

It's kick off time!!!



Welcome to the:

**CENTRAL CALIFORNIA
Combined Federal Campaign
2016
KICK OFF & TRAINING**



CAMPAIGN THEME...

**Give a little.
HELP A LOT.**



From 6 to 2 Campaigns - 2017



Counties of Fresno-Madera-Kern-Inyo-Mono

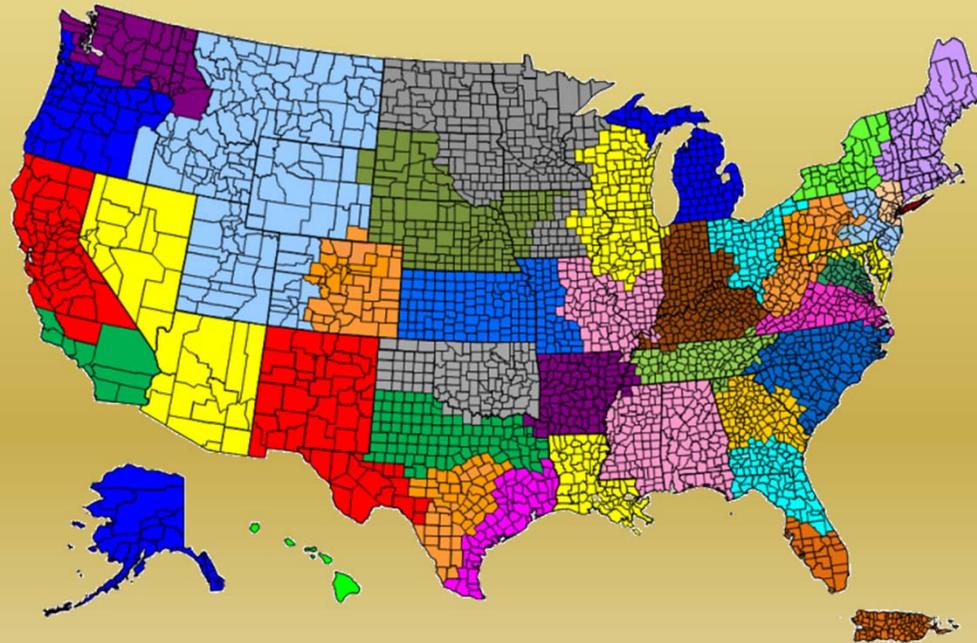
UNIVERSAL GIVING

From 171 to 135 Campaigns - 2017

Universal Giving – pilot program that gives donors the option to search an online list of all approved charities in the U.S. regardless of location.

Campaigns without *borders* – ***Give Where You Live!***

Expansion and donor engagement



Give a little. HELP A LOT.



Today's objectives ...

To provide you with the knowledge and skills to conduct an effective campaign within your federal agency

&

To connect you with local community benefit organizations (CBOs)

Give a little. HELP A LOT.



CAMPAIGN MATERIALS “Claim Form”

- ✓ Review the information sheet for your agency (one issued per agency)
- ✓ Make any necessary corrections (Contacts, # of employees, emails, etc.)
- ✓ Redeem your “Claim Form” to receive your campaign materials at the end of the training
- ✓ Put your campaign materials to work immediately 😊

CAMPAIGN MATERIAL RECEIPT

 Account #: 10001

2015 Results: \$ 7790
2015 Participation Rate: 13%
2016 Participation Goal: 30%

Federal Agency: Internal Revenue Service - Capitol Office
Number of Employees: 104
Address: 2525 Capitol St, Ste 109 County: Fresno
City: Fresno Zip: 93721 Phone: (559)443-7570
Agency Head: Vickie L. McAlister Agency Head Ph#: (510)637-4542
Agency Head email Address: Vickie.L.McAlister@irs.gov
Campaign Coordinator: Lisa Bennett Campaign Contact Ph# (559)443-7570
Campaign Coordinator Email Address: Lisa.A.Bennett@irs.gov

The following items are included in your 2016 Campaign Kit:

Pledge Forms: 10
Charity Listing Brochures: 10
Donor Lapel Pins: 10 and/or Coins: 0
Campaign Reporting Envelope for CASH/CHECK/CREDIT: # CC16-001
Campaign Report Envelope for PLEDGE FORMS: # CC16-002

FOR AUDIT PURPOSES, OPM REQUIRES TRACKING OF ENVELOPES ISSUED TO EACH FEDERAL AGENCY

Campaign envelopes are logged out to your agency when issued and ALL ENVELOPES MUST BE RETURNED to the Campaign Manager by December 15, 2016. *If envelopes are lost or misplaced, a signed affidavit will be required.*

I acknowledge receipt of the Campaign Report Envelopes issued to my agency and will return them, *whether used or unused*, by December 15, 2016.

Print Name _____ Signature _____ Date _____

Give a little. HELP A LOT.



PROGRAM

- **Welcome & Remarks**
- **Introductions**
- **CFC History & 2017 Overview**
- **Team Building Ice Breaker**
- **Popcorn Presentations**
- **Training**
- **Drawing for Door Prizes**
- **Question & Answers**
- **Conclusion**

Give a little. HELP A LOT.



WHAT IS CFC?

The CFC Mission Statement ...

“The mission of the Combined Federal Campaign (CFC) is to support and to promote philanthropy through a voluntary program that is employee-focused, cost-efficient and effective in providing all federal employees the opportunity to improve the quality of life for all.”

Give a little. **HELP A LOT.**



WHAT IS CFC?

The Combined Federal Campaign (CFC) is the ONLY AUTHORIZED SOLICITATION OF EMPLOYEES IN THE federal workplace on behalf of charitable organizations.

In 1961, President Kennedy, by Executive Order, directed that the Office of Personnel Management (OPM) develop a once-a-year workplace campaign for all federal employees, including the military services and US Postal Service.

CFC was established as a “designation campaign” and offered donors the convenience of payroll deduction for their charitable contributions.

Give a little. HELP A LOT.



WHAT IS CFC?

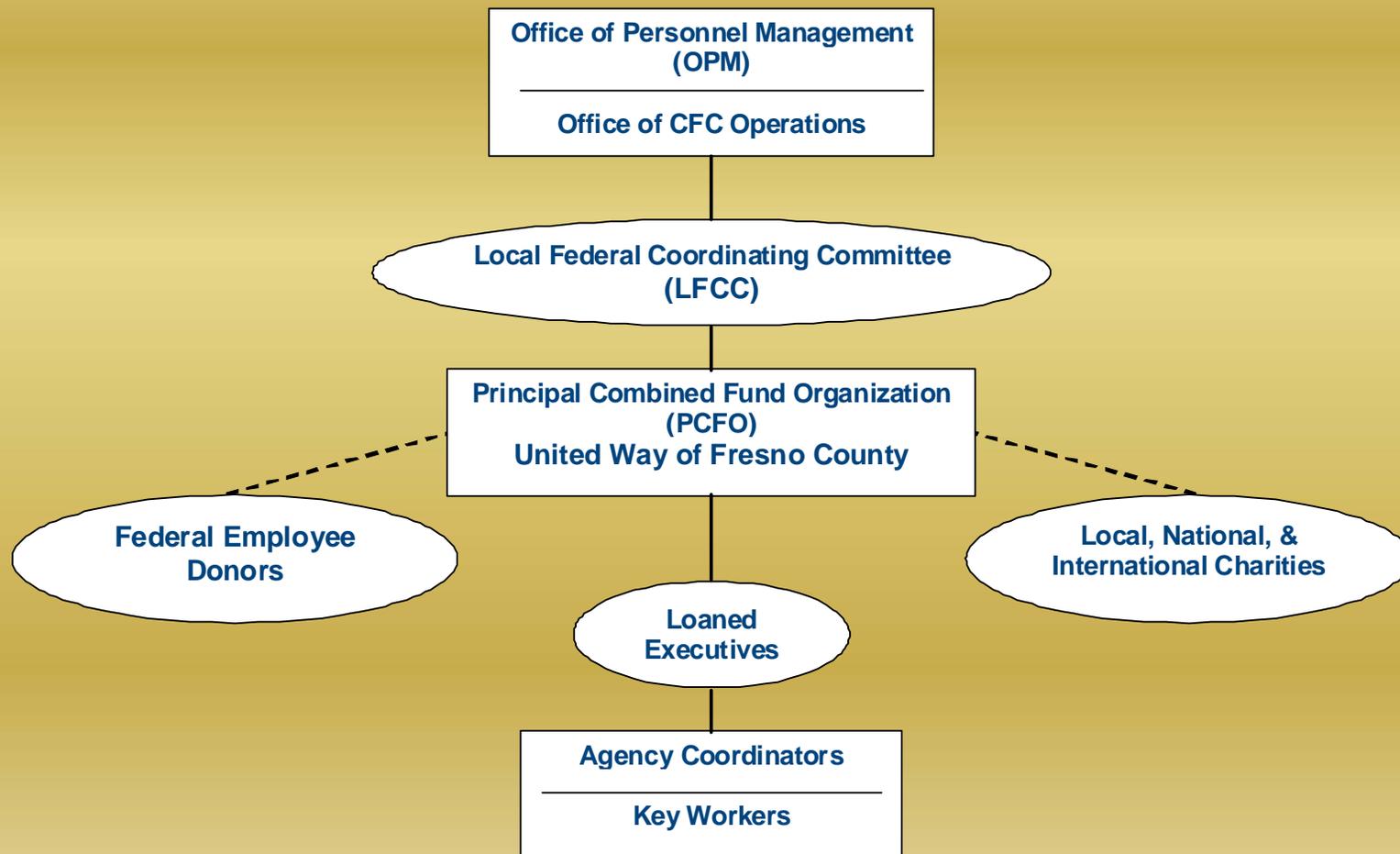
Participating charitable agencies must:

- **Apply annually for campaign inclusion**
- **Demonstrate sound fiscal management to the LFCC**
- **Exhibit high integrity of conduct**
- **Serve the community as a human health and welfare organization**

Donors may designate their donations, confident that the charity utilizes its resources properly and conducts its services with a high degree of competency.

Give a little. HELP A LOT.

Current **STRUCTURE OF THE CFC**



Give a little. HELP A LOT.

FREQUENTLY ASKED QUESTIONS

- Q I prefer to contribute directly to a charity. Why should I give my charitable contribution through the CFC?
- Q Are my contributions tax-deductible?
- Q What are the CFC's administrative costs and where does the money come from?
- Q If someone gives by check, who is the check payable to? CFC Central CA.
- Q What does the percentage number listed with each agency mean? Why should my donations cover administrative costs?
- Q Why are certain agencies listed in the CFC Brochure and others aren't? And what if my agency of choice is not in the CFC Brochure – can I designate it?
- Q What will happen to MY money? How can I be sure that certain agencies won't get my money?
- Q Why should I contribute through the CFC when I don't use the services of any of the recipient charities?
- Q What if I don't designate my gift?

Give a little. HELP A LOT.

COMMON MISCONCEPTIONS

- My CFC contribution is distributed to selected charitable organizations as determined by a committee or individual.
- The CFC and the United Way campaign are one-in-same.
- When giving through the CFC, my contribution supports every agency listed in the brochure.
- A major portion of my contribution goes for administrative expenses.
- A payroll deduction contribution continues forever.
- I am being pressured to participate in the Combined Federal Campaign.
- My office/agency does not participate in the Combined Federal Campaign.

Give a little. HELP A LOT.

Campaign Video – I Believe!



Give a little. HELP A LOT.

COMMUNITY BENEFIT ORGANIZATIONS (CBOs)

“POPCORN PRESENTATIONS”

*Everything you ever wanted to know
about our CBOs in JUST 2 Minutes*



Give a little. HELP A LOT.

BREAK TIME!!!

Please visit our wonderful CBOs



WHAT MAKES A GREAT CAMPAIGN

TEAM WORK... Build a Team

Set team goals that challenge

Decide on a campaign "theme"

Enlist support from the top down

Utilize campaign tools and resources

Stories – yours, theirs, and ours

HAVE FUN! CFC is good for morale!

Give a little. HELP A LOT.

WHAT MAKES A GREAT CAMPAIGN

A PROVEN Strategy.....

The 5-MINUTE BRIEFING

Give a little. HELP A LOT.

WHAT MAKES A GREAT CAMPAIGN

What has worked for your agency?

Give a little. HELP A LOT.

TAKE A TOUR OF OUR WEBSITE:

**Thank you, Joey Cavazos, Loaned Executive
From Internal Revenue Service-Compliance**

www.centralcaliforniacfc.org

2 WAYS TO CONTRIBUTE

1. Online at our campaign website (www.centralcaliforniacfc.org) – You can make a one-time credit card, check, or cash contribution **OR** set-up a monthly payroll deduction. E-pledge is growing in popularity, convenient and secure.

- Search for your charity of interest
- Make one time donation(s) with a CREDIT CARD!!!
- No recurring pledges with a credit card, yet you can make multiple single transactions online
- Find answers to frequently asked questions

Note: Both EEX and MyPay pledge modules can be accessed from our website.

2. Paper pledge for payroll giving (traditional way)



Give a little. HELP A LOT.

2016 Campaign Dates:

September 1st - December 15th

4949 E Kings Canyon Rd, Fresno CA 93727-3812

CFC IS GOING GREEN

Visit www.centralcaliforniacfc.org to view
the Catalog of Caring and pledge online!



Think Green



Visit your campaign coordinator or keyworker if you have any questions

Give a little. **HELP A LOT.**

**FORMS & INSTRUCTIONS
2016 PLEDGE FORM**

**Please refer to the right side of your
folder.**

Give a little. HELP A LOT.

PLEDGE FORMS & INSTRUCTIONS

To maximize the funds going to our CFC charities
Donor Recognition Program award plaques will no longer be offered.

ALL donors will receive an appreciation lapel pin. DECLINED

NO, although entitled, I prefer not to receive a YEAR BAR to help reduce campaign costs.

Request a year bar only for *existing* award plaques by completing the information below:
This information is required for delivery and must be submitted to Campaign Coordinator. Please PRINT.

Existing Trendsetter Plaque

- Trendsetter (\$250 - \$499) ★
- Trendsetter (\$500 - \$749) ★★
- Trendsetter (\$750 - \$999) ★★★

Existing Pillar Society Plaque

- Pillar Society Year Bar (\$1,000 or more)

Name

Employer

Employment Address

City

ST

Zip

Department

Unit / Org. / or Routing #

Work Phone & Ext.

Home Phone

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DONOR GIFT FORM INSTRUCTIONS

150001



2016 CENTRAL CALIFORNIA COMBINED FEDERAL CAMPAIGN
4949 East Kings Canyon Rd, Fresno, CA 93727

CFC Campaign No. **0095** City/State Code: **06 1370**

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	CHECK (if applicable) <input type="checkbox"/> Civilian <input type="checkbox"/> Military	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
WORK ADDRESS & ZIP CODE				UNIT #	WORK PHONE NUMBER ()

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service?		X 12 months	\$
CIVILIAN PAYROLL		X 26 pay periods	\$
CASH/CHECK Check Number: <small>(make check payable to the Combined Federal Campaign)</small>		Cash/Check Amount:	\$

CHARITY CODE

ANNUAL AMOUNT

CFC organizations do not provide goods or service in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

PLEASE USE BALL POINT PEN & WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address _____

Personal Email Address _____

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2017 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2017 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MAY 2016

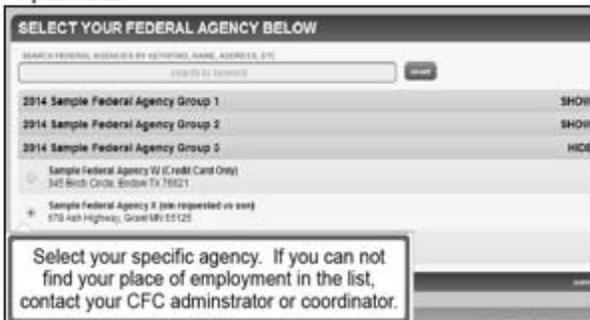
CFC NEXUS
DONOR GUIDE TO ONLINE PLEDGING

HOW DO I PLEDGE ONLINE?

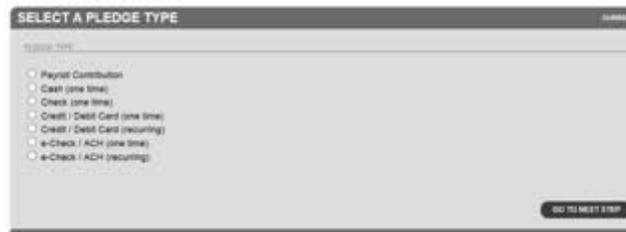
- 1) Visit the Central California CFC website: www.centralcalifornia.org. Click on the "Pledge Online" link and select online options i.e. CFC Nexus or Employee Express or myPay.
- 2) First time online donors click to register. Returning donors may simply log in and pledge.



- 3) Select your Federal Agency using available search options. Enter your name, email, username and password.



- 4) Select a pledge type, charity, and allocation.



- 5) Complete your pledge form, email completed form to yourself, or print.



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PLEDGE FORM PROCESSING CASH/CHECK/CREDIT CARD ENVELOPES

PLEDGE FORM PROCESSING

First...sort the pledge forms into 2 stacks: payroll pledges and cash/check/credit cards.

PROCESSING CASH/CHECK/CREDIT CARD ENVELOPES (MANILA)

- Arrange the pledge forms by dollar value, lowest to highest.
- Confirm that ALL donors accepted or declined the donor recognition award.
- If necessary, follow up with donors who did not indicate their donor award preferences.
- Place **YELLOW** copy only of the pledge forms that have cash, check or credit card attached in the **CASH/CHECKS/CREDIT CARDS ONLY** in campaign report envelope (manila).
- Complete the front of the campaign report envelope and verify that the envelope front totals match the pledge form total of the pledge forms included in the envelope.
- **YOU MUST COMPLETE ALL 6 STEPS** before submitting the envelope.
- Complete **CAMPAIGN MATERIAL REQUEST** and return with envelope if needed.
- Call your Loaned Executive to arrange envelope pick up.

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PLEDGE FORM PROCESSING PAYROLL PLEDGE FORM ENVELOPES

PROCESSING PAYROLL PLEDGE FORM ENVELOPES (WHITE)

- Arrange the pledge forms by dollar value, lowest to highest.
- Confirm all donors who pledged have either accepted or declined the donor recognition award.
- If necessary, follow up with donors who did not indicate their donor award preferences.
- Tear off the white copy of the pledge form and submit to your CFC payroll processing department immediately (payroll giving will not begin until the white copies are processed).
- Place the **YELLOW** copy only of the pledge forms in the **PAYROLL PLEDGE FORM ONLY** campaign report envelope (white).
- Complete the front of the campaign report envelope and verify that the envelope front totals match the pledge form total of the pledge forms included in the envelope.
- **YOU MUST COMPLETE ALL 6 STEPS** before submitting the envelope
- Call your Loaned Executive to arrange envelope pick up

CASH/CHECK/CREDIT CARD ENVELOPE



This envelope for
**CASH, CHECKS OR
CREDIT CARDS
ONLY**

ALL ENVELOPES MUST BE RETURNED
WHETHER USED OR NOT

Campaign
Envelope Number

CC15-001

PCFO Use only
Issued on: ___/___/___
Returned: ___/___/___

1 Federal Agency Information

Agency Name _____ CFC Acct# _____

Address _____

City _____ County _____ St _____ Zip _____

2 Key Worker/Canvasser Information

Name _____ Phone _____ Ext: _____

Email _____

3 Pledge Form Verification Steps (MUST verify on EACH pledge form)

Donor information legible Amount of designations equals the total annual gift amount

Charity codes clearly entered Recognition options verified (if checked by donor)

■ ALL qualifying donors who give \$250 or more MUST accept OR decline their donor award on their Pledge Form

4 Cash/Check/Credit Card Envelope Processing Instructions

#ofCASH Forms _____ CASH Total \$ _____ Remove WHITE copy (NOT NEEDED)

#ofCHECK Forms _____ CHECK Total \$ _____ Donor receives PINK copy

#ofCREDIT CARD Forms _____ CREDIT CARD Total \$ _____ Place verified YELLOW copy in envelope

ENVELOPE TOTAL \$ _____ Seal envelope and sign your name across the flap

5 Envelope Verification (Must choose ONE option)

Steps 1-4 are complete and contents of envelope **verified on site**

Steps 1-4 are complete and contents of envelope verified were **NOT verified on site** and will be verified by LE or PCFO staff

OR

Coordinator or Key Worker Signature _____ Date _____ #1 PCFO/LE Staff Signature _____ Date _____

Witnessing Staff Signature _____ Date _____ #2 PCFO/LE Staff Signature _____ Date _____

If Mailing envelopes, please remit to: **Central California CFC**
4949 E Kings Canyon Rd
Fresno, CA 93727-3812

Questions: Call (559) 243-3680

PLEASE NOTE:
All CFC Campaign Envelopes **MUST**
be returned whether used or not

DO NOT WRITE IN THIS SPACE - FOR PCFO USE ONLY

<p>Pennies \$ _____ \$1.00 \$ _____ Cash Total \$ _____</p> <p>Nickels \$ _____ \$5.00 \$ _____ Check Total \$ _____</p> <p>Dimes \$ _____ \$10.00 \$ _____ DEPOSIT TOTAL \$ _____</p> <p>Quarters \$ _____ \$20.00 \$ _____</p> <p>COIN TOTAL \$ _____ \$50.00 \$ _____ Deposit Matches Envelope Total</p> <p style="text-align: center;">\$100.00\$ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>CASH TOTAL \$ _____ Review Date ___/___/___ By: _____</p>	<p>Date Entered into Envelope Tracking Log ___/___/___ By: _____</p> <p>Date Batch Entered into CFCA ___/___/___ By: _____</p> <p><input type="checkbox"/> Batch List Inserted <input type="checkbox"/> Award Report Inserted <input type="checkbox"/> Award Report Submitted</p> <p>Date of 2nd Review: ___/___/___ By: _____</p> <p>Date of LFCC Review: ___/___/___ By: _____</p> <p>Date of ETL Entry: ___/___/___ By: _____</p>
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PAYROLL PLEDGE FORM ENVELOPE



This envelope for
**PAYROLL DEDUCTION
PLEDGE FORMS
ONLY**

ALL ENVELOPES MUST BE RETURNED
WHETHER USED OR NOT

Campaign
Envelope Number

CC15-002

PCFO Use only

Issued on: ___/___/___

Returned: ___/___/___

1 Federal Agency Information

Agency Name _____ CFC Acct _____

Address _____

City _____ County _____ St _____ Zip _____

2 Campaign Contact Information

Name _____ Phone: , Ext. _____

Email _____

3 Pledge Form Verification Steps (MUST verify on EACH pledge form)

1. Donor information legible

4. Amount of designations equals the total annual gift amount

2. Charity codes clearly entered

5. Donor Information Release complete & legible (If Applicable)

3. Donor Recognition Option

6. Signature/Date on pledge card (If Applicable)

4 Pledge Form /Envelope Processing Instructions

OF PLEDGE FORMS _____

ENVELOPE TOTAL \$ _____

Remove WHITE copy (NEEDED FOR Step #5 BELOW)

Donor receives PINK copy

Place verified YELLOW copy in envelope

Seal envelope and sign your name across the flap

5 Pledge Form Processing

Immediately submit the **WHITE** copy of each pledge form (original copy) to the payroll office that processes your agency's CFC Pledge Forms

PLEASE NOTE: Failure to send the original white copies to your payroll processing office will result in pledge loss

Pledge Forms sent by Coordinator/Key Worker YES NO

IF NOT sent by Key Worker, date sent by LE or PCFO ___/___/___ (PCFO Use only)

6 Envelope Verification (Must choose ONE option)

Steps 1-5 are complete and contents of envelope verified on site

OR

Steps 1-5 are complete and contents of envelope verified were NOT verified on site and will be verified by LE or PCFO staff

_____/_____/_____ #1 Coordinator or Key Worker Signature Date

_____/_____/_____ #2 Witnessing Staff Signature Date

_____/_____/_____ #1 PCFO/LE Staff Signature Date

_____/_____/_____ #2 PCFO/LE Staff Signature Date

If Mailing envelopes, please remit to: **Central California CFC**
4949 E Kings Canyon Rd
Fresno, CA 93727- 3812

Questions: Call (559) 243-3680

PLEASE NOTE:
 All CFC Campaign Envelopes **MUST**
 be returned whether used or not

DO NOT WRITE IN THIS SPACE - FOR PCFO USE ONLY

Date Entered into Envelope Tracking Log ___/___/___ By _____

Date Batch Entered into CFCA ___/___/___ By _____

Date of 2nd Review ___/___/___ By _____

Batch List Inserted

Award Report Inserted

Award Report Submitted

Campaign Material Request



Central California Combined Federal Campaign

4949 E Kings Canyon Rd Fresno, CA 93727-3812

Jacqueline Williams | Tel: 559.243.3680 | JWilliams@centralcaliforniacfc.org

1. Complete ALL Campaign Envelope sections
2. Enter Full Name of each Donor needing a PIN (civilian) or COIN (military)
3. MUST insert form inside Campaign Envelope before returning.

Coordinator		Agency		Campaign Envelope #	
	Donor Full Name - Needing Pin or Coin			PIN Needed	COIN Needed
1					
2					
3					
4					
5					
6					
7					
8					
9					

Give a little. HELP A LOT.

2014 RESULTS

- Raised \$652,832.76 for local, national and international charitable organizations.
- 16,154 federal employees were solicited and 1,998 federal employees contributed.
- 12.37% participation rate

2015 RESULTS

- Raised \$542,499 for local, national and international charitable organizations.
- 17,109 federal employees were solicited and 1,468 federal employees contributed.
- 8.58% participation rate

If you are interested in finding out how much money your office raised last year, you can contact your LE or the CFC Campaign Director.

Give a little. **HELP A LOT.**

**The 2016 Campaign Solicitation Period is
September 1– December 15**

**The 2016 goal is
\$700,000**

Give a little. HELP A LOT.

**TIME FOR
DOOR
PRIZES!!!!**



Give a little. HELP A LOT.

We're here to help you!

- Campaign Posters
- Goal Posters
- Campaign DVD
- 5 Minute Briefings
- Agency Speakers
- Envelope Processing
- ANYTHING!!!!

Give a little. HELP A LOT.

CFC FLEXTTEAM



Give a little. HELP A LOT.

Questions & Answers



Give a little. HELP A LOT.

**THANK YOU
FOR ATTENDING OUR 2016
KICK OFF & TRAINING!**

**LET'S MAKE THIS THE
BEST \$700K Run
E-V-E-R!!!!!!**