

Welcome to the 2016 Combined Federal Campaign!

WELCOME ABOARD!!



Approximately 100 Federal and Military activities in Clallam, Jefferson, Kitsap and Mason Counties will participate in this year's Combined Federal Campaign. We need to contact approximately 30,000 individuals.

YOU, the activity Chairperson/Keyperson, are the backbone and the key to the success of this campaign. With the support of your Division/Department Head, **YOU MAKE THIS CAMPAIGN A SUCCESS!**

HISTORY

The Combined Federal Campaign's tradition of commitment to the community has its roots in the many charitable campaigns of the early 1960's. Seeing a need to bring the diversity of fund raising efforts under one umbrella, Federal employees created the CFC - one campaign, once a year. By allowing employees to select from a single guide, and make their contributions through payroll deductions, the CFC opened wide the door to more opportunities for generous giving to hundreds of worthy causes. President Kennedy made CFC a reality in 1961 and turned an innovative idea into a uniquely effective way for Federal employees to help those in need across our community and around the world.



THIS HANDBOOK -- is a convenient source of information to help guide you in performing your duties and responsibilities as a leader in your campaign. As in any task it is best to have a plan. We're here to help you GET ORGANIZED AND BE PREPARED!

This Handbook will help you become familiar with the facts, answer questions and clear up misunderstandings or doubts about your CFC. You will be a source of information about CFC and some of the programs and services it promotes. This Handbook will also help you become familiar with the forms and reports required to conduct the campaign and how to fill out and distribute campaign materials.

Getting Started

First read through this handbook, making note of questions as you go. Next, plan to attend one of several trainings scheduled (visit www.cfc0921.org), and work with your Principal Combined Fund Organization (PCFO).

REMEMBER -- THE COMBINED FEDERAL CAMPAIGN IS AN OFFICIAL GOVERNMENT ACTIVITY AUTHORIZED BY REGULATIONS ISSUED BY THE OFFICE OF PERSONNEL MANAGEMENT. This is also a great leadership development opportunity for You!

What is the Combined Federal Campaign?

The Combined Federal Campaign organizes all fund raising by approved agencies among federal employees and members of the armed forces in the workplace. The CFC program is organized geographically so people can contribute to agencies in their community, across the nation, or world-wide.

As a Chairperson or Key Worker, you will coordinate the program in your Department, Shop, Code, or Activity. Others in your activity may have volunteered to serve on the Local Federal Coordinating Committee (LFCC). You can find their names in the CFC Brochure. Please contact them if you have questions or need assistance in any way, or call the CFC office at (360) 373-2182.

Your role will be challenging and rewarding because you will be offering federal employees the opportunity to help our community. Each contributor expresses, by way of his or her pledge, a personal message of caring about our local community, nation and the international community we all share.

For purposes of the campaign, the Federal agencies and commands in Clallam, Jefferson, Kitsap and Mason Counties have been divided into several divisions. Each division has a lead command or agency that will help coordinate the campaign within the division. Organization charts are available to show what division your activity is in.

Keyperson Job Description

As a Keyperson (Key Worker used interchangeably), YOU have the most important role in the campaign. You influence the success of CFC in your agency. You are the direct link with potential donor/investors. Keypersons are natural leaders who are energetic, determined, understanding, believe in the campaign and community investing, are respected by their team members and want to develop their leadership skills.



Three of your main objectives are:

- Explain what CFC is; the reason it exists, needs of participating charities, and share about the many advantages to the charities and Federal employees – military or civilian – that this campaign offers.
- Personally contact each co-worker to discuss the importance of this Campaign, and follow up with each co-worker who was on leave or temporary duty.
- Have FUN!



***"Put all your excuses aside and remember this: YOU are capable."
--Zig Ziglar***

Division Structure

Each federal agency and military command in the Greater Olympic Peninsula area has been placed into one of thirteen divisions as shown below to facilitate the smooth functioning of the campaign. The lead command or agency in each division (first listed) is the contact point between the campaign and other organizations in the division.

<p>DIVISION 1 PSNS & IMF & RMC NSWC Carderock Div</p>	<p>DIVISION 2 Naval Base Kitsap USS JOHN C STENNIS Carrier Group 3 NOSC USS NIMITZ</p>	<p>DIVISION 3 DLA IMF NAVSUP FLC PMO DDPW Defense Svc Office West Commissary Bremerton Navy Exchange Bremerton Fire Department</p>	<p>DIVISION 4 SUBRON 17 USS ALABAMA (B) USS ALABAMA (G) USS City of Corpus Christi USS H. M. JACKSON (B) USS H. M. JACKSON (G) USS Houston USS LOUISIANA (B) USS LOUISIANA (G) USS MAINE (B) USS MAINE (G) USS NEVADA (B) USS NEVADA (G) USS PENNSYLVANIA (B) USS PENNSYLVANIA (G)</p>
<p>DIVISION 5 SUBRON 19 USS KENTUCKY (B) USS KENTUCKY (G) USS MICHIGAN (B) USS MICHIGAN (G) USS NEBRASKA USS OHIO (B) USS OHIO (G)</p>	<p>DIVISION 6 CSDS 5 SUBGRU 9 NSSC USS CONNECTICUT USS JIMMY CARTER USS SEAWOLF</p>	<p>DIVISION 7 SWFPAC MCSF Bangor EOD Detachment Commissary Bangor Navy Exchange Bangor</p>	<p>DIVISION 8 Naval Hospital</p>
<p>DIVISION 9 EPA TTF Postal Service Social Security BPA FBI IRS 6th Congressional Dist. Staff VA</p>	<p>DIVISION 10 NAVFAC NW NUWC Newport Det. USCG MFPU Bangor PSD DET Bangor NCIS Bangor NAVMAG Indian Island</p>	<p>DIVISION 11 NUWC Keyport NUWC Keyport Det. Bangor</p>	<p>DIVISION 12 Navy Region NW HRSC NW NAVY BAND REGION LEGAL SERVICES (RLSO NW) CCU Puget Sound/Brig COMPACFLT HRO NW NCTAMPAC DET PS TPU Bangor</p>
<p>DIVISION 13 USCG Port Angeles USFS NPS US Border Patrol & Customs CG STA Quillayute River CG STA Neah Bay USCGC Cuttyhunk USCGC Osprey USCGC Adelle USCGC Wahoo USCGC Swordfish Olympic National Park Social Security (PA) 6th Congressional Dist. Staff USCG Exchange</p>			

myPay – Federal Agency Names

1st Congressional Dist Staff	NUWC Keyport C/01 Military	NUWC Keyport C/46 Military
6th Congressional Dist Staff	NUWC Keyport C/02 Civilian	NUWC Keyport C/47 Military
BPA	NUWC Keyport C/10 Civilian	NUWC Keyport C/70 Military
Carrier Strike Group 3	NUWC Keyport C/101 Civilian	NUWC Keyport C/00 NavSea Intern
CBMU 303 Det Bangor	NUWC Keyport C/102 Civilian	NUWC Keyport C/01 NavSea Intern
CCU Puget Sound Civilian	NUWC Keyport C/103 Civilian	NUWC Keyport C/02 NavSea Intern
CCU Puget Sound Military	NUWC Keyport C/104 Civilian	NUWC Keyport C/10 NavSea Intern
Commissary Bangor	NUWC Keyport C/105 Civilian	NUWC Keyport C/101 NavSea Intern
Commissary Bremerton	NUWC Keyport C/106 Civilian	NUWC Keyport C/102 NavSea Intern
CSDS 5 Civilian	NUWC Keyport C/20 Civilian	NUWC Keyport C/103 NavSea Intern
CSDS 5 Military	NUWC Keyport C/21 Civilian	NUWC Keyport C/104 NavSea Intern
Office of Air Marine Port Angeles	NUWC Keyport C/22 Civilian	NUWC Keyport C/105 NavSea Intern
Office of Border Patrol Port Angeles	NUWC Keyport C/23 Civilian	NUWC Keyport C/106 NavSea Intern
Office of Field Operations Port Angeles	NUWC Keyport C/24 Civilian	NUWC Keyport C/20 NavSea Intern
DDPW Civilian	NUWC Keyport C/25 Civilian	NUWC Keyport C/21 NavSea Intern
DDPW Military	NUWC Keyport C/26 Civilian	NUWC Keyport C/22 NavSea Intern
Defense Service Office West civilian	NUWC Keyport C/30 Civilian	NUWC Keyport C/24 NavSea Intern
Defense Service Office West military	NUWC Keyport C/31 Civilian	NUWC Keyport C/23 NavSea Intern
DLA IMF	NUWC Keyport C/31 Military	NUWC Keyport C/25 NavSea Intern
EOD Detachment	NUWC Keyport C/32 Civilian	NUWC Keyport C/26 NavSea Intern
EPA	NUWC Keyport C/33 Civilian	NUWC Keyport C/32 NavSea Intern
FBI	NUWC Keyport C/34 Civilian	NUWC Keyport C/33 NavSea Intern
Fire Department	NUWC Keyport C/35 Civilian	NUWC Keyport C/35 NavSea Intern
IRS	NUWC Keyport C/40 Civilian	NUWC Keyport C/40 NavSea Intern
MCSF Bangor	NUWC Keyport C/41 Civilian	NUWC Keyport C/41 NavSea Intern
NAVMAG Indian Island Civilian	NUWC Keyport C/42 Military	NUWC Keyport C/42 NavSea Intern
NAVMAG Indian Island Military	NUWC Keyport C/42 Civilian	NUWC Keyport C/43 NavSea Intern
Naval Base Kitsap civilian	NUWC Keyport C/43 Civilian	NUWC Keyport C/34 NavSea Intern
Naval Base Kitsap military	NUWC Keyport C/44 Military	NUWC Keyport C/40 NavSea Intern
Naval Hospital Civilian	NUWC Keyport C/44 Civilian	NUWC Keyport C/41 NavSea Intern
Naval Hospital Military	NUWC Keyport C/45 Civilian	NUWC Keyport C/42 NavSea Intern
NAVFAC NW - PWD Kitsap Civilian (Bangor/Keyport)	NUWC Keyport C/46 Civilian	NUWC Keyport C/43 NavSea Intern
NAVFAC NW - PWD Kitsap Civilian (Bremerton)	NUWC Keyport C/47 Civilian	NUWC Keyport C/44 NavSea Intern
NAVFAC NW - PWD Kitsap Civilian (MEO/PW Shops)	NUWC Keyport C/70 Civilian	NUWC Keyport C/45 NavSea Intern
NAVFAC NW - PWD Kitsap Military	NUWC Keyport Civilian	NUWC Keyport C/46 NavSea Intern
NAVFAC NW Civilian	NUWC Keyport DL	NUWC Keyport C/47 NavSea Intern
NAVFAC NW Core/IPT - Military	NUWC Keyport Military	NUWC Keyport C/70 NavSea Intern
NAVFAC NW Core/IPT- Civilian	NUWC Keyport C/02 Military	NUWC Retirees
NAVFAC NW Military	NUWC Keyport C/10 Military	NUWC Keyport Det. Bangor Civilian
NAVSUP NW FLC civilian	NUWC Keyport C/101 Military	NUWC Keyport Det. Bangor Military
NAVSUP NW FLC military	NUWC Keyport C/102 Military	NUWC Newport Det. Civilian
Navy Band	NUWC Keyport C/103 Military	NUWC Newport Det. Military
Navy Exchange Bangor	NUWC Keyport C/104 Military	OCHRSIL
Navy Exchange Bremerton	NUWC Keyport C/105 Military	PMO Civilian
Navy Region NW Civilian	NUWC Keyport C/106 Military	PMO Military
Navy Region NW Civilian NAF	NUWC Keyport C/21 Military	Postal Service
Navy Region NW Military	NUWC Keyport C/22 Military	PSD DET Bangor Civilian
NCIS Bangor	NUWC Keyport C/23 Military	PSD DET Bangor Military
NCTAMSPAC DET PS	NUWC Keyport C/24 Military	PSNS IMF C/100 Civilian
NOSC	NUWC Keyport C/25 Military	PSNS IMF C/100PI Civilian
NPS	NUWC Keyport C/26 Military	PSNS IMF C/105
NSSC	NUWC Keyport C/30 Military	PSNS IMF C/106
NSWC Carderock Div civilian	NUWC Keyport C/30 NavSea Intern	PSNS IMF C/107
NSWC Carderock Div military	NUWC Keyport C/31 NavSea Intern	PSNS IMF C/109
NUWC Keyport C/00 Civilian	NUWC Keyport C/32 Military	PSNS IMF C/1100
NUWC Keyport C/01 Civilian	NUWC Keyport C/33 Military	PSNS IMF C/120
NUWC Keyport C/00 Military	NUWC Keyport C/34 Military	PSNS IMF C/1200 Civilian
	NUWC Keyport C/35 Military	PSNS IMF C/1200 Military
	NUWC Keyport C/40 Military	PSNS IMF C/130
	NUWC Keyport C/41 Military	PSNS IMF C/200 Civilian
	NUWC Keyport C/45 Military	PSNS IMF C/200 Military

PSNS IMF C/300 Civilian
PSNS IMF C/300 Military
PSNS IMF C/400
PSNS IMF C/600
PSNS IMF C/700 Civilian
PSNS IMF C/700 Military
PSNS IMF C/800 Civilian
PSNS IMF C/800 Military
PSNS IMF C/820
PSNS IMF C/830
PSNS IMF C/840
PSNS IMF C/850
PSNS IMF C/870
PSNS IMF C/900 Military
PSNS IMF C/900A
PSNS IMF C/900S/900R
PSNS IMF C/900P
PSNS IMF C/900T
PSNS IMF C/980
PSNS IMF C/2300
PSNS IMF Events
PSNS IMF Japan Detachment
PSNS IMF S/06
PSNS IMF S/06 Bangor
PSNS IMF S/11
PSNS IMF S/11 Bangor
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PSNS IMF S/75
PSNS IMF S/99
PSNS IMF S/99 Bangor
Region Legal Services Civilian
Region Legal Services Military
Retirees
RSA PS NAVSISA Civilian
RSA PS NAVSISA Military
Social Security
SUBGRU 9 Civilian
SUBGRU 9 Military
SUBRON 17
SUBRON 19
SWFPAC Civilian
SWFPAC Military
TPU Bangor Civilian
TPU Bangor Military
TTF Civilian
TTF Military
USCG Airsta/SFO Port Angeles
USCG Exchange
USCG MFPU Bangor
USCG Station Neah Bay
USCG Station Port Angeles
USCG Station Quillayute River

USCGC Active
USCGC Adelle
USCGC Cuttyhunk
USCGC Osprey
USCGC Swordfish
USCGC Wahoo
USFS
USS Alabama (B)
USS Alabama (G)
USS City of Corpus Christi
USS Connecticut
USS Henry M. Jackson (B)
USS Henry M. Jackson (G)
USS Houston
USS Jimmy Carter
USS John C Stennis
USS Kentucky
USS Louisiana (B)
USS Louisiana (G)
USS Maine (B)
USS Maine (G)
USS Michigan (B)
USS Michigan (G)
USS Nebraska
USS Nevada (B)
USS Nevada (G)
USS Nimitz
USS Ohio (B)
USS Ohio (G)
USS Pennsylvania (B)
USS Pennsylvania (G)
USS REAGAN
USS Seawolf
Bremerton Community Clinic (VA)



The Art of Asking

Introduction – Establish rapport with a positive, friendly introduction. Explain that you are volunteering on behalf of your CFC, and contacting people in your organization.



Whether in person, or over the phone, start with the people you know best. Make the easiest calls first to build up your confidence. This will also help you become more familiar with your materials and strengthen your knowledge of your CFC.

Why – Your CFC not only offers an opportunity to help people in need, but is a convenient way for donors to invest in charities they are passionate about via the convenience of payroll deduction. This is one of the many employee benefits available to federal employees & members of the military.

Share what you learned in your Keyperson training: the needs of our shared communities, and the ways CFC supported charities are working to meet those challenges. Feel free to refer to the list and description of charities in your contributions brochure/charity guide. Use the video to help you communicate the various needs and why investing via your CFC is important.

Convenience – Emphasize that giving is voluntary. Every dollar makes a difference, different dollar amounts enable different levels of service. It's the power of our collective investments through our CFC that has a positive impact on the work of charities you and I care about. Using payroll deduction helps to better balance our personal and family financial obligations with our concern for others.

Answering Questions – Always emphasize the positive! 😊 There are various techniques to answering questions that may be posed in a challenging way. Ask your PCFO if you'd like to schedule a mini-practice session. Be honest, be factual, it's ok to say you're not sure of the answer or that you don't know. It's important to get that persons contact information and make a commitment to get back to them. Even if they don't like the answer, they will appreciate your follow-up.

Ask for the Pledge – The first step is the hardest. Many of us, not just Keypersons, would rather talk all day than just say, "I hope you can make a contribution." You may not really like asking for money, just remember, you are not asking for yourself but for those who have been, or are served by the health and human service agencies served through CFC. If time allows, share a short story of how others were lifted up (be mindful not to mention charity names). *Reminder: paper & Nexus forms need to be signed. (White & Yellow copies turned in to you).*



Encourage to invest generously. Suggest an hour's pay/month. Remind them of the convenience of online Payroll Deduction. Set a follow-up time for those who weren't able to turn in completed pledge forms at close of meeting.

Always say Thank You for sharing time with you to learn about Community Investment options via CFC.

Tools & Reminders When Making the Ask

- CFC Brochure/Charity Guide (pdf available on website)
 - Know the Facts about CFC
 - 100% Ask/Opportunity
 - Pledge Tools: Nexus, myPay, paper forms –
Remember to have paper forms signed & separated (white to Payroll, yellow w/cover to PCFO, pink to donor/investor), is form completed properly, does the math work, marked correct columns, etc
 - Pens
 - Assortment of thank you gifts from past campaigns while supplies last
 - Customer Service: keep follow up commitments
 - Send thank you notes
-
- ❖ Meet with each person in your assigned area.
 - ❖ Give everyone a chance to contribute and share in this community project.
 - ❖ Promote convenience of payroll deduction.
 - ❖ Promote convenience of online pledge tools
 - ❖ Sell suggested investment level of an hour's pay/month.
 - ❖ Market your campaign: Posters, Did You Know emails & newsletter articles, FUNdraising/awareness events, Link to Video on our website.
 - ❖ Pressure Free.
 - ❖ Always ask for the donation/investment.
 - ❖ Avoid setting a personal dollar goal (local CFC and Department goals are ok).
 - ❖ Avoid 100% participation goals.
 - ❖ Supervisors are not permitted to solicit their subordinates. Support Keyperson in this role.
 - ❖ Maintain confidentiality of donors.
 - ❖ Maintain confidentiality of non-donors.
 - ❖ Avoid promoting one charity/service over others.
 - ❖ Track your hours for PCFO to report to OPM.



General Information

PROGRESS REPORT DEADLINES -- Key Workers should turn in contributions **weekly** (more often if convenient) during the campaign to their Chairperson. Chairpersons are to forward contributions to the CFC Area Coordinator or the CFC Accounting Office located at United Way of Kitsap County **each Thursday** unless other arrangements are made. This can be done either directly, or through the lead activity in your division. Forward all contributions to the Area Coordinator within one week of the end of the campaign, (deployed units that cannot complete their campaigns by the end of November should notify the LFCC through their division leads). * *White copy to Payroll; Yellow copy to PCFO; Pink copy to donor/investor**

➤ **Payroll copy** of donor slip **MUST NEVER** leave Government Custody

YOUR GOALS – Each individual activity can set a goal for the current campaign. Statistics from last year's campaign are available at www.cfc0921.org. Check out how your activity did last year and work to improve on your record.

WHAT ABOUT COERCION? – It is not coercion when you ask people to participate, and then give them a chance to think about it. If your boss says he or she expects 100% participation that is coercion.

There is no limit to the creativity, ingenuity and enthusiasm you can inject into your campaign to increase participation. Just remember that true voluntary giving is fundamental to CFC.

Coercion is expressly forbidden in the Combined Federal Campaign. Each Federal organization has a procedure for complaints about undue pressure or coercion.

Coercion does not work. The long-term price in resentment and negative feeling is far greater than the few dollars it may bring in. The only way the CFC can maintain and grow is for us to create a base of well-informed, positive and **voluntary** contributors.

SOLICITATION METHODS – Conduct solicitations during working hours using methods that permit true voluntary giving and reserve to the individual the option of disclosing any gift or keeping their gift confidential.

Auctions, bake sales, carnivals, athletic events, or other similar FUNdraising activities are permitted. However, all functions must be approved by the LFCC or Commanding Officer/Ethics Officer.

Kick-off events and other promotional non-fundraising activities in support of CFC are suggested.

Contact your PCFO for ideas, and or assistance in planning your awareness and FUNdraising activities.

CONFIDENTIAL GIFTS – A donor may make a confidential gift by enclosing the PCFO (yellow) copy in a sealed envelope. Keypersons should enclose the sealed envelope with other pledge cards and cash donations in the **Keyperson Solicitation Report & Contribution Packet** and note the number of confidential gifts in the appropriate spot on the front. Chairpersons will note the number of confidential gifts in the right hand column of the **Consolidated Receipt & Accounting Form**.

A separate envelope should be provided to the donor for their payroll (white) copy of their donor slip.

General Information continued

RELEASE OF CONTRIBUTORS NAMES AND ADDRESSES – Donors may choose whether or not they wish to have their name, address, and amount of donation released to the agency(ies) they designate by filling out the pledge card accordingly. Agencies may use this information to thank the donors and provide information about how the money is being used. They may not give, rent, or sell donor names to other organizations.

DESIGNATION AND DISTRIBUTION OF FUNDS – A Campaign Brochure is available for every potential donor along with their pledge card. This brochure contains a listing of local and national agencies. This information is also available at www.cfc0921.org, all **funds are distributed as designated by the donor. Designations to an invalid charity code will be considered as Undesignated funds.** You can verify code #'s & charities by doing a search on our website.

DISTRIBUTION OF UNDESIGNATED FUNDS – If a donor does not designate a particular agency to receive his or her gift, the funds will be distributed to agencies in proportion to their total designated gifts in the Greater Olympic Peninsula Campaign.

ADMINISTRATIVE EXPENSES – People tend to think that an exorbitant amount of funds goes to support campaign administrative expenses instead of being distributed to the agencies they designate. Administrative expenses of the Greater Olympic Peninsula CFC have been less than 9% in recent years. That's pretty low overhead.

SHRINKAGE – Each year some of the pledges to CFC are not collected. This loss affects the total amount of funds an agency receives. The biggest cause of shrinkage is cancellation of allotments, normally as a result of separation from service/employment or not turning in the white copy to the appropriate payroll office by 15 December. As long as an individual maintains his or her payroll deduction, all money withheld is distributed to the agencies designated.

WRITE-INS - are not permitted by Federal Regulations.

Because each agency in the CFC is vetted through a strict eligibility process, write-ins are prohibited. If there is a charity that a donor would like to see listed, they should ask the charity to apply next year. Call the CFC office at (360) 373-2182 for details.

CREDIBILITY – Our Combined Federal Campaign addresses the needs of those in our community, and some outside our community, who are less fortunate than ourselves. The funds raised by CFC provide services to those who need our help. The Campaign is efficiently and effectively managed and is audited annually by an independent certified public accountant firm. Mishandling of funds is cause for criminal prosecution. Hopefully, you will carry this message forward to those who are potential contributors to CFC.

METHODS OF DONATING – Your potential donor's choices are: Payroll deduction, cash, or check. Payroll deduction makes larger gifts possible. Payroll deduction produces predictable, systematic revenues for recipient charities, and lowers agency fundraising costs. A relatively small amount deducted from each paycheck is normally painless, yet over a year adds up to a meaningful gift to the agency of the donor's choice. *We also offer an optional online pledging mechanism (discussed below) that will be available for employees whose payroll offices participate and donors who wish to make credit card donations.*

CAMPAIGN MATERIALS – All campaign materials, i.e., pledge cards, brochures, posters, thermometers, etc. will be provided to you through your CFC Chairperson or the CFC Area Coordinator.

SPIRIT OF COMPETITION

When you gear your publicity to generate a friendly spirit of competition among various elements of your campaign and workplaces, you not only help raise more awareness and donations, you are also creating a stronger team through the spirit of competition. Contact sister ships, shops, codes, departments and establish a challenge. Track and encourage progress to keep interest going.



CFC GREATER OLYMPIC PENINSULA COMBINED FEDERAL CAMPAIGN

2015 Combined Federal Campaign

September 26th - 5K Fun Run - Evergreen Park	October 20th - Bite of CFC
September 29th - CFC Kick-Off! Chili Contest - Bremerton	October 27th - Pie Eating Contest
October 5-Nov 20 - Table Tennis Tournament - Bremerton	November 3rd - Great Ball Race
October 6th - Car/Motorcycle Show	November 10th - Jail and Bail
October 13th - Cupcake Wars	November 17th - Cranial Access Fair - Bremerton
October 18th - Golf Tournament - Trophy Lake	

Events

Contact your CFC Chair or Key person for more information



Sample Agenda for Group Presentation

- 🕒 Introduce yourself and your CFC role (1 min)
- 🕒 Remarks by your Commander or Manager (3 minutes)
- 🕒 Endorsement by Labor Union Office (if applicable) (3 minutes)
- 🕒 Explanation of CFC by you or your Department Chair (5 minutes)
- 🕒 Motivational speaker (CFC agency, or Employee) (5 minutes)
- 🕒 Hand out Pledge Cards (if room has WiFi – share link to Nexus & myPay) (4 minutes)
- 🕒 Show Video (3-5 minutes)
- 🕒 Explain benefits of payroll deduction to donor/investor and charities (2 minutes)
- 🕒 Review the pledge form: how to complete, use of 5-digit agency codes, must be signed, keep pink copy & turn in white & yellow copies to you. If anyone chooses to write a check, make payable to Combined Federal Campaign. (*Please note, this is another reason that it's important to turn forms in weekly at a minimum so any checks are processed more timely.*) Ask them to turn in to you as they leave the meeting. (5 minutes)
- 🕒 Answer any questions that may have come up (2 minutes)
- 🕒 Closing remarks by Commander or Manager (2 minutes)
- 🕒 Your closing remarks, reminders & acknowledgements (2 minutes)
- 🕒 Follow-up with a personal meeting with those not present

Solicitations shall be conducted during working hours using methods that permit true voluntary giving and shall reserve to the individual the option of disclosing any gift or keeping their gift confidential. FUNdraising activities such as Auctions, bake sales, carnivals, athletic events, or other similar FUNdraising activities are permitted only with permission of the LFCC or your Commanding Officer/Agency Head. Kick-off events and other promotional non-fundraising activities in support of CFC should also be used.



All About the Pledge Card



All copies of the Pledge Card must be legibly and accurately filled in. This helps ensure your pledge is entered correctly if you are using a paper pledge form. All information needed to express the donor/investors choice must be provided. Please use black or blue ballpoint pen, & press hard. If you make a mistake, please discard and start over with a new card. (Examples at back of booklet)

If you pledge online using Nexus, your Payroll Coordinator will print out your pledge form and deliver to payroll for processing. If the form is unsigned, you may need to sign it before it can be turned into your payroll office. If you forgot your password, your PCFO will assign you a temporary one after you are locked out.

If you pledge online using myPay, no additional steps are required.

Key Workers Do

Before distributing paper Pledge Forms make it easier for the donor by completing the following in advance:

1. Name: last name, first name, middle initial – in that order please
2. Civilian/Military: Check appropriate box
3. Federal Agency and Office: Navy, Ship name, IRS, Forest Service, etc.
4. Donor/Investors work address and zip code: CFC headquarters needs this if any problems arise about designations or information provided on the pledge form.
5. Social Security Number/Employee ID: Leave this for the donor/investor to fill in. **Only use an employee ID if that is how your payroll office identifies pay records**

Donor/Investors Provide

Military: Show amount to be deducted each month (\$1.00 minimum per pay period). Fill in total amount for the year ($\$1\text{pp} \times 12\text{pp} = \12.00 total) in the correct column. Total must divide evenly.

Civilian: Show amount to be deducted each pay period (\$1.00 minimum per pay period). Fill in total amount for the year ($\$1\text{pp} \times 26\text{pp} = \26.00 total) in the correct column. Total must divide evenly.

Social Security Numbers must be filled in for the payroll office to process the pledge. Except for US Postal Service and US Coast Guard, employee numbers are not sufficient for this purpose because payroll offices work only from Social Security Numbers.

Cash/Check Contributions: Check the box for check, or cash. Fill in total amount. Make checks payable to Combined Federal Campaign. **Note** – if donor makes both a cash/check contribution and a payroll deduction, *please have them use two pledge forms.*

Designation: Indicate the selected agency (or agencies) by the 5-digit code number listed in the Greater Olympic Peninsula CFC Brochure or via the online search at www.cfc0921.org. The online search accesses all CFC approved agencies for the Universal Giving option. **Using any other number will cause the pledge to be counted as undesignated.** Write the *total contribution for the year for that agency in the box next to the agency code.* You may designate up to 5 agencies on each pledge form.

Donor/Investors Provide Cont.

IF a donor wishes to designate to more than 5 agencies, have them *put the entire amount of their payroll pledge & the first 5 on one card and attach additional cards as needed to show the remaining designations*. The additional cards will not show any payroll deduction but will only complete the designations for the pledge shown on the first card. Payroll offices will not process more than one payroll deduction form. Please line out any unused designation blocks.

Sum vs Greater: Be mindful that the sum of all designated amounts cannot be greater than the total contribution for the year. Designations must be written as dollar amounts, not as percentages. They must show total annual contribution for each agency (*\$200 total payroll deduction, 3 charities selected Charity A \$50 + Charity B \$50 + Charity C \$100 = \$200 to match total annual payroll deduction*). Any dollars not designated to a charity will be treated as undesignated. The total must divide evenly by number of pay periods.

Release of Name: The donor/investor provides the information to be released to the agencies he or she has designated.

Date & Signature: Paper pledges forms for payroll deduction and Nexus forms must be signed. Paper pledge forms with cash/check attached do not require a signature. Unsigned payroll deduction forms cannot be honored.

In the Pink: This is the donor/investors copy for their records. As you return this to them, be sure to Thank them for their participation.

Press for Success: The Pledge Form is a 4-part form to be completed with a ballpoint pen. *Press Hard* to ensure impressions go through all the copies. Page-1 is your cover page (pre-filled in by your Key Worker). Page-2 is white & is completed by the donor/investor using the appropriate column for Military/Civilian. Page-3 is yellow and is returned to the PCFO. Page-4 is pink and retained by the donor/investor.

2016 GREATER OLYMPIC PENINSULA COMBINED FEDERAL CAMPAIGN 646 4th Street, Suite 101, Bremerton, WA 98337 (360) 373-2182		CFC Campaign No. 0921	ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.
ENTER LAST NAME, FIRST NAME, AND MI	Check (if applicable) <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL AGENCY AND OFFICE	
WORK ADDRESS & ZIP CODE			WORK PHONE ()

Donate online at www.cfc0921.org

Your 2016 Combined Federal Campaign Pledge

THE MOST REWARDING HOURS YOU WORK
ARE THE ONES YOU GIVE AWAY

PAYROLL DEDUCTION — IT'S THE EASY WAY TO MAKE A DIFFERENCE

PLEASE USE BALL POINT PEN AND WRITE FIRMLY

OPM 1654 Revised June 2016

REVIEW COMPLETED PLEDGE FORMS for Completeness & Accuracy

1. Amount per pay period must be at least \$1.
2. Number of pay periods is 12 for military, 26 for civilians.
3. Total donation equals amount per pay period multiplied by the number of pay periods.
4. Be sure your *total annual amount divides evenly*, **total must = whole number** (example total gift of \$102/12pp = \$8.50 per pay period ☺ vs \$100/12pp = \$8.33 per pay period ☹ \$8.33x12=\$99.96)
5. Agency code numbers are valid. **DONORS MUST USE THE FIVE DIGIT CODES**, if an invalid code is used, donation then goes into the undesignated pot.
6. Amount designated to specific agencies does not exceed the total donation. *Designations are based on the total annual gift*, not the per pay period gift.
7. Written information is clear and legible. All copies of Pledge Card are legible.
8. Payroll ID number (Social Security Number for most donors) is entered in the appropriate block and the signature is at the bottom for payroll deduction. Address and work phone are filled in. SSN and signature are not required for cash or check donations.
9. Re-do any card that has too many corrections or is difficult to read.
10. Sort/bundle Pledge Cards by function (payroll copies, CFC office copies) include in the Tally Envelopes and keep in a secure location until you can turn it in to your chairperson.
11. **TALLY ENVELOPE:** In addition to pledge cards, as described above, place all cash, personal checks, and sealed confidential gifts in the Tally Envelope, complete the face of the envelope and turn it in to your Activity Chairperson unsealed. *Tally Pledge Forms in the Pledge column, Cash in the Cash column.*

2013 GREATER OLYMPIC PENINSULA COMBINED FEDERAL CAMPAIGN 645 4th Street, Suite 101, Bremerton, WA 98337 (360) 373-2182		City/State Code: 53-0180 CFC Campaign No. 0921	ATTENTION PAYROLL OFFICES: only use this number to identify the local campaign
ENTER LAST NAME, FIRST NAME, AND MI		Check (if applicable) <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL AGENCY AND OFFICE
WORK ADDRESS & ZIP CODE		SSN/Employee ID	
		WORK PHONE ()	

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.																																																			
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<p style="text-align: center;">INFORMATION RELEASE (OPTIONAL)</p> <p>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.</p> <p>Home Address _____</p> <p>Personal Email Address _____</p> <p><input type="checkbox"/> In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.</p>	<p style="text-align: center;">PAYROLL DEDUCTION AUTHORIZATION</p> <p>I hereby authorize any agency of the United States Government by which I may be employed during 2014 to deduct amount(s) shown above from my pay each pay period during the calendar year 2014 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.</p> <p>Signature _____ Date _____</p>
--	---

PLEASE USE BALL POINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

Examples of completed Pledge Forms:

2015 GREATER OLYMPIC PENINSULA COMBINED FEDERAL CAMPAIGN
645 4th Street, Suite 101, Bremerton, WA 98337 (360) 373-2182

City/State Code: 53-0180 CFC Campaign No. 0921

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

ENTER LAST NAME, FIRST NAME, AND MI
Bugs Bunny

Check (if applicable)
 CIVILIAN
 MILITARY

FEDERAL AGENCY AND OFFICE
NHB

SSN/Employee ID
123-45-6789

WORK ADDRESS & ZIP CODE

WORK PHONE
(360) 475-xxxx

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.

BOX	MILITARY	TOTAL	BOX	CIVILIAN	TOTAL	Charity Code	Annual Amount
<input checked="" type="checkbox"/>	\$ <u>10</u> X 12 MONTHS =	\$ <u>120</u>		\$ _____ X 26 PAY PERIODS =	\$ _____	<u>83617</u>	\$ <u>60</u>
	\$75.00 X 12 MONTHS =	\$900.00		\$40.00 X 26 PAY PERIODS =	\$1040.00	<u>13442</u>	\$ <u>60</u>
	\$50.00 X 12 MONTHS =	\$600.00		\$25.00 X 26 PAY PERIODS =	\$650.00	<u> </u>	\$ _____
	\$25.00 X 12 MONTHS =	\$300.00		\$15.00 X 26 PAY PERIODS =	\$390.00	<u> </u>	\$ _____
	CASH OR CHECK No. _____ \$			CASH OR CHECK No. _____ \$		<u> </u>	\$ _____

Make check payable to the Combined Federal Campaign

DESIGNATED GIFT: To designate to 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.

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

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 125 Elmer Fudd Pl
Coakley, WA 12345
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 2016 to deduct amount(s) shown above from my pay each pay period during the calendar year 2016 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 Bugs Bunny Date 4-21-16

OPM 1654 Revised June 2015

2015 GREATER OLYMPIC PENINSULA COMBINED FEDERAL CAMPAIGN
645 4th Street, Suite 101, Bremerton, WA 98337 (360) 373-2182

City/State Code: 53-0180 CFC Campaign No. 0921

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

ENTER LAST NAME, FIRST NAME, AND MI
Donald Duck

Check (if applicable)
 CIVILIAN
 MILITARY

FEDERAL AGENCY AND OFFICE
NUWC Keyport Code-00

SSN/Employee ID
123-45-6789

WORK ADDRESS & ZIP CODE

WORK PHONE
(360) 315-xxxx

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.

BOX	MILITARY	TOTAL	BOX	CIVILIAN	TOTAL	Charity Code	Annual Amount
	\$ _____ X 12 MONTHS =	\$ _____	<input checked="" type="checkbox"/>	\$ <u>20</u> X 26 PAY PERIODS =	\$ <u>520</u>	<u>13958</u>	\$ <u>200</u>
	\$75.00 X 12 MONTHS =	\$900.00		\$40.00 X 26 PAY PERIODS =	\$1040.00	<u>42301</u>	\$ <u>100</u>
	\$50.00 X 12 MONTHS =	\$600.00		\$25.00 X 26 PAY PERIODS =	\$650.00	<u>83167</u>	\$ <u>170</u>
	\$25.00 X 12 MONTHS =	\$300.00		\$15.00 X 26 PAY PERIODS =	\$390.00	<u> </u>	\$ _____
	CASH OR CHECK No. _____ \$			CASH OR CHECK No. _____ \$		<u> </u>	\$ _____

Make check payable to the Combined Federal Campaign

DESIGNATED GIFT: To designate to 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.

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

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 124 Midkey mause Lane
Epworth, FL 12345
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 2016 to deduct amount(s) shown above from my pay each pay period during the calendar year 2016 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 Donald Duck Date 4-21-16

OPM 1654 Revised June 2015

ENTER LAST NAME, FIRST NAME AND MI Duck, Daisy	Check (if applicable) <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL AGENCY AND OFFICE USS Nimitz	SSN/Employee ID 123-45-6789
WORK ADDRESS & ZIP CODE			WORK PHONE (360) 476-XXXX

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.

BOX	MILITARY	TOTAL	BOX	CIVILIAN	TOTAL
	\$ _____ X 12 MONTHS =	\$ _____		\$ _____ X 26 PAY PERIODS =	\$ _____
	\$75.00 X 12 MONTHS =	\$900.00		\$40.00 X 26 PAY PERIODS =	\$1040.00
	\$50.00 X 12 MONTHS =	\$600.00		\$25.00 X 26 PAY PERIODS =	\$650.00
X	\$25.00 X 12 MONTHS =	\$300.00		\$15.00 X 26 PAY PERIODS =	\$390.00
	CASH OR CHECK No. _____ \$			CASH OR CHECK No. _____ \$	

Charity Code	Annual Amount
13442	\$ 60-
21639	\$ 50-
84371	\$ 70-
75820	\$ 75-
71726	\$ 45-

DESIGNATED GIFT: To designate to 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 AND 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 **123 Midley Mouse Lane**
Excott, FL 12345

Personal Email Address **daisyd@xyz.net**

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 2016 to deduct amount(s) shown above from my pay each pay period during the calendar year 2016 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 **Daisy Duck** Date **4-21-16**

Recap:

- ✓ Amount per pay period must be at least \$1.
- ✓ Number of pay periods is 12 for military, 26 for civilians.
- ✓ Total donation equals amount per pay period multiplied by the number of pay periods.
- ✓ Be sure your total annual amount divides evenly, **total must = whole number** (example total gift of \$102/12pp = \$8.50 per pay period = ☺ vs \$100/12pp = \$8.33 per pay period = ☹ \$8.33x12=\$99.96)
- ✓ Agency code numbers are valid. DONORS MUST USE THE FIVE DIGIT CODES.
- ✓ Amount designated to specific agencies does not exceed the total donation. *Designations are based on the total annual gift, not the per pay period gift.*
- ✓ Sort/bundle Pledge Cards by function (payroll copies, CFC office copies) include in the Tally Envelopes and keep in a secure location until you can turn it in to your chairperson.
- ✓ TALLY ENVELOPE: In addition to pledge cards, as described above, place all cash, personal checks, and sealed confidential gifts in the Tally Envelope, complete the face of the envelope and turn it in to your Activity Chairperson unsealed.

Nexus & MyPay E-Pledging:

Training examples are available at www.cfc0921.org, click Campaign, then on Training. You can also select the Online Pledging & Processing tab.

Example of a completed Tally Envelope:

- ATTENTION -

Material contained inside is subject to the
Privacy Act of 1974

N^o 3271

**COMBINED FEDERAL CAMPAIGN
KEYPERSON SOLICITATION REPORT & CONTRIBUTION PACKET**

DEPT/AGENCY Navy	ACTIVITY/LOCATION NAVSUP NW	SHOP/CODE/DIVISION Training
---------------------	--------------------------------	--------------------------------

MILITARY			CIVILIAN	
TOTAL ANNUAL CONTRIBUTION			TOTAL ANNUAL CONTRIBUTION	
NO	PAYROLL	CASH	PAYROLL	CASH
1	\$ 300.00	\$	\$	\$
2			520.00	
3				200.00
4	360.00			
5		150.00		
6			260.00	
7			390.00	
8				
9				
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14				
15				
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17				
18				
19				
20				
21				
22				
23				
24				
25				

TOTALS:

CONFIDENTIAL GIFTS 1

EMPLOYEES IN KEYPERSON'S GROUP 15 EMPLOYEES CONTACTED TO DATE 10 DONORS TO DATE 7

KEYPERSON'S NAME Helen Stone PHONE NUMBER 476-XXXX

KEYPERSON'S SIGNATURE Helen Stone DATE 10/23/13

CHAIRPERSONS:

Verify that the total of cash and checks match what is recorded on the face of the Tally Envelope and remove payroll copies of the pledge cards before sealing.

Forward payroll copies directly to your payroll data entry point.

Hand deliver campaign receipts in Tally Envelopes to the Area Coordinator, or United Way of Kitsap County, 645 4th Street Suite 101, Bremerton, WA 98337, or call for pick-up at (360) 373-2182. In some cases you might choose to forward campaign receipts through the chairperson of your division's lead activity. You will also need to complete the Disbursing Certification Form.

Example Disbursing Certification Form:



I certify that the disbursing copy of all pledge forms have been removed and delivered to the appropriate Disbursing Office. I understand that if any disbursing copies of the pledge forms are found in this package that I will be required to pick the package up, remove the disbursing copy(ies) and immediately deliver them to the appropriate Disbursing Office.

Delivered by:

Print Name, Rate/Rank, Command	Signature	Date
--------------------------------	-----------	------

Telephone: _____

Received by:

Print Name	Signature	Date
------------	-----------	------

How People Can Give Online

Giving online is safe, secure, and simple. It also directs more money to charity since giving online saves \$14 per pledge. Online giving also minimizes CFC's environmental impact, so encourage your co-workers to choose online giving whenever possible.

Giving By Payroll Deduction at www.cfcnca.org

1) Click

DONATE NOW

2) Select the payroll system your agency uses.

CFC  **EXUS**

myPay 

EMPLOYEE
PRESS 

If you're not sure what payroll system your agency uses, click "Which system do I use" for assistance.

3) Select "Payroll" for the type of pledge you'd like to make.

4) Provide your personal information.

5) Select the charities you wish to designate.

6) Electronically sign your pledge.

By Credit Card/Debit Card or eCheck

1) Click

DONATE NOW

2) Click

CFC  **EXUS**

3) Select the type of pledge you'd like to make –

- Credit/Debit Card One-Time
- Credit/Debit Card Recurring
- eCheck One-Time
- eCheck Recurring



4) Provide your personal information.

5) Select the charities and amounts you wish to designate.

6) Electronically sign your pledge.

After each step, click the blue "GO TO NEXT STEP" button. (If that button is grey, it means you need to complete that section.)

HOW TO DEAL WITH OBJECTIONS

You can expect objections from some of the people you invite to participate. It's a natural part of the process - especially when you ask someone to increase their pledge. Objections are an opportunity to win over a new donor by sharing the value of their investment.

Remember:

- * It's not personal. An objection is not about you - it's the idea you are presenting.
- * It may not be real. Many objections are "stalls" rather than sincere objections. You may have to ask clarifying questions to get at the real issue. Avoid dedicating too much time to this, offer to meet with them one-on-one.
- * Be sympathetic. Listen carefully, and sympathize with your prospect. Show concern without agreeing with the objection. Reflect the objection. Repeat the objection in your own words to be sure you understand what the person is saying. Sometimes this is enough for the person to recognize that the objection is not valid.
- * Handle Objections. *That's handle* - not answer. You can't really answer an objection. Often it is more imagined than real, and you cannot use logic in an imaginary argument. You must handle it - go around it - *deflect it*. Acknowledge the objection/question, then as you respond, change your body language to engage others in the audience, helping to deflect & defuse.
- * Listen - How to listen (stay calm, let the person talk/vent first, take notes, don't take it personally - understand hidden agendas. You are responsible for your reaction not their anger).
- * Express Empathy - How to express empathy versus agreement (I can understand, I can appreciate, I know how frustrating that can be). Ask Questions and analyze the objection to get at the root.
- * Respond - How to develop effective responses to arrive at agreement. Brainstorm points from contributor's point of view (what would be convincing to contributor). Prioritize (select top 3 to 5). Develop empathy statement. Develop closing statement. Check to be sure the answer would convince you.
- * Don't Argue. Arguing forces your prospect to defend his or her objection and creates resentment. You may win the argument but lose the contribution.
- * Encourage your prospect to talk. If objections are raised in a group setting, encourage the person to talk with you after the meeting. Don't interrupt. Hear the objections out.
- * Objections are the genuine concerns of the person you are trying to convince. Without objections you do not have a sale.
- * **ABOVE ALL, RELAX AND BE YOURSELF.** Your solicitation meeting should be a win/win situation. You don't have to match wits or "fence" with your prospect. You do not need to overwhelm your prospect with rhetoric. You have an important idea to present, as clearly and straightforwardly as you can.

EMPLOYEE CONCERNS ABOUT THE COMBINED FEDERAL CAMPAIGN QUESTIONS AND ANSWERS

1. I want to give directly to a charity. Why should I give through CFC?

Certainly you have the right to give directly. However, there are sound reasons for giving through CFC: Charities save money if they can process a single check from CFC, rather than numerous checks from individual contributors. Charities know early in the year what their revenue from pledges will be, and can plan accordingly. Systematic planning isn't possible with sporadic individual gifts.

Charities appreciate that the CFC's low overhead costs increase revenue for their programs. Charities have overhead costs for their fundraising efforts that are often substantially higher than CFC's. For example, a large charity specializing in emergency services estimates that its own fundraising costs will be 52% of revenues for the year. Soliciting donors who have given previously cost 16% of revenues, and the charity expects to spend 92 cents to raise one dollar among new donors. The average gift from established donors is under \$40, and new contributors give less than \$25. Donations given through CFC are a bargain.

Fundraising expenses include direct mail solicitations, which are sent to everyone who has donated directly to the charity. This cost is eliminated when donations come through CFC.

A shelter for homeless persons reports that it spends at least 17 cents to raise one dollar from individual donors. Its monthly revenue from this source varies from 2.5% of the year's total in July to 49% in December. The agency must dip into its emergency funds during the lean month, and hope for a year-end windfall. In contrast, the total contribution made through CFC is known at the beginning of the year and is sent to the charity in predictable monthly payments.

Payroll deduction available only through CFC is a painless way to give - you won't miss money you never see.

Your gift through CFC has a greater impact, because it is combined with contributions from other Federal employees.

You enhance your pride in being part of the Federal community when you participate in the CFC.

You receive personal recognition from the CFC.

2. If I designate, how do I know my money goes to the charity I direct it to?

When you submit your pledge card, be sure you fill out the "Release of Name" section. Your information will be forwarded to the charities you have designated. They will usually write to you and acknowledge your gift. That way the loop is closed.

The appropriate handling of your pledge and payment to the correct charity is audited annually by an independent Certified Public Accountant. The Federations and charities themselves are also audited on their handling of the funds.

Audit reports, computer reports, and other documents are available for your review at the CFC office.

EMPLOYEE CONCERNS ABOUT THE COMBINED FEDERAL CAMPAIGN QUESTIONS AND ANSWERS Cont.

3. I'm not giving through the CFC - their administrative costs are too high.

Actually, CFC costs are lower than almost any other charity's. On average, it costs about 9 cents (or 7-12%) to raise a dollar the CFC way. Other methods of collecting contributions can cost as much as a dollar for each dollar raised. CFC is a broad-based campaign directed to the entire Federal workforce with its large payroll and extensive pool of volunteer help; it is the most efficient way to raise large amounts of money.

Listings in the CFC Brochure disclose the percentage of funds the charity uses for administration and fundraising. Remember that charities cannot provide services without an organization. Administrative costs buy:

- ✓ Stable, continuing services;
- ✓ A location where people know they can receive the services they need;
- ✓ A staff of motivated, concerned persons, often augmented by volunteers to increase the service offering;
- ✓ A focus on a particular need.

Think of administrative costs this way: As a federal employee, how much professional work could you get done if you had to provide your own lights, desks, carpeting, building space, telephones, tools, vehicles, and payroll and personnel services? Overhead costs are a fact of life in any organization. CFC holds them to a minimum, and increases the "bang for the buck" from everyone's gift.

4. Isn't the CFC just United Way with a different name?

CFC is a separate campaign that runs at the same time as the United Way campaign. The CFC campaign is available only to the approximately 30,000 Federal employees in Clallam, Jefferson, Kitsap and Mason Counties.

United Way of Kitsap County and its affiliated charities apply for eligibility in the CFC, like other agencies in our area and around the world. As a Federal employee, however, you can also choose from more than 20,000 charitable organizations to receive your gift through the CFC.

5. Why should I donate, when my spouse already gives at the office?

It's great that your spouse is supporting his or her favorite charities. If we are serious about giving our fair share back to our community, then each wage earner should play a part. You may wish to support causes of your own. Each employee should give within his or her own means.

6. Why should I contribute at least one hour's pay per month?

One hour's pay per month is not a requirement. The amount you give is your decision. Think of it as giving time. Most people want to contribute a reasonable amount to help support their community. They appreciate a guideline that is fair, progressive, and proportionate to their income. One hour's pay per month (three minutes a day) is possible for most employees. If we increase the number of people who give at this level, we will easily achieve our campaign goal.

EMPLOYEE CONCERNS ABOUT THE COMBINED FEDERAL CAMPAIGN QUESTIONS AND ANSWERS Cont.

7. Why should I contribute to a campaign that favors the charities that make the most noise?

CFC does not favor any charities, whether or not they lobby the Campaign. Every charity must qualify each year to be in the campaign. Local charities apply in April, and a volunteer committee of Federal employees reviews each application. Decisions about eligibility are based on compliance with the following criteria:

- ✓ 501(c)(3) status as a not-for-profit, voluntary agency, eligible to receive tax-deductible contributions;
- ✓ Documentation that actual services were provided in the previous year;
- ✓ An active, volunteer board of directors;
- ✓ Audited financial statements for agencies with annual budgets over \$100,000
- ✓ For local applications, an office or facility open at least 15 hours a week, in Clallam, Jefferson, Kitsap, Mason, or adjacent counties (local presence) or substantial statewide presence.

The committee announces its decisions in May. Charities that are denied may appeal the decision to the local committee or to OPM, and could be accepted later.

8. Why should I support a campaign that includes organizations I disapprove of?

CFC includes over 20,000 organizations. Among all of these, there is certain to be at least one that does not agree with your views. It is equally certain that one or more of these charities represent your values.

CFC is a donor-choice campaign; you decide where your money goes. Even if you do not approve of all the participating charities, the organization(s) you choose will benefit from the low fundraising cost of the CFC.

9. Why should I contribute to the CFC when I don't use the services of any of the recipient charities?

It is unlikely that you have never had contact with at least one CFC agency. From swimming lessons at the "Y" to Red Cross CPR and First Aid Classes, from cheering on the US Olympic Team to shopping at Goodwill retail stores, almost all our lives have been touched by these worthy organizations. Your co-worker may have received job training literacy skills from a CFC charity, or a neighbor may have benefited from a health agency's "stop smoking" class.

Even if we have no direct involvement with an agency, *each of us benefits* from living in a community that provides so many services for all who want or need them.

Finally, experience and recent events teach us that we may each be just one misfortune away from needing the help of a CFC agency.

10. Does my contribution really make a difference?

Absolutely! Each year more organizations apply to become CFC recipients. They recognize the fundraising capability of a large, well-organized campaign, and the low overhead costs that pass on maximum funds to charities. This is one fundraising source that does not cost the charity a dime.

EMPLOYEE CONCERNS ABOUT THE COMBINED FEDERAL CAMPAIGN QUESTIONS AND ANSWERS Cont.

11. I feel like in the past I've been pressured to give.

I'm sorry you've felt pressured in the past. CFC does not advocate high-pressure solicitation. Coercion and solicitation by supervisors are forbidden by Federal regulation. Employees give to express their belief in the charities they support. High pressure tactics only alienate potential donors, and actually result in lower contributions. I promise I won't use high pressure tactics.

12. If I designate my contribution to a certain agency, does that mean their general (undesigned) funds are reduced by that amount?

No! Undesignated funds are divided among agencies in proportion to their designations. *Your designated gift actually increases that charity's share of undesigned funds.*

13. Why am I being solicited in the workplace for a campaign that is not official government business?

The Combined Federal Campaign *IS an official government activity*, authorized by regulations issued by the Office of Personnel Management. It is supervised by the Local Federal Coordinating Committee made up of your fellow Federal employees.

14. Are CFC workers paid?

CFC workers are all volunteers; as Federal employees, they are paid their salaries by the Federal government. They serve at no cost to the Campaign. CFC's budget pays for training the volunteers, for buying campaign materials, and for processing information.

15. My neighbor had a bad experience with a CFC agency. Why should I contribute?

I'm sorry your neighbor didn't find the help they were looking for. CFC charities serve hundreds of thousands of people each year. Among all those, it is possible for someone to have a problem with new or inadequately trained staff. Perhaps your neighbor did not meet the organization's criteria for eligibility to receive its services, or maybe the agency was low on funds and couldn't provide assistance. None of this should be a surprise to anyone with experience in government service. Scarce resources, and an overworked staff can all contribute to an occasional unsatisfactory encounter.

"Be the rainbow in somebody else's cloud" Maya Angelou



Presentation Tips

Facts Tell – Stories Sell

~ Follow the BASIC formula ~

Facts speak to a person's intellect; stories touch the intellect and the emotions, a much more powerful factor in connecting with people.

Fundraisers have been using the story technique for years. People will donate money if they are moved – either by personal experience or by a compelling story. Think about the number of times you are solicited for donations. Which causes are more likely to get your hard-earned dollars? What moved you to give? Watch the Jerry Lewis Telethon and you'll see hundreds of stories about children with muscular dystrophy and other diseases and millions of dollars pledged.

Use the power of story to improve any presentation you deliver. Here are five BASIC tips to help:

- ♥ Believe in the story. Speak from your heart or from a real experience. Or, pick a well-known story that supports your message.
- ♥ Appropriate. Is the story appropriate for your message and audience?
- ♥ Structure. Include an opening, a problem and a resolution. Stories are about journeys. You start off in one situation, face a problem, overcome the problem and grow or learn from the experience.
- ♥ Internalize. Practice! With enough rehearsal, the story becomes second nature and flows like part of a conversation.
- ♥ Captivate. Bring the story to life and focus on your audience's needs and your message. Use facial expressions, gestures, voice inflection or props, all tools learned in the Competent Communication manual.

Those are the BASICS to help you get started talking with tales. For in-depth practice, try Toastmaster's advanced manual on storytelling – it's a great tool for learning to tell and incorporate stories into all your presentations.

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*Carol Mon is a story consultant and author of *Ten Telling Tips for Talkers – Storytelling Tips Everyone Should Know*. You can email her at carolmon@carolmon.com*

This was re-typed from the August, 2006 issue of the Toastmaster Magazine



Presentation Tips Cont.

Speakers Worksheet for Self-Evaluation/Awareness

Self Confidence:

- ❖ Do you create a confident impression?
- ❖ Do you have a relaxed manner?
- ❖ Do you speak clearly and well?

Preparation:

- ❖ Do you have an effective opening sentence?
- ❖ Was your speech logically organized?
- ❖ Did you know your subject?
- ❖ Was your conclusion strong?

Clarity:

- ❖ Did you speak without mumbling or slurring words?
- ❖ Was your voice loud enough?
- ❖ Did you speak slowly enough to be understood?
- ❖ Was your voice expressive?
- ❖ Was the point of your speech clear?

Expression:

- ❖ Did you have the appropriate facial expressions?
- ❖ Were your gestures effective in reinforcing points?
- ❖ Was your smile natural?
- ❖ Were voice & facial expressions dramatic, without being “stagy”?

Posture and Eye Contact:

- ❖ Did you walk tall and confidently?
- ❖ Did you stand steady, instead of swaying or standing on one foot?
- ❖ Did you make direct eye contact with your audience?

Timing and Audience Interest:

- ❖ Did you hold the interest of your audience?
- ❖ Was your speech appropriate to the audience?
- ❖ Was your speech long enough to cover the topic?
 - Short enough to hold attention?



Sample Employee Newsletter Article

“Payroll Deduction Makes Donating to Charities Convenient”

Federal employees are an important part of each and every community where we live and work. As Federal employees, we can make our local, national and international communities a better place to live when we take advantage of the opportunity to contribute to the Desert Southwest Combined Federal Campaign (CFC). This year’s campaign runs from _____ to _____.

This year's CFC theme is "Show Some Love." With the unselfish generosity of Federal employees, military personnel and postal employees, last year your local CFC raised \$1,047,610 to support our shared communities. Working together, Federal employees contributing through CFC can deliver emergency services, medical care, education, training, food and resources. In addition, we can provide hope for the future for many people who would otherwise have no hope. You can Show Some Love with your donation today, creating hope that will transform tomorrow.

You may choose to invest in medical research, the environment, education, reducing homelessness, community advocacy, social programs and much more through the Combined Federal Campaign payroll deduction. You may also give a one-time gift to the charity of your choice through this campaign. A small investment of \$5 a pay period can make a huge impact in the lives of others. (*Use the Campaign Facts – “What Your Gift Can Do”*).

Since the CFC’s inception, federal employees have made a huge impact to those in need by collecting \$7 billion! Together we can make a difference in our communities by donating to CFC. Please donate by pledging today. For more information about the Greater Olympic Peninsula CFC, contact Tamra Ingwaldson, Director at 360-373-2182.

E-mail Examples:

#1:

The Greater Olympic Peninsula Combined Federal Campaign (CFC) begins _____ and runs through _____. CFC’s theme this year is “Show Some Love.” A (xxxxx) event is planned for (*date/time/location*). Come and enjoy refreshments while learning more about the different charities whom benefit from your donations to CFC. Payroll deduction makes giving easy. A one-time gift to the charity of your choice is also welcomed. Both methods allow you to support your community and the charities of your choice. Join us as we make a positive impact on our community by pledging today!

#2:

Did you know that if you pledge \$2.00 per pay period you can (*Pick a fact from “What Your Gift Can Do!” or Impact Calculator located at www.cfc0921.org*) The Greater Olympic Peninsula Combined Federal Campaign is going on now. Please pledge today. If you have any questions, please call (*your name and phone #*).

#3:

The Greater Olympic Peninsula Combined Federal Campaign begins _____ and runs through _____. This year’s theme is “Show Some Love.” Please join us as we strive to reach our campaign goal of \$_____. Join in supporting your community by returning your completed pledge form to your coordinator by (*date*).

ENDORSEMENT FROM AGENCY HEAD

Sample letter from agency head to employees:

(Always check with your agency head before sending anything in his/her name.)

Date

Dear Team Member:

As employees of the _____ we take pride in our jobs and in the government we serve. In the next few weeks, we will have the opportunity to reach beyond our job assignments and Show Some Love to the communities in which we live and work. From _____ to _____ we will be participating in the Greater Olympic Peninsula Combined Federal Campaign.

For over 50 years, federal employees donated over \$7 billion to help people in need. Federal employees can help non-profit organizations throughout the state, the nation, and international communities when they donate through CFC.

As a federal employee you have the ability to choose which organization benefits from your contribution. Your donation will go to causes that matter to you.

You will be given the opportunity to pledge, through payroll deduction, to a charity working on issues such as health, the environment, higher education, hunger, neighborhoods, social services and much more. You will soon receive campaign information and a pledge card. I urge you to read the informational literature and then make a payroll pledge. Payroll deduction will begin on your first paycheck in 2017. Please join me in supporting a charity that works on the issues that matters most to you.

Sincerely,

XXX



Additional Sample Messages

To: Key Worker

From: Management

Crime. Unemployment. Hunger. Homelessness. These are major problems facing many less fortunate citizens of our community. With your help, however, hope can be provided for them.

The best way for us to aid those in need would be to lead this year's effort through the Combined Federal Campaign.

(Agency)'s goals can be achieved with your superb leadership and your commitment to helping a great cause – the CFC. With your guidance, your colleagues will realize that donating through CFC is the most efficient and easiest method to care for our community, our nation, and our world.

Thank you for taking the time to ensure (agency)'s success during this year's Combined Federal Campaign.

To: All Employees

From: Agency Director

This year's Combined Federal Campaign will kick off on (date). Our campaign coordinator, (name), has added new and exciting dimensions to this year's drive. The CFC has always had the full support and commitment of (agency name), and I am looking forward to this year's campaign with enthusiasm.

If you or I were to need services tomorrow, CFC supported agencies would be there to help. Keep in mind that many of us have used the services of a CFC agency without ever knowing it!

During the week of (date), a co-worker will be asking you for a contribution. Please consider a payroll deduction gift, which will begin in January of next year. I hope I can count on your continued support.

Dear Fellow Employees:

We at (agency) have been recognized as leaders, not followers, in the Greater Olympic Peninsula area. We have never been content with just following along but have taken initiative in setting the pace for others.

We have the opportunity to demonstrate our leadership in our community through the Combined Federal Campaign that funds hundreds of needed programs and services throughout the nation. With the option of payroll deduction, we can give generously with ease.

It is my hope that each employee will share in this important effort. How much you choose to contribute is a personal decision, based on your ability and desire.

I encourage you think about the difference the CFC makes, and hope you will join me in leading the way toward a healthier community.

Sincerely,

(Coordinator's Name)

Dear Employee:

Thank you for helping to make this year's Combined Federal Campaign a success. (Agency name) employees contributed \$_____ through CFC. Your concern for others helped to make this achievement possible.

Your generosity will help ensure that health and human services will be available throughout the year for those who need them. You have contributed to making our community a better place to live.

I offer you my heartfelt thanks for showing that you care about your friends, neighbors, and co-workers.

Sincerely,

(Coordinator's Name)



**Greater Olympic Peninsula CFC
2016 SUPPLY ORDER FORM**

Agency: _____

Employee Contact: _____

Employee Contact Phone: _____

Employee Contact Email: _____

Division: _____

Date of Request: _____ Date of Pick-Up: _____

Supply Item	Quantity	Comments
Charity Lists		
Pledge Forms		
Campaign Video/DVD		
Pens		
Posters		
Goal Thermometers		
Campaign Report Envelopes		
Other		

Date Delivered: _____

Delivered By: _____

Received By: _____



Greater Olympic Peninsula CFC SPEAKER REQUEST FORM

Requester _____ Date _____

Agency Requesting _____

ECM _____

Phone _____ Fax _____ Email _____

Address of meeting _____

Driving & Parking Directions _____

Date of Presentation _____ Time _____

Number of Participants _____ Presentation Length _____

Special Instructions _____

How Many Charities Requested: ____ Will Charities Be Able to Set Up a Table Display? Yes ___ No ___

Charity Requested:

1st Choice _____ Specialist or ECM Requested? (circle)

2nd Choice _____ Specialist or ECM Requested? (circle)

3rd Choice _____ Specialist or ECM Requested? (circle)

***** CHARITY CONFIRMATION *****

Charity Presenting _____

Speaker Attending _____

Confirmed By _____ Date _____

Notes _____



Greater Olympic Peninsula CFC CHARITY TOUR REQUEST FORM

NOTE: Please confirm date, time and number of employees attending the tour before requesting one.

Federal Agency/Military Unit requesting tour _____

Contact _____

Phone _____ Fax _____

Email _____

Tour Request Date _____ Time of Arrival _____

Number of People Going on Tour _____

CFC Charity Requested for Tour _____

Special Requests (i.e. accessibility) _____

Additional Information _____

CFC Specialist _____

Confirmed Tour and Time Schedule

Charity _____

Address _____

Contact _____ Phone _____

Email _____ Fax _____

Date _____ Time _____

Confirmed by _____ Date _____

Additional Information _____

