

2016 Hawaii-Pacific CFC



**APO-UPO
Meeting
Sept 8, 9, 2016**

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

2016 CFC Goals

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

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)



“I always wondered why somebody didn’t do something about that.

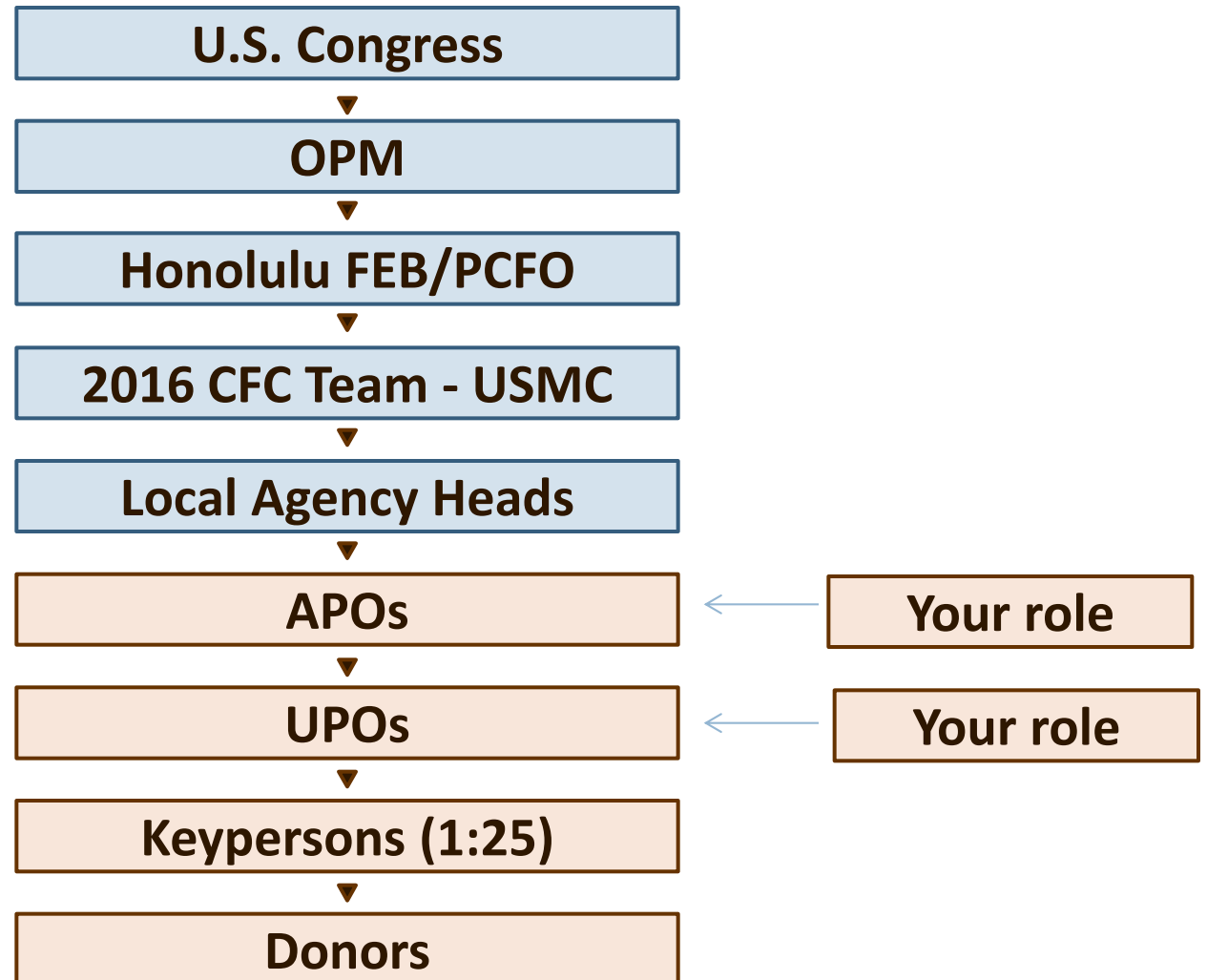
Then I realized, I am somebody.”

~ author unknown

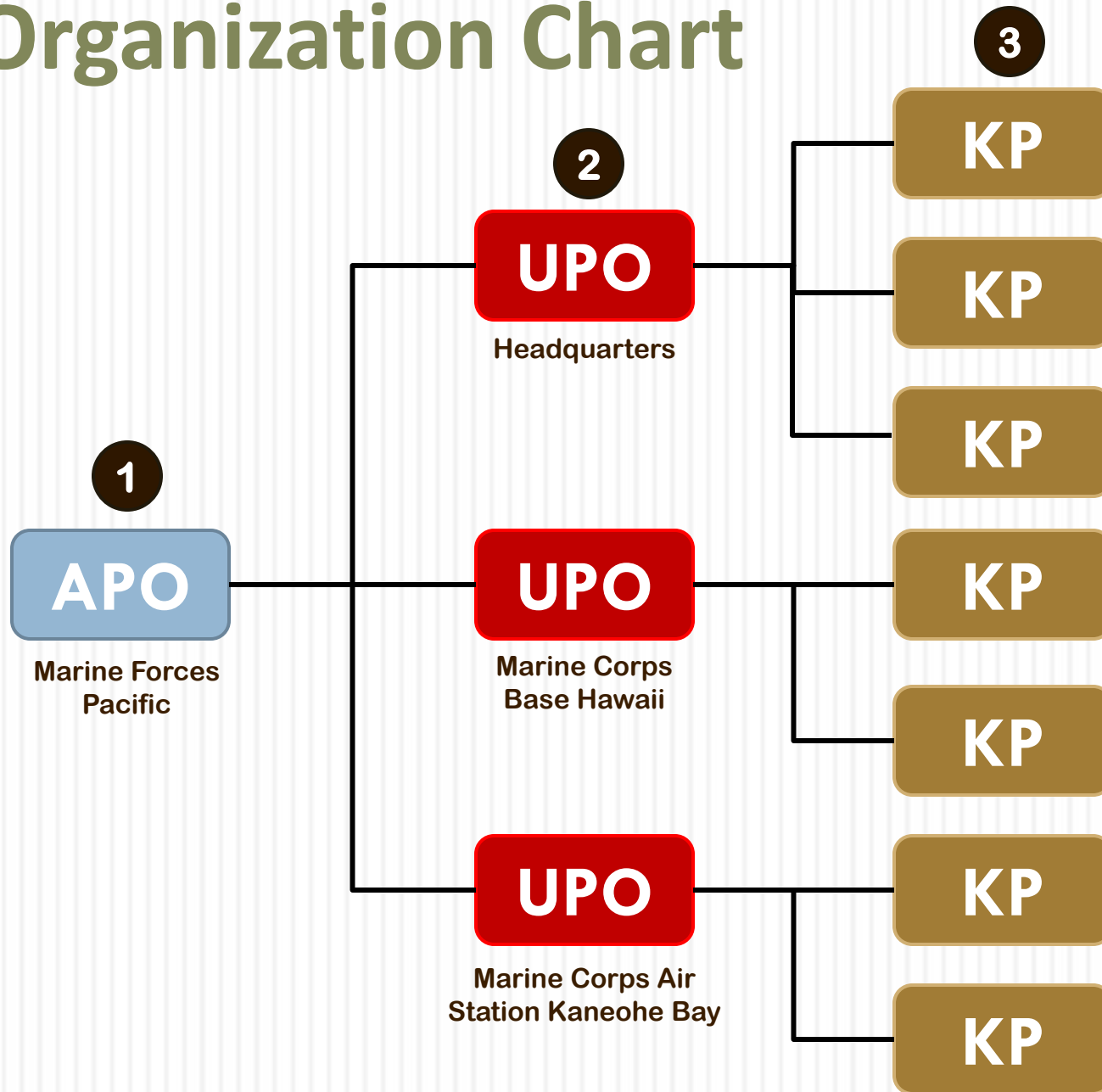
Guest Speaker



Organization Chart



Organization Chart



APO Responsibilities

- **Identify UPOs**
- **Submit Find Forms**
- **Keep Agency Leadership Involved**
- **Contact CFC Team to schedule training at your location**
- **Arrange for Materials Pick-up/Delivery**
- **Plan Kick-off Events**
- **Submit NEXUS Reports**
- **Conduct Initial Materials Audit**
- **Maintain Active Communication**

UPO Responsibilities

- **Coordinate CFC at Your Unit**
- **Attend Training with Keypersons**
- **Distribute Campaign Materials**
- **Hold Unit Kickoff Events**
- **Submit Weekly Progress Reports**
- **Audit Envelopes**
- **Report Unit Awards & Recognition to
your APO**

UPO Responsibilities - Training

- **Ensure You and your Keypersons Attend Training – Coordinate with Your APO**
- **Contact 2016 CFC Team for Additional Training if Needed**
- **Ensure Keypersons administer CFC within regulations**

Kickoff Events

- See event ideas and planning tips on CFC website: www.cfc-hawaii.org
- Get unit leadership involved.
- Publicize your event.
- Contact the 2016 CFC Team at cfc_pacific_2016@usmc.mil for information on how to get charities for your kickoff or other events.
- The Charity Request Form is on the website www.cfc-hawaii.org

Weekly Progress Reports

2016 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 10/11/2016							
Week #2 10/18/2016							
Week #3 10/25/2016							
Week #4 11/1/2016							
Week #5 11/6/2016							
Week #6 11/13/2016							
Week #7 11/20/2016							
Week #8 11/27/2016							
Totals	0	0	0	0	\$ -	\$ -	

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. Data is NOT cumulative.

Material Distribution

- APOs must pick up all campaign materials for their agency. Materials are accountable.
- There will be a bulk delivery to the Federal Bldg for agencies that are at/near the vicinity.
- Other Oahu agencies: contact the CFC Team at cfc_pacific_2016@usmc.mil to schedule a pick-up time at MARFORPAC Headquarters, Camp HM Smith.

Audits

- **Keypersons must account for all pledge cards (used and unused) and return all envelopes to UPO.**
- **#1 copies of paper pledge cards must be taken to appropriate payroll/finance office.**
- **UPOs will review Keypersons' envelopes for accuracy and deliver to APO.**
- **AP0 will review envelopes, sign Keyperson report, and deliver to Materials Coordinator.**
- **Incomplete or improperly audited envelopes will not be accepted.**

Online Giving

The logo for CFC EXUS, featuring the text "CFC" in a bold, sans-serif font, a stylized blue and white circular icon, and the text "EXUS" in a bold, sans-serif font, all on a yellow background.

Available to **ALL** federal employees in the Hawaii-Pacific Area – credit card and payroll.

The logo for myPay, featuring the text "myPay" in a white, sans-serif font on a purple rectangular background, with a silver key icon to the right.

Available to military, DoD employees, and other Federal agencies paid through DFAS – payroll only.

The logo for EMPLOYEE PRESS, featuring the text "EMPLOYEE" in a bold, yellow, sans-serif font on a purple rectangular background, with a yellow lightning bolt graphic below it and the text "PRESS" in a bold, purple, sans-serif font.

Available to select civilian agencies who use this system and have the CFC module – payroll only.

Donor Recognition

Eagle Donor
\$250 - \$499



or comparable item
while supplies last

Super Eagle Donor
\$500 or greater



or comparable item
while supplies last

Keypersons are responsible for getting the Appreciation Items to eligible donors. Keyperson will request these items from the UPOs.

Agency/Unit Recognition

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- **Federal Agency and/or Unit Recognition** (% per capita and % participation)
- **Eco-Friendly Recognition** (% online giving)
- **Agency of the Year Award** (one each large, medium, small agency will be recognized; nominated by Agency Head or APO)
- **CFC Hero Award** (outstanding APO/UPO/Keyperson)
- **Most Innovative** (innovative and creative CFC strategy to increase pledges, educate donors, etc.)

Guest Speaker



Charity Coordinator

- **All charities are vetted by Federal employees**
- **Using Charity name and EIN, more information on *Guide Star* or *Charity Navigator***
- **Charity Request Form – on website**

General Information

- **Campaign Information**
 - **Universal Giving Program**
- **Upcoming Events**
 - **Please see our events and training calendars online**
 - **UPO/Keyperson training schedule – larger agencies provide training location**
 - **Federal Building Kickoff Event**

To Dos

- **Complete and submit your Find Forms!**
- **Recruit Keypersons (1:25)**
- **Schedule and attend training**
- **Pick up and distribute campaign materials**
- **Plan your Agency and Unit Kickoff Event**

To Dos

- **Website “preview”**
- **Stand up exercise**

Questions?

