



How to be a Successful Agency Project Officer

Thank you for your time, energy and work on this year's campaign. Your job is to organize and conduct a successful CFC for your agency and fellow employees.

STEPS TO SUCCESS

- Recruit an enthusiastic team who will help run a well-organized and successful campaign.
- Train, follow-up, and support your team.

Step by Step

Two basic CFC regulations will guide your campaign plan:

1. Ensuring that every employee is given the opportunity to participate in the CFC (CFR 950.104(b)(8))
2. Collecting the greatest amount of charitable contributions possible (CFR 950.105(b))

To successfully achieve the two regulations referenced above, here is a straightforward, workable campaign plan:

F.E.A.T.

Find everyone

Educate everyone

Ask everyone

Thank everyone

FIND

- Secure a current and accurate organizational chart of your agency - locate, identify all units, departments and sections within your agency.

- Do you have personnel or units on neighbor islands? On Guam? In the Northern Marianas? American Samoa?
- Recruit a Unit Project Officer for each unit or department that you have identified (if your organization has fewer than 100 employees, you may not need Unit Project Officers). Call for volunteers.
- Determine the number of employees assigned to each agency component. With information from your personnel, admin, budget or finance office you will be able to determine the number of people in each unit. This information is needed for determining number of Keyworkers, adequate material distribution, and for tracking units' eligibility for special recognition.

(Complete the “FIND” form ... completed population totals should equal Agency population)

Now that you know where and how many employees are within your agency ...

EDUCATE

- Identify the best, most convenient training facility for your agency.
- Schedule training prior to the campaign start. Contact the CFC Planning Committee for training schedule. Attend training with your Unit Project Officers and Keyworkers.
- Schedule donor education/training one week before or during the first week or two of the campaign – bring the campaign to the donors. Invite charity speakers to staff meetings, Commander's call, or donor group meeting.
- Publicize the campaign, create awareness, provide information.

ASK

- Ensure that every employee is given a pledge card (use alpha rosters) and has access to a Charity List. Follow-up with Unit Project Officers and Keyworkers to ensure that the face-to-face, personal ask is happening.

THANK

- Using email, newsletters, group meetings, thank you cards, etc. – thank all employees for their time and support of the campaign. Say THANKS and then say thanks some more!