

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, and payroll contact information for each
- Recruit a Unit Project officer for each department, unit or component
- Turn in completed FIND Form to the Planning Committee
- Recruit quality Keyworkers (one Keyperson for 25 employees) or ensure that your Unit Project Officers recruits quality Keyworkers
- Obtain campaign materials...control all materials and ensure they are returned (used and unused)
- Schedule 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 on Nexus – (paper pledges only)
- 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