



2016 Combined Federal Campaign

“If Not You, Then Who?”

CFC Chair: LtGen David Berger

Vice Chair: Col Kurt Kempster

FEB Local Federal Coordinating Committee (LFCC) CFC Advisor:
Christopher Conklin

Principle Combined Fund Organization (PCFO):

Nita Yates- PCFO Director

Melanie Kaaihue- PCFO Asst. Director

Marine Forces Pacific Planning Team

Project Officer: Maj Josh Bates

Deputy Project Officer/Training Coordinator: Sgt Kristina Ibarra

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2016 CFC GOALS

1. Increase overall giving
2. Increase overall participation
3. Ensure 100% contact with all Federal Employees
4. Increase accountability for hard copy donation form distribution/receipt

KICKOFF EVENT

WHAT?

A Kick-off Event is the “pep rally” to start the CFC fundraising campaign. For larger agencies, plan a larger scale event for the entire agency. For smaller agencies or units, plan an event during a briefing or staff meeting. Charities must be at all kickoff events.

WHY?

This is a great opportunity for leaders to show their support. It allows charities to have face time, which helps your position by bringing awareness and education to attendees (the potential donors).

WHEN?

Right before or at the start of the Campaign Season.

WHERE?

At your office, military installation and/or unit.

WHO?

As many Federal Employees as possible. Publicize heavily to maximize attendance.



Agency Project Officer Checklist

- Attend scheduled CFC meetings.
- Request support from your Agency Head - ask him/her to send an email endorsing the campaign; ask him/her to vocally support your work and the importance of CFC.
- Provide updates to the Agency Head.
- Get the most current organization chart for your agency.
- Complete your agency's FIND form. Determine the number of employees assigned to each department, unit or component.
- Recruit a Unit Project officer for each department, unit or component.
- Recruit quality Keyworkers (one person for 25 people) or ensure that your Unit Project Officers recruits quality Keyworkers.
- Turn in completed Find Form to the Planning Committee.
- Obtain campaign materials...control all materials and ensure they are returned (used and unused).
- Schedule/arrange training sessions for yourself, your Unit Project Officers and Keypersons .
- Plan a Kickoff event for your agency.
- Attend CFC Event(s).
- Submit Campaign Weekly Progress Reports through NEXUS.
- Ensure that all #1 copies of pledge cards are delivered to the agency's payroll office(s).
- Complete audits of all Keyperson envelopes.
- Return completed/audited and accountable materials to the Materials Coordinator.
- Announce final results to employees.
- Thank Unit Project Officers and Keypersons.
- Attend Recognition Event with Agency Head.



Unit Project Officer Checklist

- Attend training.
- Review list of all personnel you are responsible to contact.
- Recruit one Keyperson for every 25 employees.
- Determine method of solicitation ... group or one-on-one ... for your units/departments.
- Arrange training for your Keypersons.
- Obtain campaign materials from your Project Officer.
- Meet with your Keypersons.
- Discuss solicitation methods for each Keyperson.
- Distribute a list of employees each Keyperson is to contact.
- Distribute campaign materials and recognition items to each Keyperson.
- Monitor Keyperson progress.
- Submit weekly progress reports to the Agency Project Officer.
- Audit Keyperson envelopes and pledge cards for correctness.
- Return pledge cards with discrepancies to Keyperson for correction.
 - You must ensure that all No.1 copies of pledge cards are delivered to your payroll office.
 - Ensure that copies of on-line pledge confirmations are attached to the On-Line Pledge roster and included with the Keyperson envelope.
- Brief Project Officer and/or Agency Leadership on campaign progress/problems.
- Return all campaign materials to Agency Project Officer after audit is complete.
- Work with Keypersons to thank everyone. Ensure recognition items are awarded.
- Prepare and distribute Keypersons “Thank You” notices.
- Notify your Agency Project Officer if units/departments are eligible for an award at the Recognition Ceremony.