



**CFC Donation, Collection, and
Accounting Procedures Training**

2016
Onslow County Combined Federal Campaign

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WELCOME TO THE TEAM

Thank You for accepting the invitation to serve as your federal workplace Onslow County Combined Federal Campaign (CFC) representative!

You are part of a team that is hundreds strong in our community! It takes people like you who go above and beyond the call of duty to make this campaign successful. Through your eyes, your fellow employees will see the value of the many charities that CFC supports, and the causes they serve.

We understand your time is valuable! Thank you in advance for your time, effort, and commitment in working to ensure the success of your CFC. We truly want you to know how much we appreciate your time and hard work!

INTRODUCTION

MISSION

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

SCOPE

Except for service relief drives, e.g. Navy Marine Corps Relief, the CFC is the only on-the-job fund raising campaign authorized for military and federal civilian employees. It was established in 1961 by the federal government under President John F. Kennedy. Conducted by the federal government under the authority of the Office of Personnel Management (OPM), the CFC operates in more than 250 localities throughout the United States, Puerto Rico, the US Virgin Islands, and in many overseas military bases.

Remember, the CFC belongs to you – the Federal employee! It does not belong to the Federal Government, the Primary Campaign Funding Organization, or the charitable agencies in the charity brochure.

Keyworkers, Unit Coordinators, and Command Coordinators are responsible for adhering to the procedures outlined in this manual and for ensuring that information contained herein is clearly, quickly, and accurately communicated to all military and civilian federal employees within their respective CFC role assignment.

PRIMARY GOAL

Support efforts to increase participation in the CFC through emphasis on the benefits, accomplishments and personal stories of the CFC, its donors and its beneficiaries.

OBJECTIVES:

- ★ Engage younger audiences
- ★ Sustain interest and engagement among active donors
- ★ Emphasize the positive impact of federal employees through the CFC.

CFC ACCOMPLISHMENTS AND IMPACT OVER THE PAST 50 YEARS**PRIMARY MESSAGES:**

- ★ CFC is effective; has raised over \$8 billion for charitable groups over the past 50+ years.
- ★ YOU CAN change lives through participation in the CFC.
- ★ CFC is accountable; featuring reviewed and approved charitable organizations.
- ★ CFC is highly efficient, streamlining charitable giving through payroll donations.

SECONDARY MESSAGES:

- ★ CFC is the most efficient way to raise maximum dollars at low cost for charities.
- ★ CFC provides numerous donation options to allow federal employees of all financial standing and backgrounds to participate through payroll deduction or cash gifts.
- ★ With options to donate as much or as little as one wants, all employees are able to donate to causes of their choice in a manner in which they feel comfortable.
- ★ CFC provides uninterrupted support for a charity of your choice without having to remember to make a regular donation. Creating a regular payroll contribution for philanthropic giving allows charities to make plans for their fiscal year.
- ★ CFC is an easy way to ensure that you remember to support the charities of your choice. By donating through a payroll contribution at any level you are comfortable with, you can simply “set it and forget it”.
- ★ The success of the CFC demonstrates the commitment of federal workers to public service. Not only do federal employees devote their livelihoods to their country, but they’re generosity has made them one of the most powerful philanthropic forces in the United States.
- ★ Charities must go through a rigorous annual evaluation process by government employees, either locally or nationally before becoming a part of the campaign. This guarantees that CFC is an accountable way to donate to the causes that matter to you most.
- ★ CFC donors support a wide variety of causes, locally, nationally, and internationally. They can choose exactly which charities and causes they would like to support with their donation dollars and be assured that those donations are used effectively.
- ★ The CFC is organized and executed largely by volunteers within the federal workforce, providing ample opportunities to become more involved with the organization and fundraising efforts as a volunteer.
- ★ CFC is continuing to provide new options for federal workers to donate to their campaign. E-pledging options (available at www.onslowcountycfc.org) allow federal employees unprecedented control and access in managing their giving.

If there was no CFC, we would all be very busy inventing one to support the “safety net” of health and human welfare services in our communities.

**2010-2014
CAMP LEJEUNE/MCAS NEW RIVER/ONSLow COUNTY CFC
Annual CFC Pledge Reports and Federal Employee Participation.**

2011-2015 Onslow CFC Pledge Report

	2011	2012	2013	2014	2015
Total Pledged	929,511	853,625	771.160	654,900	617,372
Payroll Pledges	883,486	810,553	720,965	612,777	574,252
Payroll Percentage	95.1%	94.9%	93.6%	93.6%	93.0%
Cash Donations	46,024	43,072	49,196	42,123	43,120
Cash Percentage	5.0%	5.0%	6.3%	6.4%	7.0%
Average Pledge	139.97	152.43	154.43	161.00	146.54
Per Capita Pledge	21.14	18.19	17.61	13.94	13.16

2010-2014 Onslow CFC Federal Employee Participation

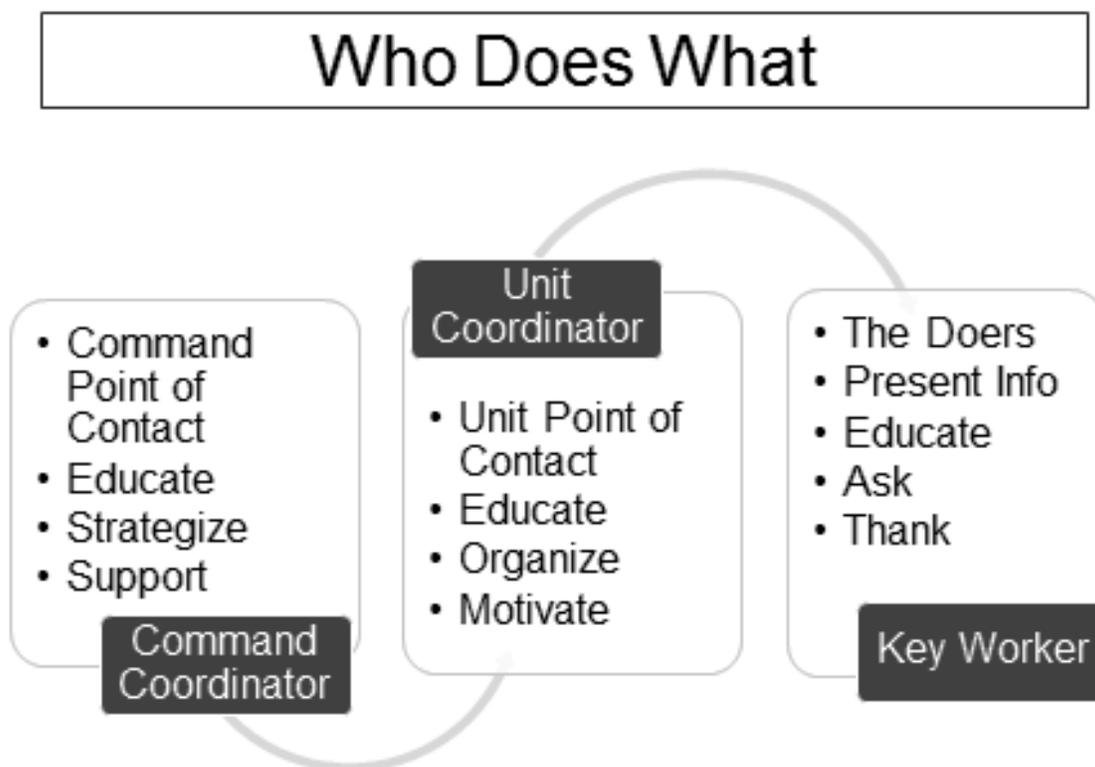
	2011	2012	2013	2014	2015
Number Solicited	43,966	46,926	43,741	40,709	49,926
Total Contributors	6,641	5,600	4,987	4,060	4,213
Total Contributor Percentage	15.1%	11.9%	11.4%	10.0%	9.0%

CFC STRUCTURE

The organizational structure/hierarchy for the CFC is depicted in Enclosure (1), page 14. The CFC structure consists of four major levels:

- ★ **Keyworkers** – Solicit donations at the individual level.
- ★ **Unit Coordinators** – Act as CFC supervisors at the intermediate level, i.e. battalion/squadron or regiment/group.
- ★ **Command Coordinators** – Serve as the Commanding Generals'/Commanders' representatives and are responsible for the conduct of the campaign at the command level.

The following pages detail specific responsibilities that must be fulfilled by personnel at each of the four structural levels.



KEYWORKER DUTIES AND RESPONSIBILITIES
--

Keyworkers function at the grass roots level. These individuals solicit contributions from the unit/individuals. The Keyworker ensures that each person is informed of the benefits and value of contributing through the CFC. They ensure that each person is contacted and given the opportunity to participate in the CFC. Specific duties and responsibilities of the Keyworker are:

- a. Have federal employees sign a CFC brief attendance roster (see Enclosure (8), page 25) to verify contact was made. Rosters will be submitted with the corresponding batch envelope to the Unit Coordinator.
 - (1) Responsible to make sure that every federal employee in the workplace is educated about the CFC and given the opportunity to donate.
- b. Solicit donations from individuals in a group classroom environment. Collect and review all pledge forms to ensure the pledge form is accurately filled out, legible on all copies and all mathematical calculations are correct. Examples of completed three-part donation forms are included in this guide (See Enclosure (3), page 18). Please note, checks must be made payable to the “Combined Federal Campaign” or “CFC”. Two-party checks **CANNOT** be accepted. If a personal check should be returned for insufficient funds the donor will be responsible for any fees incurred to the CFC.
- c. Thank everyone for their time and donations.
- d. Submit all pledge forms and received donations to the Unit Coordinator. The Unit Coordinator must verify the contents and sign the batch envelope. The Unit Coordinator is then responsible for the batch envelope and its contents.
 - (1) Allotments – *Keep the white and yellow of all allotment donation forms together.*
 - (2) Cash/Check – *Keep the white and yellow copies of the cash donation forms together separated from the allotments. Please use a paperclip to attach the cash/check donation to the corresponding pledge form.*
- e. Submit the pledge forms, batch envelopes, and contact rosters to the Unit Coordinator.

KEYWORKER RESPONSIBILITIES CONTINUED...

Key Worker Responsibilities	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Attend CFC Training • Attend Key Worker meetings • Select & coordinate sites for group solicitation meetings • Arrange for a Unit Leader to open each brief with CFC remarks • Distribute brochure and campaign materials to each employee • Encourage payroll deduction & online giving • Help donors complete pledge cards • Collect pledge cards and cash/check donations from donors • Thank donors 	<p>Role:</p> <ul style="list-style-type: none"> • To ensure quality contact that enables each employee to make an informed decision when asked to contribute. • Responsible for the campaign within a particular section, division, or unit for the command and works closely with the Unit Coordinator. • Makes the presentation using DVD to their peers, tells the CFC story, and solicits contributors for the campaign.



UNIT COORDINATOR ROLE AND RESPONSIBILITIES

Unit Coordinators recruit, verify CFC training, and supervise Keyworkers ensuring quality CFC contact with military and civilian federal employees within the unit. Unit Coordinators work closely with both the Command Coordinators and Keyworkers.

Specific duties and responsibilities of the Unit Coordinators are:

- a. **UNIT COORDINATORS MUST BE PRESENT TO SUPERVISE KEYWORKERS AT EACH SOLICITATION BRIEF!!!!**
- b. Ensure solicitation briefs are conducted in a group classroom environment with charity brochures, PowerPoint brief, pledge forms and brief attendance rosters.
- c. Coordinate with the Command Coordinator to submit completed batch envelopes, pledges, and brief attendance rosters.
- d. Ensure Keyworkers promptly submit completed batch envelopes, pledge forms and attendance rosters (Unit Coordinator must establish submission schedules for their Keyworkers).

- e. Submit the following information to the Command Coordinator on a weekly basis:
- (1) A completed Unit Coordinator Weekly Receipt Log (See Enclosure (5), page 22)
 - a. Retain one (1) copy for your records.
 - (2) CFC brief attendance rosters within corresponding batch envelopes with *all donation forms accounted for.*
 - (3) Cash/check donations should be attached by paperclip to corresponding pledge forms.
- f. **Recognize Keyworkers throughout the campaign for their efforts and hard work!**

Unit Coordinator Responsibilities

Role: Conduct an educational campaign within Unit where all employees learn about the opportunities provided by the CFC and its importance to our community and all employees are personally asked to contribute.

<u>Responsibilities</u>	<u>Goals</u>
<ul style="list-style-type: none"> • Promote & Publicize the campaign at the Battalion level • Schedule & ensure all personnel within area are briefed • Reporting <ul style="list-style-type: none"> - Completion of forms - Donation/Pledge Pick-up • Information Request <ul style="list-style-type: none"> - Concerns - Questions 	<ul style="list-style-type: none"> • Develop a plan • Recruit Key Workers/Support • Strive for 100% quality contact • Report results • Thank Everyone!



COMMAND COORDINATOR DUTIES AND RESPONSIBILITIES

Command Coordinators are responsible for ensuring quality CFC contact among all military and/or federal civilian employees within the command. Command Coordinators ensure distribution and collection of campaign materials and are held accountable for the accuracy and completeness of all records from their respective commands. Specific duties and responsibilities of the Command Coordinators are:

- a. Notifying the Senior Command Coordinator of any changes in military and civilian federal personnel numbers throughout the campaign.
- b. Recruit, assign, and supervise Unit Coordinators.
 - (1) Distribute and collect charity brochures, batch envelopes, pledge forms, and contact rosters with each Unit Coordinator (Command Coordinators must establish submission schedules for their Unit Coordinators).
- c. Verify quality CFC contact has been made with all military and civilian federal employees within the command before 01 DEC 2016.
- d. Recognize Unit Coordinators and Keyworkers for their efforts and hard work.
 - (1) Unit Coordinators and Keyworkers should be recognized for their work throughout the campaign. **It is the responsibility of the Command Coordinator to recommend these volunteers for recognition by Command leadership.**
- e. Verify the accuracy and completeness of each Unit Coordinator Weekly Receipt Log (See Enclosure (5), page 22).
- f. Complete the Command Coordinator Weekly Receipt Log (See Enclosure (6), page 23).
- g. Prior to submitting completed batch envelopes to the Campaign Coordinator, all cash and/or check donations must be deposited at the Hadnot Point Branch of First Citizens Bank. A separate deposit slip will be used for cash and/or check donations contained in each batch envelope. Every batch envelope containing cash and/or check donations must include the deposit slip.
- h. Provide the following documentation to the Campaign Coordinator at turn-in.
 - (1) A completed Command Coordinator Weekly Receipt Log.
 - (2) Completed batch envelopes with corresponding pledge forms, deposit slip accounting for any cash/check donations from batch, weekly receipt logs, and supporting documentation, if required.
- i. Ensure batch envelopes and weekly receipt logs are used to track all pledge forms issued to Unit Coordinators and Keyworkers for the entire campaign period. Upon completion of the campaign, return all unused pledge forms to the Campaign Coordinator.

CFC Committee Command Coordinator

Command Coordinators:

- Promote the CFC at the Command Level
- Assign One Officer or One SNCO per Battalion/Squadron to serve as the Unit Coordinator
- Ensure all Unit coordinators/Key Workers attend Training
- Submit timely reports of personnel briefed
- Provide Campaign Materials
- Provide Guidance & Ideas
- Collect Pledges & verifies accuracy
- Attends all CFC Committee meetings



Senior Command Coordinator

Responsibilities:

- Manage all Command Coordinators to ensure procedures and accountability standards are met
- Act as liaison between Campaign Director and Command Coordinators
- Attend initial 22 July meeting and subsequent training sessions for Command Coordinators, Unit Coordinators and Key workers



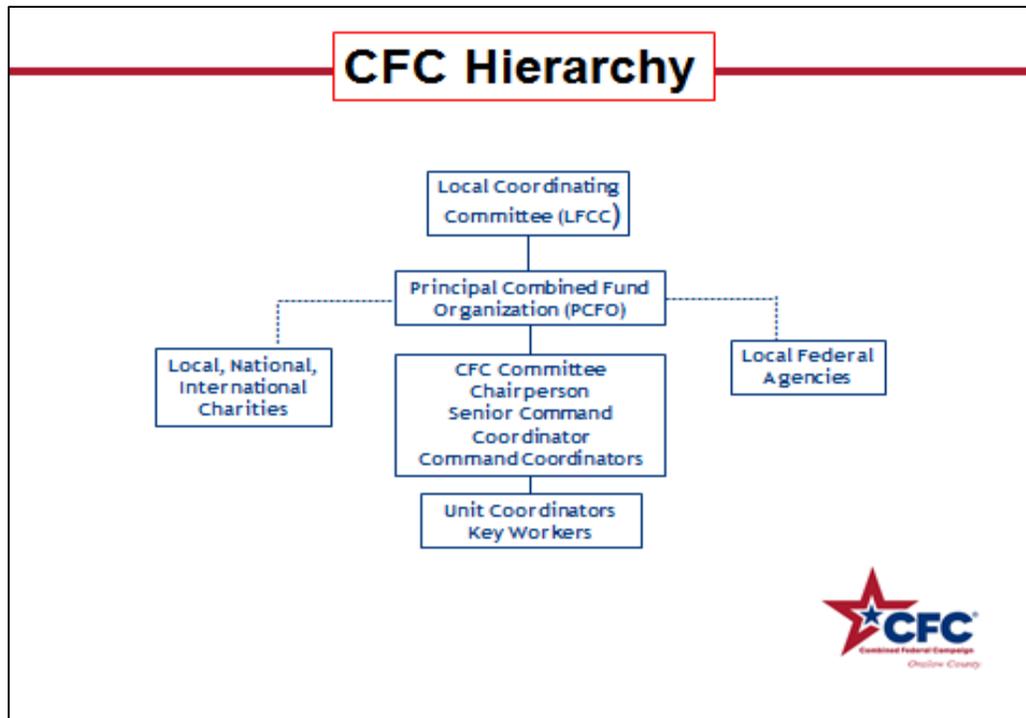
COMMON TURN-IN ERRORS

The following list of key points will help potential errors from happening during turn-in meetings. Please feel free to pass this information to your Unit Coordinators before the turn-in meetings start.

1. Ensure all check and cash donations have been deposited @ First Citizens Bank and deposit slip total matches batch envelopes check and cash totals.
2. Any service member giving by allotment MUST include their EDIPI#. Civilian federal employees giving by allotment must use full social SSN if NAFI personnel they may use their Employee # instead of their SSN.
3. Every pledge form MUST have the Donor's work or cell phone number on the form (top right). There are cases where a Donor gives money, but does not fill out the charity code correctly. Having the phone number allows the Command Coordinator to call the donor instead of VOIDing their donation.
4. If a Donor messes up the pledge form for whatever reason, write VOID over the card and on that line # on the outside of the batch envelope. You do not have to include the VOIDed card on a Discrepancy Form if you turn one in. The only pledge forms to be listed on the Discrepancy Form are missing pledge forms!
5. If Keyworkers helped with putting the batch envelope/pledge forms together, please have them sign the appropriate place on the outside of the envelope. It's for chain of custody purposes.

I hope this information has been beneficial and helps you with a smoother turn-in process!

CFC HIERARCHY



- ★ **Local Federal Coordinating Committee (LFCC)**- “Board of Directors”, consist of federal employee members representing each of the commands to lead the campaign.
- ★ **Principal Combined Fund Organization (PCFO)**- Community Health Charities of North Carolina manages the daily operations of the Camp Lejeune/MCAS New River/Onslow County CFC.
- ★ **Local, National, International Charities**- over 2,500 participating charities
- ★ **CFC Committee**- federal employee volunteers designated to administer the CFC for their command.
- ★ **Local Federal Agencies**- federal workplace or command within the Camp Lejeune/MCAS New River/Onslow County CFC region.
- ★ **Unit Coordinators and Keyworkers**- federal employees who present CFC briefs and ensure quality contact is made within their assigned unit/section.

PRESENTATION OUTLINE

Group Presentation

- The most efficient and effective way to ask
- Puts donors at ease, no one is singled out
- Easiest way to reach most people
- Video tells the story
- Personal story of speaker/unit leader engages the audience

The Planning

- Schedule an adequate sized meeting room
- Prepare an attendance roster and schedule your people for specific meeting times
- Confirm attendance of Commander or Director
- Schedule and queue the CFC video/Power Point Presentation
- Arrange for and confirm a guest speaker if desired
- CFC Brochure and pledge card materials on hand to be handed out at the brief

Presentation Agenda (Approximately 20 minutes)

- Welcome & Remarks – Keyworker/Campaign Coordinator 1 min.
- Campaign video(s)/presentation
- Remarks – supporting CFC by Commander or Director 3 min
- Remarks – Keyworker
 - Advantages of giving through CFC
 - Ease of payroll deduction
 - Explain brochure and pledge form
 - Ask your audience to join you in supporting CFC
 - Ask employees to complete and turn in their pledge forms before they leave. Suggested comment, “I hope you will review the listing of agencies, make your decision concerning your gift, complete your pledge card and return to me.”
- Conclusion – Thank everyone.

Campaign Strategies That Work For You

The key strategy for a successful campaign is to connect with your personnel and engage them. Below are suggestions on the best way to achieve this objective:

Do This...

- Have your unit leader promote the CFC
- Contact every individual
- Say “Thank You”!
- Use group presentations
- Encourage payroll deductions
- Be available to assist and answer questions

INSTRUCTIONS FOR PREPARATION/DISTRIBUTION OF PLEDGE FORMS

Ensure every person receives a pledge form! It's a 3-part, multi-colored form used to record donor information, contribution method, amount, designation data and payroll deduction authorization. Donors may give by cash, personal check or payroll deduction.

Pledge forms should be completed using a ballpoint pen making sure all 3 copies legible.

Payroll Deduction

Encourage potential donors to give the easy way. . . contribute through payroll deduction. With payroll deduction, contributors can give a little more over a longer period of time. By doing so, they can make a significant contribution toward solving the many problems which impact so many lives.

- Convenient
- Effective annually, January through December
- Renewable annually

Confidential Gifts

A donor may keep his or her contribution confidential. Have the donor keep the donor copy and place the rest of the pledge form in a sealed envelope marked "CONFIDENTIAL CFC GIFT." Confidential gift envelopes are to be forwarded unopened to the CFC Office for further processing. Place the confidential gift inside the batch envelope and note the gift on an enclosed Discrepancy Form.

Pledge Collection

Collect the pledge forms. Keep the 3-part forms intact as you review them. Please check the pledges for legibility, completeness, and accuracy. The pledge forms must be properly completed before they are turned in. Instructions for verifying completeness of the pledge form are on the following page. Once the pledge is verified, give the pink copy back to the donor for their records and keep the white (Payroll copy) and yellow copy (CFC central receipt and accounting copy) together inside the batch envelope. Document pledge information on the front of the batch envelope. Make sure all pledge forms are accounted for within the batch envelope. If pledge forms are missing, a Discrepancy Form must be submitted with the batch envelope.

Donor Receipts

Ensure every donor receives the pink copy of their pledge form for receipt. This receipt may be retained by the donor for IRS allowed charitable gift deductions.

INSTRUCTIONS FOR FILLING OUT A PAPER PLEDGE FORM

Complete pledge form with a ballpoint pen

Step 1: Legibly print rank (if applicable) and name. Fill in the appropriate boxes for military or civilian

Step 2: Write-in the Federal Agency and Office (e.g. II MEF, NHCL, MARSOC). Donors choosing to pledge by payroll deduction are required to write-in their 9 digit SSN or, if available, employee ID number.

- Donors choosing to pledge by cash/check may leave this block empty.

Step 3: Fill-in the work address to best ability, for example, the Naval Hospital listed as 100 Brewster Blvd, Camp Lejeune, NC 28547 or listed as Main Hospital, 2nd Floor, Dental Clinic.

- Include a daytime phone number to reach donor. *This number is only called if there is an error or question concerning processing the donor's pledge form.*

Step 4: Military choosing to pledge by allotment are to write-in their Branch of Service (e.g. USMC, Navy, Coast Guard, or Army).

Step 5: Fill in the 5-digit CFC charity code number (as listed in the charity brochure or on the website www.onslowcountycfc.org) and the annual amount of the designation to each (up to 5 per pledge form).

Step 6: If a donor would like their name, home address, email address, and/or the amount of their pledge released to the charities they pledge designated, they must fill out this section. This information will only be released to the agencies the donor has chosen- NO OTHERS.

- Donors that prefer to give their pledge anonymously may simply leave this section blank and the donor's designated charities receive the donation without the donor's personal information.

Step 7: Federal employees pledging through payroll deduction must include their signature and date the pledge form for payroll offices to authorize the allotment.

Step 8: Donors are to keep the pledge form's pink copy as a receipt. The white and yellow copies stay together and are returned to their corresponding batch envelope. Pledge form donations are then documented on the front of the batch envelope and then return to the CFC point of contact after completion.

SAMPLE CFC PLEDGE FORMS

Contribution by Cash/Check:



XXXXX
Onslow County Combined Federal Campaign

OFC Campaign Number 0651 ATTENTION PAYROLL OFFICES:
 City/State Code 37 2330 Use this number only to identify the local campaign.

Enter Rank, Last Name, First Name, MI: GySgt Smith, John P Civilian Federal Agency and Office: MCB SSN/Employee ID: XXX-XX-XXXX

Work Address & ZIP Code: 1/6 Camp Lejeune Military Work Phone Number: 449-9714

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? <u>USMC</u>	\$	e 12 months	\$
CIVILIAN PAYROLL	\$	e 26 pay periods	\$
CASH/CHECK Check Number: <u>2167</u>		Amount: \$ <u>\$500</u>	

CHARITY CODE	ANNUAL AMT
<u>8 1 3 2 0</u>	\$ <u>\$250.00</u>
<u>4 0 2 0 1</u>	\$ <u>\$250.00</u>
	\$
	\$
	\$
	\$

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: 123 Indiana Ave

124 Camp Lejeune NC 28547

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 2013 to deduct for my credit a chosen amount from my pay each pay period starting the calendar year 2013 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 amount so deducted to the Campaign. But not to exceed the amount of the pay for each pay period. My authorization may be revoked by me in writing at any time before a receipt.

Signature: John P. Smith Date: 15 SEPT 16

 Would like to receive gift YES NO

OPM 1654
Revised April 2012

CREATIVE GAB PRODUCTS 606661-7354 P1250

CE 612

PLEASE USE BALL POINT PEN & WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

SAMPLE CFC PLEDGE FORMS

Fund Raising Activities (Car Washes, Bake Sales, etc.):

CE 612

CREATIVE DATA PRODUCTS 666161-7264 P2590

XXXXX

Onslow County Combined Federal Campaign Control # _____

CFC Campaign Number 0651
City/State Code 37 2330

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

Enter Rank, Last Name, First Name, MI Marine and Family Services Bake Sale		<input checked="" type="checkbox"/> Civilian <input type="checkbox"/> Military	Federal Agency and Office MCCS	SSN/Employee ID Work Phone Number 449-9714														
Work Address & ZIP Code Bldg 40 Brewster Blvd																		
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	\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">CHARITY CODE</th> <th style="width: 50%;">ANNUAL AMT</th> </tr> <tr> <td>8 7 3 2 0</td> <td>\$ 250.00</td> </tr> <tr> <td>4 0 2 0 1</td> <td>\$ 250.00</td> </tr> <tr> <td> </td> <td>\$</td> </tr> </table>	CHARITY CODE	ANNUAL AMT	8 7 3 2 0	\$ 250.00	4 0 2 0 1	\$ 250.00		\$		\$		\$		\$
CHARITY CODE	ANNUAL AMT																	
8 7 3 2 0	\$ 250.00																	
4 0 2 0 1	\$ 250.00																	
	\$																	
	\$																	
	\$																	
	\$																	
CIVILIAN PAYROLL	\$	x 26 pay periods	\$															
CASH/CHECK	\$		\$															
Check Number: _____		Amount: \$ 500																
(Under the 1 people in the Combined Federal Campaign)																		
CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.																		
<p>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>Name 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) designated above.</p>																		
<p>PAYROLL DEDUCTION AUTHORIZATION</p> <p>I hereby authorize any agency of the United States Government by which I may be employed during 2013 to deduct from my payroll a chosen amount from my pay each pay period during the calendar year 2013 in a single sum with the first pay period that begins on or after my starting date with the last pay period that begins in December and to pay the amount so deducted to the Combined Federal Campaign chosen above. I understand that my authorization may be revoked by me in writing at any time before 1 January.</p> <p style="text-align: center;"><i>Jamie Dellarban</i> Marine and Family Branch Unit Coordinator</p> <p style="text-align: right;">15 SEPT 16</p>																		
<p>Would like to receive gift <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>																		

CE 612

CREATIVE DATA PRODUCTS 666161-7264 P2590

OPM 1554
Revised April 2012

Civilian Allotment Contribution:

CE 612

CREATIVE DATA PRODUCTS 666161-7264 P2590

XXXXX

Onslow County Combined Federal Campaign Control # _____

CFC Campaign Number 0651
City/State Code 37 2330

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

Enter Rank, Last Name, First Name, MI Smith, John P		<input checked="" type="checkbox"/> Civilian <input type="checkbox"/> Military	Federal Agency and Office MCB	SSN/Employee ID Work Phone Number 449-9714														
Work Address & ZIP Code Bldg 1 Camp Lejeune																		
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	\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">CHARITY CODE</th> <th style="width: 50%;">ANNUAL AMT</th> </tr> <tr> <td>8 1 3 2 0</td> <td>\$ 325.00</td> </tr> <tr> <td>4 0 2 0 1</td> <td>\$ 325.00</td> </tr> <tr> <td> </td> <td>\$</td> </tr> </table>	CHARITY CODE	ANNUAL AMT	8 1 3 2 0	\$ 325.00	4 0 2 0 1	\$ 325.00		\$		\$		\$		\$
CHARITY CODE	ANNUAL AMT																	
8 1 3 2 0	\$ 325.00																	
4 0 2 0 1	\$ 325.00																	
	\$																	
	\$																	
	\$																	
	\$																	
CIVILIAN PAYROLL	\$ 25	x 26 pay periods	\$ 650															
CASH/CHECK	\$		\$															
Check Number: _____		Amount: \$																
(Under the 1 people in the Combined Federal Campaign)																		
CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.																		
<p>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>Name 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) designated above.</p>																		
<p>PAYROLL DEDUCTION AUTHORIZATION</p> <p>I hereby authorize any agency of the United States Government by which I may be employed during 2013 to deduct from my payroll a chosen amount from my pay each pay period during the calendar year 2013 in a single sum with the first pay period that begins on or after my starting date with the last pay period that begins in December and to pay the amount so deducted to the Combined Federal Campaign chosen above. I understand that my authorization may be revoked by me in writing at any time before 1 January.</p> <p style="text-align: center;"><i>John P. Smith</i></p> <p style="text-align: right;">15 SEPT 16</p>																		
<p>Would like to receive gift <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>																		

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CREATIVE DATA PRODUCTS 666161-7264 P2590

OPM 1554
Revised April 2012

E-PLEDGING WITH CFC NEXUS

CFC Nexus is an online E-Pledging system designed specifically for the CFC community. It is the only campaign management tool designed exclusively for internet with Web2.0 standards. It has robust real-time reporting, Excel data exports, and an online searchable charity brochure.

Why Should Donors Pledge Online?

- **Convenience:** pledging online allows the donor to complete their pledge from the privacy and comfort of their computer.
- **Searching:** finding charities of interest is easy through the interactive search tool. Search, sort, and filter charities to find the ones that deserve the donor's dollars. Donors can even research through charity websites while they are creating their pledge.
- **Math is made simple:** enter the amount per pay period and decide how much of the total annual donation goes to each charity.
- **Accessibility:** donors can quickly create and log into their CFC Nexus account at any time to view, print, or email pledges that they have made in the past. This is very convenient for the tax season.
- **Replication:** a returning donor may simply replicate their previous year's pledge.
- **It's green:** pledging online means fewer pledge cards and charity brochures need to be printed.
- **Efficiency:** because online pledge forms are fully legible, with perfect math, and designated to the approved charities that the donor selects, the CFC and payroll centers time for each pledge is greatly reduced.
- **Reporting:** donors and volunteers can check the reports page to see how their command compares to others and contributions to the overall campaign.

What Reporting is Available During a Campaign?

The reporting available through CFC Nexus is extensive and real-time. This means you can see results as they are coming to monitor when commands are starting their campaign donations and the effectiveness of communications/strategies.

On the front side of the account (front side means accessible to the public), everyone can view the campaign's donation totals, although specific donor information is not displayed here. This view displays the current totals for Camp Lejeune/MCAS New River/Onslow County CFC in both the number of pledges and dollar amount.

On the back side (this is the area for CFC administrators, accessible only with a password), even more detailed reports are available. They include...

- Processed Pledges. This shows which donations have been processed by your Command Coordinator for each command.
- Volunteer data from donors who have opted for this on the e-pledge form
- Duplicate registrations if a donor has previously registered with the same email address (this does not happen frequently)
- Electronic Charity Brochure.
- Data results from the Questionnaire at the end of the E-Pledge process

E-PLEDGING WITH CFC NEXUS CONTINUED...

- Pledge Reporting overview. The totals from each command and even click down to specific pledge details.
- Graph Total year to year comparison
- Charity Report - gives the donation amounts for each charity and can be exported to a spreadsheet.

How to Pledge Online

- 1) Visit the Onslow County CFC website; www.onslowcountycfc.org .
- 2) Click on the “Pledge Online” link or button that will take the donor to the appropriate CFC Nexus page.
- 3) First time online donors click to register. Returning donors may simply log in and pledge.



- 4) The donor selects their command and then proceeds to enter their name, email, username and password. Continue to the next step by clicking on the Register tab.

- 5) Donors may then complete the pledge form and click to enter the pledge.
- 6) Once the donor has entered their pledge, they may go back and view the details of their pledge and email or print a copy for their records.

Enclosure (4)

ONslow COUNTY CFC UNIT COORDINATOR WEEKLY RECEIPT LOG
--

Date: _____

Command: _____ Unit: _____

Unit Coordinator (Name and Rank): _____ Phone: _____

Unit Strength: _____ Number of Keyworkers for Unit: _____

TOTAL PERSONNEL SOLICITED

Total from last week: _____

Number this week: _____

Cumulative total: _____

ALLOTMENT CONTRIBUTIONS

Cumulative number from last week: _____ Total \$ from last week: \$ _____

Number this week: _____ This week's contribution: \$ _____

Cumulative campaign total: _____ Cumulative total \$: \$ _____

CASH CONTRIBUTIONS

Cumulative number from last week: _____ Total \$ from last week: \$ _____

Number this week: _____ This week's contribution: \$ _____

Cumulative campaign total: _____ Cumulative total \$: \$ _____

TOTAL PERSONNEL CONTRIBUTED

(from total allotment and total cash contributors above)

TOTAL MONIES DONATED

(from total allotment and total cash contributions above)

Cumulative number from last week: _____ Total from last week: \$ _____

Total this week: _____ Total this week: \$ _____

Cumulative total: _____ Cumulative total: \$ _____

RECEIVED THIS DATE: _____

ONslow COUNTY CFC COMMAND COORDINATOR WEEKLY RECEIPT LOG

Command: _____ Date: _____

Command Coordinator (Name and Rank): _____ Phone: _____

Command Strength: _____ Number of Unit Coordinators: _____

TOTAL PERSONNEL SOLICITED

Total from last week: _____

Number this week: _____

Cumulative total: _____

ALLOTMENT CONTRIBUTIONS

Cumulative number from last week: _____ Total \$ from last week: \$ _____

Number this week: _____ This week's contribution: \$ _____

On-Line pledge count: _____ **This week's on-line:** \$ _____

**CFC Office will provide at time of turn in*

Cumulative campaign total: _____ Cumulative total \$: \$ _____

CASH CONTRIBUTIONS

Cumulative number from last week: _____ Total \$ from last week: \$ _____

Number this week: _____ This week's contribution: \$ _____

Cumulative campaign total: _____ Cumulative total \$: \$ _____

TOTAL PERSONNEL CONTRIBUTED

(from total allotment and total cash contributors above)

TOTAL MONIES DONATED

(from total allotment and total cash contributions above)

Cumulative number from last week: _____ Total from last week: \$ _____

Total this week: _____ Total this week: \$ _____

Cumulative total: _____ Cumulative total: \$ _____

RECEIVED THIS DATE: _____

