kind of advertising.” - Mark Twain

Publicity continued

- Online resources
  - Flyers, posters
- Get creative
- Kickoffs
- Refer media to CFC Team

“To – Do” List

- Complete your Find Forms
- Prepare to Receive Materials
- Begin Planning Kick-Offs

Timeline

CFC Recognition Ceremony – Turnover with USN	Feb 2017
CFC Closing Audit	Jan 2017
Materials Returned/Accountability	NLT 9 Dec
2016 CFC Campaign Ends	18 Nov
2016 CFC Campaign Begins	03 Oct
APO/UPO Audit Training	Mid-Sept
APO/UPO/Keyperson Training	Mid-Sept
APO Meeting #1	23&25 Aug

Misc. "Things to Consider"

- Hard Copy donation forms are controlled items – please stress accountability to UPOs
- CFC Agency Organization likely different from your normal "chain of command"
- Point-to-Point Communications are key – organizational mailbox is a useful tool, but always best to follow-up w/personal email or call
- MyPay/Employee Express - not linked to NEXUS
- Identification of appropriate Payroll Office is CRITICAL!

Guest Speaker

Shriners Hospitals for Children®

Love to the rescue.™

Questions?

APO Instructions

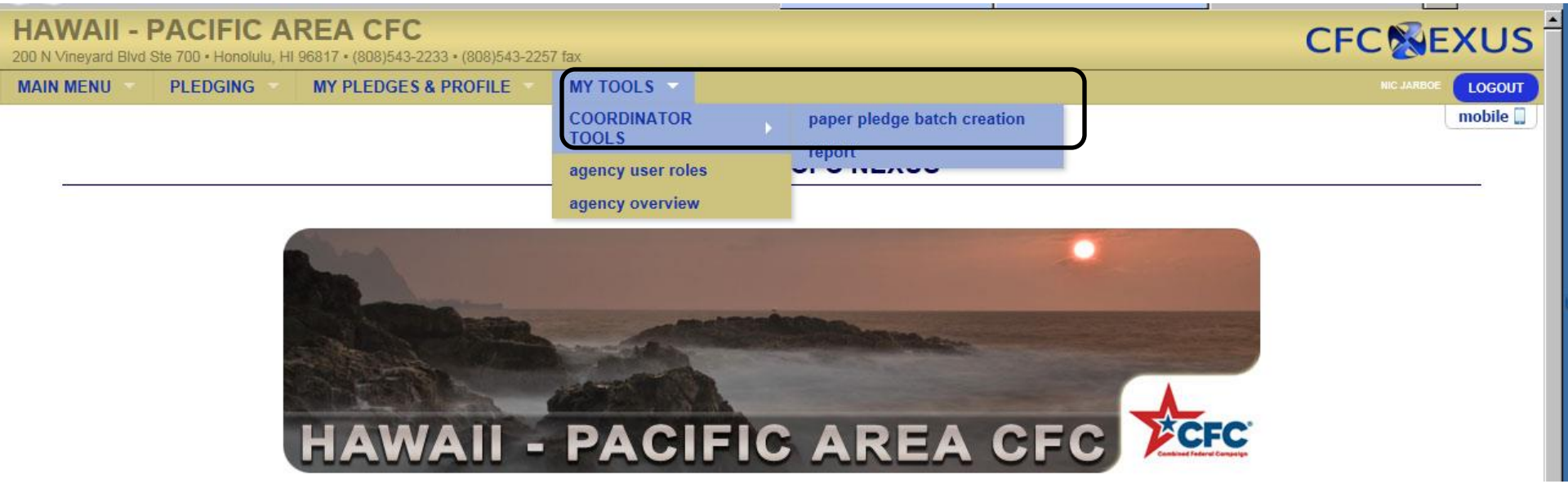
For entering weekly reports into CFC Nexus

1. Register with CFC Nexus https://www.cfcnexus.org/_hawaii/#
   - See training videos on how to register on our website http://www.cfc-hawaii.org/nexus-training/
2. E-mail Nita Yates at nita@auw.org to request coordinator privileges for your specific agency.
3. You will receive an e-mail once your coordinator privileges have been activated.
4. Enter weekly totals for each unit in your Agency by Tuesday at noon each week
5. Reminder: Weekly totals are for paper pledge only and are not cumulative totals (JUST THE TOTALS FOR THAT WEEK)

Instructions to Enter Weekly Totals

This should be done for **each unit** in your agency for **all paper pledges** collected **each week** of the campaign

Log into your CFC Nexus Account:
Go to My Tools -> Coordinator Tools -> paper pledge batch creation



COORDINATOR - PAPER PLEDGE BATCH CREATION

Create Paper Pledge Envelope/Batch

This tool is used to create the envelope/batch for paper pledges. Before using this tool, make sure you have talked through the process with the CFC administrator.

STEP 1 - CLICK ON A CHECKMARK (✓) ICON TO SELECT AN AGENCY

Select the unit you want to input the weekly totals

14th Coast Guard District [HIDE]

Sel	Agency/Intentifier	Unit	Address	City	State	Zip
✓	AIRSTA Barbers Point ID: 351	CFC Code 351			HI	
✓	ANT Honolulu ID: 352	CFC Code 352			HI	
✓	Base Honolulu ID: 353	CFC Code 353			HI	
✓	CEU Honolulu ID: 354	CFC Code 354			HI	
✓	CGC AHI ID: 355	CFC Code 355			HI	
✓	CGC ASSATEAGUE ID: 356	CFC Code 356			HI	
✓	CGC GALVESTON ISLAND ID: 357	CFC Code 357			HI	
✓	CGC KISKA ID: 359	CFC Code 359			HI	
✓	CGC KITTIWAKE ID: 360	CFC Code 360			HI	
✓	CGC KUKUI ID: 361	CFC Code 361			HI	
✓	CGC MORGENTHAU ID: 372	CFC Code 372			HI	
✓	CGC SEQUOIA ID: 386	CFC Code 386			HI	
✓	CGC SHERMAN ID: 388	CFC Code 388			HI	
✓	CGC WALNUT ID: 363	CFC Code 363			HI	
✓	CGC WASHINGTON ID: 364	CFC Code 364			HI	
✓	Cryptologic Group Hawaii ID: 366	CFC Code 366			HI	
✓	D14 Staff ID: 367	CFC Code 367			HI	
✓	MSST Honolulu ID: 370	CFC Code 370			HI	
✓	PACAREA Armory ID: 382	CFC Code 382			HI	
✓	Recruiting Honolulu					

Obtain your weekly progress report from the respective UPO

This info will be used to populate NEXUS each week

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

Unit Name or Keyperson's Name	CGC AHI BM1 Smith				Unit Code	355
	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 9/29/2015	80	5	1	3	$ 125.00	$ 623.00
Week #2 10/06/2015	0	31	6	25	$ 1,522.00	$ 2,659.00
Week #3 10/13/2015						
Week #4 10/20/2015						
Week #5 10/27/2015						
Week #6 11/03/2015						
Week #7 11/10/2015						
Week #8 11/17/2015						
Totals	80	36	7	28	$ 1,647.00	$ 3,282.00

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 NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 phone • 206-984-3018 fax

CFC NEXUS

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COORDINATOR - PAPER PLEDGE BATCH CREATION

Create Paper Pledge Envelope/Batch

This tool is used to create the envelope/batch for paper pledges. Before using this tool, make sure you have talked through the process with the CFC administrator.

STEP 2 - Please enter the information for this new batch/envelope

All information below should be located on the keyworker/coordinator envelope

Agency Group: 14th Coast Guard District	Agency: CGC AHI
Type of Batch: Paper Pledge	Envelope Number/ID: Week 2 - CGC AHI
PAYROLL DEDUCTION Pledge Cards: 25	PAYROLL DEDUCTION Total Dollars: $ 2659
CASH/CHECK Pledge Cards: 6	CASH/CHECK Total Dollars: $ 1522
SPECIAL EVENTS Pledge Cards: 0 / SPECIAL EVENTS Donors/Attendees: 0	SPECIAL EVENTS Total Dollars: $ 0
Total Pledge Cards In Envelope: **31** (automatically calculated)	Total Dollars In Envelope: **$4181.00** (automatically calculated)

NO RECOGNITION AWARDS

Notes/Comments

remaining characters 1000

OPTIONAL INFORMATION

Coordinator Information

First Name	Last Name	Phone	Email
Nic	Jarboe		nicolas.jarboe@gmail.co

Keyworker Information (if different from coordinator)

First Name	Last Name	Phone	Email

Loaned Executive Information

First Name	Last Name	Phone	Email	
Address 1	**Address 2**	**City**	**State**	**Zip**

create new batch envelope

Agency Name

Enter Week #-Agency Name

ote: his is not the envelope #

Enter total pledge cards returned per week for… Payroll Deduction Cash/Check

Enter total $ for… Payroll Deduction Cash/Check

Click to submit your batch

ote: nce you click submit you can't change your info without notifying our staff.