



Employee Campaign Manager Training

September 6, 2016

*Bureau of Indian Affairs
1011 Indian School NW
Albuquerque, NM*



Campaign Scope

- Annual fund-raising drive conducted by Federal employees
- Raise millions of dollars through the CFC
- Benefits thousands of non-profit Human Health and Welfare charities.
- Campaign conducted during a 6-week period within Sept 20 – Dec 15, at every Federal agency.

The Combined Federal Campaign is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.



Overview

- Desert Southwest CFC
 - 2013 - merged 4 CFC areas
 - Entire state of New Mexico
 - 18-counties in Texas
 - Nearly 80,000 Federal employees
 - Raised over \$1.8 Million
 - Over 2,800 Charities – Book
 - Over 20,000 Charities – All-Around Giving
 - One of the largest geographic CFC territories in the continental US



Federal Regulations

- **100% Awareness**
- **100% Opportunity**
- **100% Follow Up**
- **No Coercion**
- **5 CFR Part 950**





Training Objectives

- Understand Federal Regulations
- Tools Necessary for a Successful Campaign
- Learn About Online Giving
- Understand Pledge Process



What Is CFC?

- 1961 – President Kennedy -- Executive Order
- Why? Federal employees being asked by many charities regularly
- Only authorized solicitation of Federal employees
- World's largest
- Governed by Title 5, Part 950 of the code of Federal Regulations
- Memoranda & Guidelines

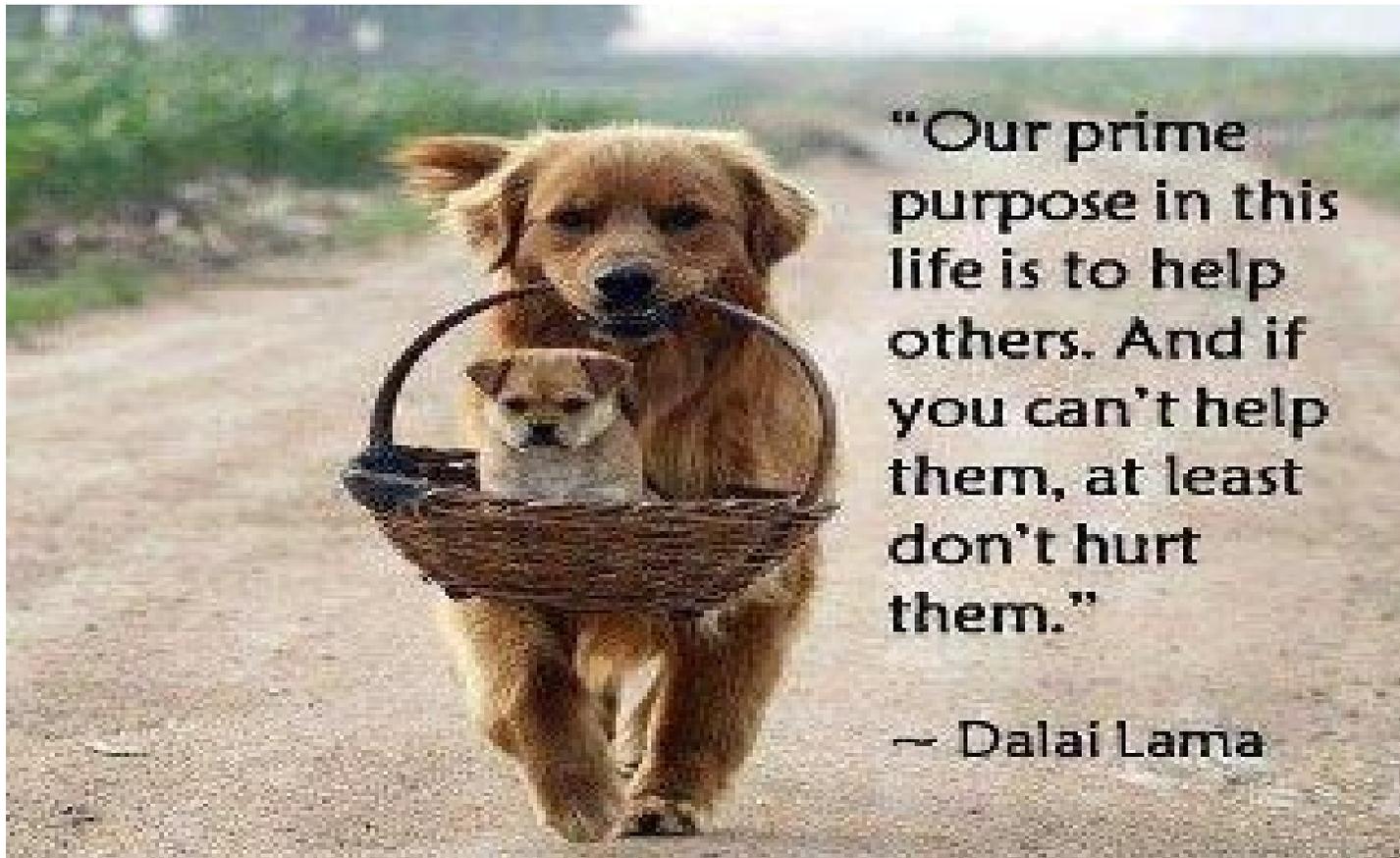


What Is CFC?

- Today, there are over 125 CFCs throughout the U.S., Puerto Rico, the U.S. Virgin Islands, and overseas military bases.
- Since inception, in excess of \$8 billion has been raised.



CFC Story



“Our prime purpose in this life is to help others. And if you can’t help them, at least don’t hurt them.”

— Dalai Lama

Simply Put: **Helping others**

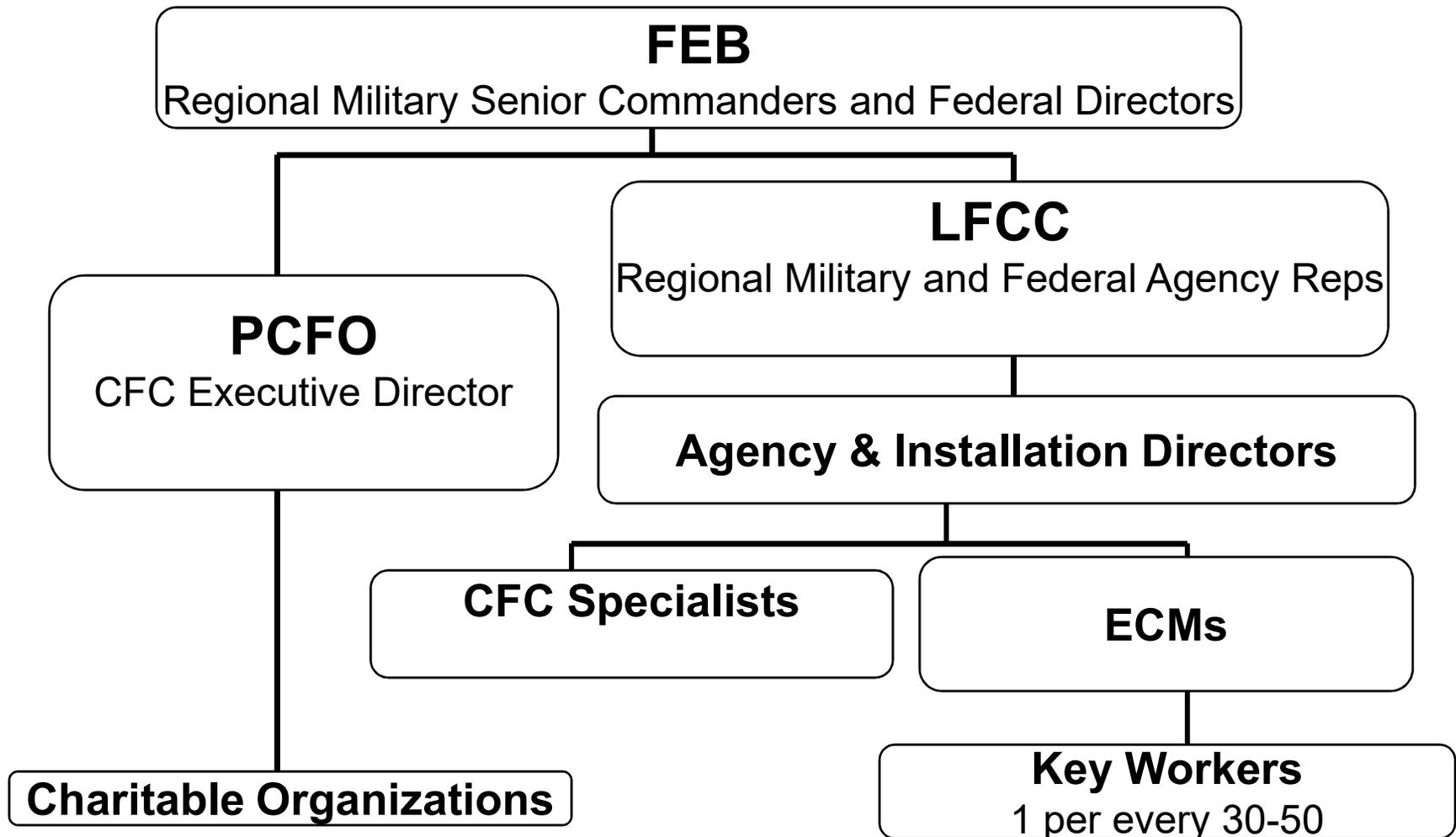


Campaigning for Charities

- The federal government cannot raise money for charities
- Local Federal Coordinating Committee (LFCC)
- Memo of Agreement
- Managing organization beginning March 1, 2011
- MOU through 2016 Campaign Year

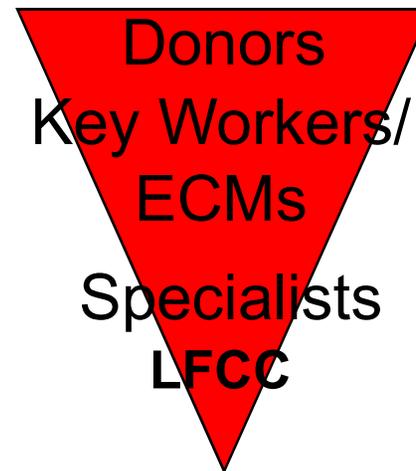


Campaign Organization





Campaign Organization



Typical Work Environment **Campaign Environment**



Work Culture Studies

by Steven Covey

The Work Culture

- Most people are not thriving in the organizations they work for
- They are frustrated
- They are not clear about where the organization is headed
- **Most significantly—they don't feel they can change much**

What People Long For

- Live a life of greatness and contribution
- To really matter
- To really make a difference
- To have a life of significance
- To achieve fulfillment
- To leave a legacy



The 8th Habit



“Find your voice...”



The 8th Habit



“...and Inspire Others to Find Theirs....”



Job Description

- Ensure:
 - ✓ 100% Awareness
 - ✓ 100% Opportunity
 - ✓ 100% Follow-Up
- Effectively spread the word to **EVERY** employee
- Unleash the generosity inherent in others
- Make donating easy & irresistible to help
- Make people happy by telling them the difference they made



Build Momentum

- Condensed Solicitation Period
- Campaign Plan
- Campaign Kick Off/Rally
- Group Presentations
- Overcome Objections
- Create Competition
- Implement “Fun”draising



Campaign Plan

- Based on Regional & Installation Plans
- Provides Unit Campaign Ownership
- Creates Director Buy-In
- Defines ECM/Keyworker Objectives & Activities



Campaign Plan

• CFC Staff Help YOU Create A Plan For Your Agency

- Look at historical data
- CFC Campaign Plan
- Campaign Checklist
- Campaigning to Potential



Campaign Timeline

6 Week Campaign & 3 Week Solicitation Period

- Week 1 – Rally Week
- Week 2 – Solicitation Week
- Week 3 – Solicitation Follow-Up
- Week 4 – Assess Participation
- Week 5 – Mid-Campaign Blitz
- Week 6 – Celebration/Awards Distribution



Campaign Team

CFC Staff

1. Liaison between CFC Albuquerque office & ECM
2. Your guide to a successful campaign

Employee Campaign

Manager (ECM)

1. Campaign Plan
2. Campaign Team Leader
3. Key Worker Support
4. Campaign Reporting
5. Campaign Follow Up





Campaign Team

ECM or Keyworker

Volunteer(s) who implement an effective campaign plan for the personnel in the unit assigned.

Responsible For:

- Pledge Solicitation
- Pledge Reporting
- Award Distribution





Campaign Team

Volunteer ECM/Keyworker



Voluntold ECM/Keyworker



Team Building Activity



Why People Give

- People are naturally generous
- Hard-wired for empathy
- People want to help others
- When they help, it makes them feel good



Understanding Audience

Remember: You must awaken the heart
to arouse the mind (and wallet!).



Understanding Audience

Generation Y / Millennials (under 30 years old)

- **Trust** plays a large role in giving decisions
- Most likely to volunteer for charities if they have already donated to them
- 57% gave to charities because of a personal ask
- 58% identified online giving as the method of choice
- 85% were motivated by a compelling mission or cause
- As ambassadors, millennials influence their peers
- Best way to engage
 - Create a vested interest in CFC through joint “ownership”
 - Recruit millennials to work on committees
 - Recruit millennials to be an active partner in activities



Understanding Audience

Generation X (31-46 years old)

- When Xers have the money and info. about a charitable organization, they give nearly twice as much as their Baby Boomer counterparts
- More comfortable with online giving vehicles
- Hands-on approach to getting results
- Keen interest in measuring return on their investments
- Energetic & enthusiastic and willing to “get their hands dirty”
- Many Xers are busy building careers or raising families
- Appeal by telling Xers that even a contribution of \$1 a pay period can make a difference



Understanding Audience

Baby Boomers (47-65 years old)

- Think in advance about giving
- More concerned about administrative costs
- Engage through Effective Communication
 - ✓ Compelling messages
 - ✓ Clearly state needs being met
 - ✓ Difference they can make
 - ✓ How much money is needed
 - ✓ How money will be used for the greatest impact
 - ✓ Testimonials can convert undecided Boomers into donors



Best Practices



Fun(d) Raising

- **Pros**
 - Fun
 - Can engage people
 - Not “same old thing”
 - Breaks up the campaign
 - Increase awareness
 - Create enthusiasm
 - Team spirit



Fun(d) Raising

- **Cons**
 - ✓ A lot of work
 - ✓ “I participated in the event, so I don’t need to pledge”
 - ✓ Participation through payroll deduction decrease
 - ✓ Gaining permission



Fun(d) Raising

- **Prohibited**

- ✓ Raise funds except through CFC
- ✓ Ask businesses to donate
- ✓ Require employee to purchase
- ✓ Cannot charge
 - ✓ “Suggested Donation” only

- **Required**

- ✓ Get Agency leadership “buy-in” and approval
- ✓ Determine what agency guidelines are BEFORE beginning activities



Face Book

Desert Southwest CFC

A screenshot of a web browser displaying a Facebook search page for "Desert Southwest CFC". The browser's address bar shows the URL "facebook.com/search/top/?q=desert%20southwest%20cfc". The Facebook navigation bar is visible, showing the user's name "Cyndi" and various icons. Below the navigation bar, there are tabs for "Top", "Latest", "People", "Photos", "Videos", "Pages", "Places", "Groups", "Apps", and "Events". The "Pages" tab is selected, showing a search result for "Desert Southwest CFC", a Non-Profit Organization. The result includes the CFC logo, the text "53 like this", and a list of users who liked the page: "Rebecca Eubank, Hollie Riggin and 30 other friends". There are buttons for "Message" and "Liked". Below the search result, there is a "Top Posts" section featuring a post from "Desert Southwest CFC" dated August 24 at 4:41pm. The post text reads: "Announcing The Desert Southwest CFC Albuquerque Kickoffs and Charity Fairs! Kickoff #1 is on Tuesday, 9/20 from 10:30 a.m.-12:00 p.m. at the Raymond G. Murphy VA Medical Center Courtyard, 1501 San Pedro Dr. SE. Kickoff #2 is on Thursday, 10/6 from 10:30-1:00 p.m. at the USDA Forest Service, 4000 Masthead NE. A... See More". Below the text is a thumbnail image of a sign that says "DESERT SOUTHWEST CFC ALBUQUERQUE KICK-OFF". On the left side of the page, there are filters for "POSTED BY", "TAGGED LOCATION", and "DATE POSTED". The "POSTED BY" filter is set to "Anyone". The "TAGGED LOCATION" filter is set to "Anywhere". The "DATE POSTED" filter is set to "Anytime". On the right side of the page, there is a "TRENDING" section with a list of trending topics: "Richard Gere" (23K people talking about this), "Barry Gibb" (27K people talking about this), "iPhone 7" (1M people talking about this), "Garrison Keillor" (11K people talking about this), "Steve Irwin" (13K people talking about this), "American Horror Story" (94K people talking about this), "Pamela Anderson" (14K people talking about this), "Philippines Explosion" (1M people talking about this), "Bamberg, South Carolina" (19K people talking about this), and "Jack White" (4.7K people talking about this). Below the trending section is a "PEOPLE YOU MAY KNOW" section with two suggestions: "Kathryn Johnson" (6 mutual friends) and "ArtandBeth Fischer". The Windows taskbar is visible at the bottom of the screen, showing the Start button, a search bar, and several application icons.



Campaign Materials

- **Campaign Brochure**
 - Index
 - Agency Order
 - Agency Information
- **Pledge Form**
 - Designating
 - Gift Giving Guide
- **Pledge Accounting**
 - Report Envelope
 - Turn-in Process



Campaign Materials

- **Campaign Brochure**
 - Index
 - Agency Order
 - Agency Information

ABC Charity (505) 222-2222 www.abccharity.org EIN#222222222 Increase public awareness throughout New Mexico of member health-related charities providing patient services, medical research, community services; professional and public health education for New Mexicans. 8.3% S,Y,E



Pledge Card

Check completeness & legibility
of donor information



DESERT SOUTHWEST COMBINED FEDERAL CAMPAIGN
1224 Pennsylvania NE, Ste. A, Albuquerque, NM 87110

CFC Campaign No. **0606**

City/State Code: **35 0030**

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

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	<input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
WORK ADDRESS & ZIP CODE					WORK PHONE NUMBER ()

CONTRIBUTION: Please Check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

MILITARY		CIVILIAN		CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/>	Branch of Service? _____ x 12 pay periods =	<input type="checkbox"/>	x 26 pay periods =		
<input type="checkbox"/>	\$120.00 x 12 pay periods = \$1,440.00	<input type="checkbox"/>	\$60.00 x 26 pay periods = \$1,560.00		
<input type="checkbox"/>	\$100.00 x 12 pay periods = \$1,200.00	<input type="checkbox"/>	\$50.00 x 26 pay periods = \$1,300.00		
<input type="checkbox"/>	\$85.00 x 12 pay periods = \$1,020.00	<input type="checkbox"/>	\$40.00 x 26 pay periods = \$1,040.00		
<input type="checkbox"/>	\$65.00 x 12 pay periods = \$780.00	<input type="checkbox"/>	\$30.00 x 26 pay periods = \$780.00		
<input type="checkbox"/>	\$45.00 x 12 pay periods = \$540.00	<input type="checkbox"/>	\$20.00 x 26 pay periods = \$520.00		
<input type="checkbox"/>	\$20.00 x 12 pay periods = \$240.00	<input type="checkbox"/>	\$10.00 x 26 pay periods = \$260.00		
Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.	

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card. **Date of Contribution:** _____

COPY #1 - PAYROLL OFFICE

INFORMATION RELEASE (OPTIONAL)

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

Home Address _____

Personal Email Address _____

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

PAYROLL DEDUCTION AUTHORIZATION

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

SIGNATURE _____ DATE _____



Pledge Card

- Check Civilian or Military

X or ✓



DESERT SOUTHWEST COMBINED FEDERAL CAMPAIGN
1224 Pennsylvania NE, Ste. A, Albuquerque, NM 87110

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	<input checked="" type="checkbox"/> CIVILIAN	FEDER
<input type="checkbox"/> MILITARY				
WORK ADDRESS & ZIP CODE				



Pledge Card

■ Payroll Allotment Pledge Military or Civilian

X or √

MILITARY Branch of Service? _____	CIVILIAN
<input type="checkbox"/> x 12 pay periods =	<input type="checkbox"/> x 26 pay periods =
<input type="checkbox"/> \$120.00 x 12 pay periods = \$1,440.00	<input type="checkbox"/> \$60.00 x 26 pay periods = \$1,560.00
<input type="checkbox"/> \$100.00 x 12 pay periods = \$1,200.00	<input type="checkbox"/> \$50.00 x 26 pay periods = \$1,300.00
<input type="checkbox"/> \$85.00 x 12 pay periods = \$1,020.00	<input type="checkbox"/> \$40.00 x 26 pay periods = \$1,040.00
<input type="checkbox"/> \$65.00 x 12 pay periods = \$780.00	<input type="checkbox"/> \$30.00 x 26 pay periods = \$780.00
<input type="checkbox"/> \$45.00 x 12 pay periods = \$540.00	<input type="checkbox"/> \$20.00 x 26 pay periods = \$520.00
<input type="checkbox"/> \$20.00 x 12 pay periods = \$240.00	<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00



Pledge Card

If not a payroll deduction, make sure amount is listed in Other Cash or Other Check:

X or ✓

<input type="checkbox"/> \$20.00 x 12 pay periods = \$240.00	<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00
Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign	Cash/Check Amount: _____ Make check payable to the Combined Federal Campaign
CFC organizations do not provide goods or service in whole or partial consideration for any contributions made to the organizations via this pledge card.	
Date of Contribution: _____	



Pledge Card

X or ✓

Donors can just check the amount they would like to give, OR put in the amount per pay period.

MILITARY	Branch of Service? _____	CIVILIAN
<input type="checkbox"/>	x 12 pay periods =	<input type="checkbox"/> x 26 pay periods =
<input type="checkbox"/>	\$120.00 x 12 pay periods = \$1,440.00	<input type="checkbox"/> \$60.00 x 26 pay periods = \$1,560.00
<input type="checkbox"/>	\$100.00 x 12 pay periods = \$1,200.00	<input type="checkbox"/> \$50.00 x 26 pay periods = \$1,300.00
<input type="checkbox"/>	\$85.00 x 12 pay periods = \$1,020.00	<input type="checkbox"/> \$40.00 x 26 pay periods = \$1,040.00
<input type="checkbox"/>	\$65.00 x 12 pay periods = \$780.00	<input type="checkbox"/> \$30.00 x 26 pay periods = \$780.00
<input type="checkbox"/>	\$45.00 x 12 pay periods = \$540.00	<input type="checkbox"/> \$20.00 x 26 pay periods = \$520.00
<input type="checkbox"/>	\$20.00 x 12 pay periods = \$240.00	<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00
Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign

CFC organizations do not provide goods or service in whole or partial consideration for any contributions made to the organizations via this pledge card. **Date of Contribution:** _____



Pledge Card

Total Gift = Annual Amount
 Check Amount = Annual Amount
 Cash Amount = Annual Amount

- Make sure the annual gift matches the designated amounts.

Blank showing the amount of your payroll allotment,
 donation in the space provided.

	CHARITY CODE					ANNUAL AMOUNT
CIVILIAN	1	7	9	3	5	500.00
<input type="checkbox"/> 52.00 x 26 pay periods = 1352.00						
<input type="checkbox"/> \$60.00 x 26 pay periods = \$1,560.00	2	8	1	4	6	852.00
<input type="checkbox"/> \$50.00 x 26 pay periods = \$1,300.00						

OFFICE



Pledge Card

■ Donor Information Release

- If there is any writing in this section, we WILL release to charity(ies)

INFORMATION RELEASE (OPTIONAL)

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

Home Address

Personal Email Address

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



Pledge Card

Common Pledge Errors

Total Gift = Annual Amount

- If the annual amount does not match the total gift, contact the donor; donor must initial any changes.

cash or check contribution.		CHARITY CODE					ANNUAL AMOUNT
TOTAL GIFT		1	3	5	7	9	250.00
\$	1000.08	2	4	6	8	1	250.00
\$							

he Combined Federal Campaign)
ation for any

DESIGNATED GIFT: To designate one or more charities or federated groups.



Pledge Card

Common Pledge Errors Total Gift

- If a person chooses to put in their own amount, please use exact amount. Example: Under Amount (military) \$83.34 was entered. Times 12 equals \$1000.08. If this number is rounded off to \$1000.00, please contact donor then change to the correct amount.

CONTRIBUTION: Please Check one of the boxes or fill in the cash or check contribution. Write in the total annual contribution.		
MILITARY	Branch of Service? _____	
<input type="checkbox"/>	\$83.34	x 12 pay periods = \$1000.08
<input type="checkbox"/>	\$120.00	x 12 pay periods = \$1,440.00
<input type="checkbox"/>	\$100.00	x 12 pay periods = \$1,200.00
<input type="checkbox"/>	\$85.00	x 12 pay periods = \$1,020.00



Pledge Card

Common Pledge Errors

Monthly gift is listed as the annual gift - when specifying multiple charity gifts fill in the ANNUAL AMOUNT.

In the blank showing the amount of your payroll allotment, contribution in the space provided.

		CHARITY CODE	ANNUAL AMOUNT
CIVILIAN		0 1 0 0	20.00
<input type="checkbox"/>	x 26 pay periods =	0 1 0 0 1	20.00
<input type="checkbox"/>	\$60.00 x 26 pay periods = \$1,560.00		
<input type="checkbox"/>	\$50.00 x 26 pay periods = \$1,300.00		
<input checked="" type="checkbox"/>	\$40.00 x 26 pay periods = \$1,040.00		
<input type="checkbox"/>	\$30.00 x 26 pay periods = \$780.00		
<input type="checkbox"/>	\$20.00 x 26 pay periods = \$520.00		
<input type="checkbox"/>	\$10.00 x 26 pay periods = \$260.00		
Cash/Check Amount: _____ Check # _____			
Make check payable to the Combined Federal Campaign			

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

or partial consideration, please refer to the back of this pledge card. Date of Contribution: _____

PAYROLL DEDUCTION AUTHORIZATION

COPY #1 - PAYROLL OFFICE



Pledge Card

Common Pledge Errors

Donor has selected two or more payroll amounts.

Fill in the blank showing the amount of your payroll allotment, contribution in the space provided.

		CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/>	CIVILIAN	0 1 0 0	20.00
<input type="checkbox"/>	x 26 pay periods =		
<input type="checkbox"/>	\$60.00 x 26 pay periods = \$1,560.00	0 1 0 0 1	20.00
<input type="checkbox"/>	\$50.00 x 26 pay periods = \$1,300.00		
<input checked="" type="checkbox"/>	\$40.00 x 26 pay periods = \$1,040.00	0 1 1 0 1	10.00
<input type="checkbox"/>	\$30.00 x 26 pay periods = \$780.00		
<input checked="" type="checkbox"/>	\$20.00 x 26 pay periods = \$520.00	0 1 0 1 0	10.00
<input type="checkbox"/>	\$10.00 x 26 pay periods = \$260.00		
Cash/Check Amount: _____ Check # _____			
Make check payable to the Combined Federal Campaign			

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

COPY #1 - PAYROLL OFFICE



Pledge Card

Common Pledge Errors

Designation to an invalid agency code. Pledges can only be made to agencies listed in this region's brochure or online list.

Contribution in the space provided.

CIVILIAN		Agency Code	Amount
<input type="checkbox"/>	x 26 pay periods =	0100	320.00
<input type="checkbox"/>	\$60.00 x 26 pay periods = \$1,560.00	01001	320.00
<input type="checkbox"/>	\$50.00 x 26 pay periods = \$1,300.00	American	360.00
<input checked="" type="checkbox"/>	\$40.00 x 26 pay periods = \$1,040.00	Underwater	
<input type="checkbox"/>	\$30.00 x 26 pay periods = \$780.00	Basket Weaving	in TX
<input type="checkbox"/>	\$20.00 x 26 pay periods = \$520.00		
<input type="checkbox"/>	\$10.00 x 26 pay periods = \$260.00		

Cash/Check Amount: _____ Check # _____
 Make check payable to the Combined Federal Campaign

Date of Contribution: _____

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

COPY #1 - PAYROLL OFFICE



Pledge Card

Common Pledge Errors

- In accordance with the IG auditors, ECMs must reject a changed/erroneous form and ask the donor to submit a corrected form.

Fill in the blank showing the amount of your payroll allotment, contribution in the space provided.

	CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/> CIVILIAN	7 2 3 4 5	1040.00
<input type="checkbox"/> x 26 pay periods =		
<input type="checkbox"/> \$60.00 x 26 pay periods = \$1,560.00	5 4 3 2 1	1040.00
<input type="checkbox"/> \$50.00 x 26 pay periods = \$1,300.00		
<input type="checkbox"/> \$40.00 x 26 pay periods = \$1,040.00		
<input type="checkbox"/> \$30.00 x 26 pay periods = \$780.00		
<input type="checkbox"/> \$20.00 x 26 pay periods = \$520.00		
<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00		
Cash/Check Amount: _____ Check # _____		
Make check payable to the Combined Federal Campaign		

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

Initial consideration card. Date of Contribution: _____

COPY #1 - PAYROLL OFFICE



Pledge Card

Common Pledge Errors

- Illegible. If it is unreadable, the pledge may not be processed correctly.

02401

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

CFC Campaign City/State Code:
No. **0606 35 0030**

CFC Central and Northern New Mexico CFC
1224 Pennsylvania NE, Albuquerque, NM 87110

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

CONTRIBUTION: Please Check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

MILITARY	Branch of Service?	CIVILIAN	CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/>	x 12 pay periods =	<input checked="" type="checkbox"/>	<i>[Handwritten: 82253]</i>	<i>[Handwritten: 12-]</i>
<input type="checkbox"/>	\$120.00 x 12 pay periods = \$1,440.00	<input type="checkbox"/>		
<input type="checkbox"/>	\$100.00 x 12 pay periods = \$1,200.00	<input type="checkbox"/>		
<input type="checkbox"/>	\$85.00 x 12 pay periods = \$1,020.00	<input type="checkbox"/>		
<input type="checkbox"/>	\$65.00 x 12 pay periods = \$780.00	<input type="checkbox"/>		
<input type="checkbox"/>	\$45.00 x 12 pay periods = \$540.00	<input type="checkbox"/>		
<input type="checkbox"/>	\$20.00 x 12 pay periods = \$240.00	<input type="checkbox"/>		
Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all



Pledge Card

Common Pledge Errors

Form isn't signed - payroll deduction can not be authorized if the form isn't signed.

PAYROLL DEDUCTION AUTHORIZATION

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

SIGNATURE _____ DATE _____



Pledge Card

Common Pledge Errors

Social Security Number is not provided – payroll deduction can not be authorized without the SSN.

02401

CFC Campaign City/State Code: **ATTENTION PAYROLL OFFICES:**
No. **0606 35 0030** Only use this number to identify
the local campaign.

AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
	WORK PHONE NUMBER

A black arrow originates from the top right of the form and points directly to the empty space within the "SOCIAL SECURITY NUMBER/EMPLOYEE ID" field, highlighting the missing information.



Campaign Reporting

Cash, 3 donations = \$31.00



Payroll, 18 donations = \$3,651.00



Check, 5 donations = \$105.00



Assemble pledge cards by category

Desert Southwest CFC (0606)
ECM REPORT ENVELOPE & FORM

THIS REPORT IS: FIRST _____ ADDITIONAL _____ FINAL _____

Agency or Installation _____

Unit Name: _____

Unit Code: _____

ECM: _____

Telephone: _____

E-Mail: _____

Total Number of Employees in Your Unit: _____

Total Number of Employees contacted to Date: _____

ECM Instructions

- Fill in the summary information requested below for those contributions contained in this envelope. DO NOT include any information previously submitted.
- Place all completed pledge cards, cash, and checks in this envelope and deliver to your CFC Specialist.
- With your CFC Specialist, validate the contents of this envelope and sign at the bottom.
- Make a copy of the face of this envelope for your records.

METHOD OF PAYMENT	NUMBER OF DONORS	AMOUNT(S)
U.S. Currency	donors	\$
Checks	donors	\$
Payroll Deduction	donors	\$
Envelope Totals	Total donors	Total \$

of CONFIDENTIAL DONATIONS Enclosed (not reported above) Total donors

DO NOT WRITE IN THIS SPACE

FOR USE BY CFC ACCOUNTING AGENT

Batch #: _____

Amount: _____

Processed: _____

Verified: _____

Payroll Deduction: _____

Cash/Check Contributions: _____

Total _____

We have validated the contents of this envelope and confirm that it contains the cash, checks and payroll deduction amounts reported above.

Keyworker _____

ECM _____

CFC Specialist _____

PCFO _____

Date _____



Turn-In Procedures

- Sign the Report Envelope where indicated and make a copy of the face of the envelope
- Do NOT seal Report Envelope
- Contact your Point of Contact or CFC Staff person to arrange pick-up or delivery
- Staff will verify information & sign the form
- Tear off the top copy (Payroll Copy) of pledge form(s) and put in regular envelope. Seal envelope.
- Seal Report Envelope
- Staff & ECM will bring payroll envelope to agency payroll office
- Staff will mail Report Envelope to CFC Albuquerque Office for processing

GET YOUR GIVE *Online* 



SHOW SOME LOVE





On-Line Giving

- **Three Types**
 - CFC Nexus
 - Employee Express
 - myPay

www.desertswcfc.org



On-Line Giving

- **Benefits of Online Pledging**

- ✓ Convenient
- ✓ Search Made Easy
- ✓ Math is Simple
- ✓ Accessibility
- ✓ It's **Green**
- ✓ Efficient
- ✓ Reporting



On-Line Giving

- **Benefits for ECMs**

- ✓ Easier to process
- ✓ Track pledges
- ✓ Less paperwork to keep track of
- ✓ Create & mail report to payroll office
- ✓ No worries with SSN in wrong hands



On-Line Giving

- **Employee Express**
 - Consumer Product Safety Commission
 - Dept. of Interior
 - Dept. of Transportation
 - EEOC
 - Federal Deposit Insurance Corp
 - General Services Admin
 - National Labor Relations Board
 - Office of Personnel Management
 - Railroad Retirement Board
 - Social Security Admin
 - Small Business Administration
 - Valles Caldera Trust



Employee Express

- **Check It Out!**

<https://www.employeeexpress.gov>

- Login with: 999999994
- Password: Demo#444

- Note: Local charities for this account are in the Atlanta campaign.



CFC Nexus

- All Federal Agencies
- ECMs Assigned Password
- Keep Track of Pledges
- ECMs Print Forms and Mail to Payroll Office



myPay

- Active Duty Military
- Veterans Affairs
- Indian Health Services
- Department of Energy

- No demo site

QUESTIONS???



**THANK
YOU!**



CFC Albuquerque Office: (505) 245-1730

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