

Reporting Requirements

- Agency Project Officers must submit their agency's Weekly Status Report on CFC Nexus – PAPER pledges only.
- Agency Project Officers reports are due starting NLT 12:00 noon, 11 Oct and every Tuesday until your campaign is finished (18 Oct; 25 Oct, 1 Nov, 8 Nov, 15 Nov, 22 Nov...). Do not hold reports waiting on data. If there have been '0' paper pledges, do not submit a report for that week – the system does not accept zeroes.
- Unit Project Officers and Keypersons must report their progress to Agency Project Officer. APO must set deadline for reports from UPO and KP.
- Use the 2016 Unit Codes and Unit Title.

APO Instructions

For entering weekly reports of
paper pledges 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

The screenshot displays the CFC Nexus web application interface. The header includes the text "HAWAII - PACIFIC AREA CFC" and contact information: "200 N Vineyard Blvd Ste 700 • Honolulu, HI 96817 • (808)543-2233 • (808)543-2257 fax". The CFC NEXUS logo is in the top right corner. A navigation menu contains "MAIN MENU", "PLEDGING", and "MY PLEDGES & PROFILE". The "MY TOOLS" dropdown menu is open, showing "COORDINATOR TOOLS" with a sub-menu containing "paper pledge batch creation", "report", "agency user roles", and "agency overview". The "paper pledge batch creation" option is highlighted with a blue box. In the top right corner, the user "NIC JARBOE" is logged in, with "LOGOUT" and "mobile" options. A banner at the bottom features a sunset over a rocky coastline and the text "HAWAII - PACIFIC AREA CFC" next to the CFC logo.

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/Intenfier	Unit	Address	City	State	Zip
<input checked="" type="checkbox"/>	AIRSTA Barbers Point ID: 351	CFC Code 351			HI	
<input checked="" type="checkbox"/>	ANT Honolulu ID: 352	CFC Code 352			HI	
<input checked="" type="checkbox"/>	Base Honolulu ID: 353	CFC Code 353			HI	
<input checked="" type="checkbox"/>	CEU Honolulu ID: 354	CFC Code 354			HI	
<input checked="" type="checkbox"/>	CGC AHI ID: 355	CFC Code 355			HI	
<input checked="" type="checkbox"/>	CGC ASSATEAGUE ID: 356	CFC Code 356			HI	
<input checked="" type="checkbox"/>	CGC GALVESTON ISLAND ID: 357	CFC Code 357			HI	
<input checked="" type="checkbox"/>	CGC KISKA ID: 359	CFC Code 359			HI	
<input checked="" type="checkbox"/>	CGC KITTIWAKE ID: 360	CFC Code 360			HI	
<input checked="" type="checkbox"/>	CGC KUKUI ID: 361	CFC Code 361			HI	
<input checked="" type="checkbox"/>	CGC MORGENTHAU ID: 372	CFC Code 372			HI	
<input checked="" type="checkbox"/>	CGC SEQUOIA ID: 386	CFC Code 386			HI	
<input checked="" type="checkbox"/>	CGC SHERMAN ID: 388	CFC Code 388			HI	
<input checked="" type="checkbox"/>	CGC WALNUT ID: 363	CFC Code 363			HI	
<input checked="" type="checkbox"/>	CGC WASHINGTON ID: 364	CFC Code 364			HI	
<input checked="" type="checkbox"/>	Cryptologic Group Hawaii ID: 366	CFC Code 366			HI	
<input checked="" type="checkbox"/>	D14 Staff ID: 367	CFC Code 367			HI	
<input checked="" type="checkbox"/>	MSST Honolulu ID: 370	CFC Code 370			HI	
<input checked="" type="checkbox"/>	PACAREA Armory ID: 382	CFC Code 382			HI	
<input checked="" type="checkbox"/>	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.

COORDINATOR - PAPER PLEDGE BATCH CREATION

Create Paper Pledge Envelope/Batch

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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)

Agency Name

Enter Week #-Agency Name
Note: Do not use the envelope #

Enter total \$ for...
Payroll Deduction
Cash/Check
**** The system does not accept zeroes**

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

Notes/Comments

remaining characters 1000

OPTIONAL INFORMATION

Coordinator Information

First Name Nic	Last Name Jarboe	Phone	Email nicolas.jarboe@gmail.com
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Keyworker Information (if different from coordinator)

First Name	Last Name	Phone	Email
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Loaned Executive Information

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

Click to submit your batch

Note: Once you click submit you can't change your info without notifying our staff. PLEASE DOUBLE CHECK PRIOR TO CLICKING

create new batch envelope