

# Awards and Recognition



The Hawaii-Pacific Area CFC recognizes outstanding Federal Agencies, Units/Departments, and CFC volunteers for making a difference in their CFC fundraising campaign. CFC will recognize the awardees at the annual CFC Recognition event in early 2017. We want to thank all of the federal employees who support the CFC campaign by making a contribution for a better future for all of us, our neighbors, our country, and our world.

**Agency Award**  
**Unit Award**  
**Thank You Materials**  
**“Eco Friendly” Recognition**

**Individual Donor Appreciation**  
**Agency of the Year Award**  
**Most Innovative CFC Campaign Award**

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## Agency Award

(Tracked by the CFC Committee)

The award is based on the population stated on the FIND form, online pledging results, and weekly progress report of assigned Keyperson Envelopes. Award Certificates are presented to Federal Agencies the meets the following minimum requirements:

- ❖ 60% participation and \$95 per capita = PLATINUM Award
- ❖ 55% participation and \$90 per capita = GOLD Award
- ❖ 50% participation and \$85 per capita = SILVER Award
- ❖ 45% participation and \$80 per capita = BRONZE Award

## Unit Award

(Responsibility of the Agency Project Officer)

The Agency Project Officer is responsible for tracking each unit’s progress during the campaign and submitted the Unit Award Form to the CFC committee after the campaign has ended. Units/Departments must be a recognized entity under a Federal Agency/Command with its own unit code. Award Certificates are presented to units/departments under a Federal agency that the meets the following minimum requirements:

- ❖ 60% participation and \$95 per capita = PLATINUM Award
- ❖ 55% participation and \$90 per capita = GOLD Award
- ❖ 50% participation and \$85 per capita = SILVER Award
- ❖ 45% participation and \$80 per capita = BRONZE Award

## Thank You Print Materials

(For use by the Agency Project Officer, Unit Project Officer, and Keypersons)

Templates for CFC thank you cards, letters, and certificates are available on the CFC website. Use these items when a donor makes a contribution or to recognize CFC volunteers from your agency for their hard work and dedication to helping charities through the Combined Federal Campaign.



## “Eco-Friendly” Recognition

(Tracked by the CFC Committee)

Eco-friendly recognition awards to encourage online giving. The top 3 agencies or units (by percent participation and per capita giving) in each of 3 categories will be recognized for earning the 2016 GREEN Award.

CFC will track giving based on Agency/unit numbers used by donors who gave through the CFC online giving systems:

- ❖ CFC Nexus: Open to all donors
- ❖ MyPay: Open to DFAS payroll customers only
- ❖ Employee Express (EEX): Open to select civilian agencies

Categories are:

- ❖ Large Organizations: over 1,000 personnel
- ❖ Medium Organizations: 100-1,000 personnel
- ❖ Small Organizations: fewer than 100 personnel

## Individual Recognition

(Responsibility of the Keyperson)

When an individual donor gives, the Keyperson must consider if the donor qualifies for the Eagle or Super Eagle level based on the amount given. The Keyperson may also ask the donor if he/she has given, online, at either of these levels. Keypersons should keep a list (confidentially) of donors if the items are not immediately available. Items must be requested from the Unit Project Officer or Agency Project Officer. It should be given to qualified donors immediately upon receipt of the items. Supplies are limited and comparable items may be substituted.



### Eagle

Individual donation of \$250-499  
16' Steel Tape Measure with retractable metal tape with belt clip, right handed design and safety lock mechanism.



### Super Eagle Recognition

Individual donation of \$500 or greater  
Multi function tool in case. Needle nose pliers, wire cutter, small and large knife, metal and wood file, standard ruler and scale, bottle opener, flat head and Philips head screwdriver, punch and fish scaler and hook remover.



# Agency of the Year

(Agency must submit a nomination form by the Agency Head or Agency Project Officer to be considered for this award)

One Federal Agency or Command in each category will receive this award if they achieved great results in their campaign by utilizing innovative and creative means, getting key CFC volunteers involved, creating awareness, and showing leadership.

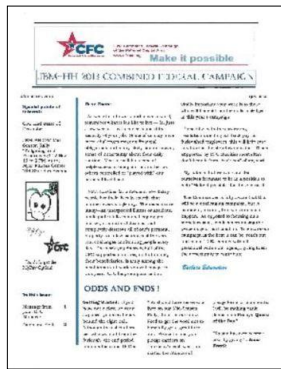
## Examples of an Agency of the Year recipient:

- ❖ Key CFC volunteers attended meetings and trainings - for APOs of larger agencies, coordinated with the CFC committee to hold trainings on site
- ❖ Held a kickoff event that utilized charities and leadership support
- ❖ UPOs held CFC kickoff, awareness, or fundraising event at their unit
- ❖ Promoted CFC through internal communication (e.g., weekly emails, newsletters, posters, etc.)
- ❖ Used fun or innovative means during the CFC campaign
- ❖ Developed a communication plan among APO, UPOs, and Keypersons
- ❖ Held a mid-campaign activity or means of keeping the CFC momentum going
- ❖ Held an end of campaign activity such as recognition of CFC volunteers, agency special awards, etc.

## Categories are:

- ❖ Large Organizations: over 1,000 personnel
- ❖ Medium Organizations: 100-1,000 personnel
- ❖ Small Organizations: fewer than 100 personnel

## Examples for Promoting CFC



Newsletters



Kickoff Skit



Creative Posters



Special Event



Charity Fair



## Most Innovative CFC Campaign Award

(Agency must submit a nomination form by the Agency Project Officer or Unit Project Officer to be considered for this award)

This recognition is given to up to THREE Federal Agencies, Commands, or Units/Departments that used original and innovative ideas to complete their campaigns. Units/Departments must be a recognized entity under a Federal Agency/Command with its own unit code.

Innovative activities can be in the areas of campaign administration/management, marketing, fundraising and incentive efforts and/or other innovations which displayed creativity and excellence during the 2015 CFC Campaign. Here are some examples: Initiated new or improved methods of CFC awareness or for the education of donors, implemented a new technology while promoting CFC, conducted an innovative CFC activity, etc.



## CFC Hero Award

(May be nominated by an agency head/commander, another CFC Key Volunteer, or self-nominated.)

Recognition is given to Agency Project Officers (APOs), Unit Project Officers (UPOs), and/or Keypersons, who best exhibited overall leadership, creativity, and completing their job effectively and enthusiastically when planning and implementing the workplace campaign. The Hawaii-Pacific Area CFC Office may nominate three awardees of the CFC Hero Award to the Office of Personnel Management (OPM) for the opportunity to become a National CFC Hero.

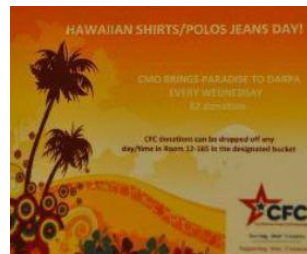
### Examples of a CFC Hero:

- ❖ 100% Face-to-face contact in an effective and efficient manner
- ❖ Learned about CFC and its charities and educated employees
- ❖ Attended meetings and trainings
- ❖ Held a kickoff event that used charities and leadership support or had employees in their area of responsibility attend a CFC event
- ❖ Promoted CFC through internal communication (e.g., weekly emails, newsletters, posters, etc.)
- ❖ Used fun, creative, or innovative means during the CFC campaign

### Examples of Fun Events



Halloween



Clothing



Food



Competition