



Combined
Federal
Campaign
of the Pikes Peak Region

50 YEARS OF CARING



FALL 2011 KEYWORKER TRAINING GUIDE



LETTER FROM THE DIRECTOR

Fifty years ago, President Kennedy signed Executive Order 10927 and created the Combined Federal Campaign. In those 50 years, Federal employees across the world have given nearly \$7 billion to their favorite charities and causes. This would not be possible without the tremendous support of our dedicated “super star keyworkers”—you!! As part of the 50th Anniversary of Giving, we’d like to roll out the red carpet of appreciation! This is the year to celebrate you, your achievements, and continue the legacy for the next 50 years. We begin a new era of the CFC with a fresh look that represents the tradition of giving in a red, white, and blue star logo that portrays our time honored salute to the men and women of the federal community who, collectively, are the ever-shining star of the Combined Federal Campaign.

You have been selected to fill a very important position at your federal agency/military unit. Your selection as your unit’s keyworker, speaks to the confidence your managers have in you, and also their support for the CFC.

As the keyworker, you have one of the greatest influences on the CFC’s successful ability to raise funds to support an ongoing network of local, national and international charitable agencies working to provide essential services to all people. Our mission is to close the gap between the identified needs of these agencies, and the resources currently available. Our success depends on you, to ensure that every federal employee is informed of the benefits and value of contributing through the CFC. The mission is challenging and achievable.

To complete this mission, you are encouraged to *enthusiastically* embrace the keyworker position with *unwavering* commitment. Once you see the impact the campaign has, you no doubt will go beyond the “job” of completing the tasks, and assume the *role* of leader by engaging people with community needs, their conscience, and ultimately their legacy. *The most successful keyworkers get personally involved in the campaign. They talk to people, motivate them, inspire them, invite them to participate in the campaign and are passionate about it!* With your passionate execution, the campaign’s record breaking momentum will continue to make a huge difference for those in need.

I thank you in advance for your leadership and commitment to the Combined Federal Campaign. Together, we will make the Combined Federal Campaign an outstanding experience!

Congratulations and welcome to the Combined Federal Campaign (CFC)!


Barbara Barfield

CFC Director, Pikes Peak Region

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Regional Executive Committee

Senior Organization & Base Commanders; Agency Heads

Chairman: Major General David G. Perkins, Commanding General, 4th Infantry Division, Fort Carson

Acting Chairman:

Brigadier General James Doty, Jr. Acting Senior Commander Fort Carson

(Largest federal employer in the Pikes Peak region 20,000+ active duty personnel)

Members: General Charles H. Jackoby, Commander, Northern Command & NORAD;

General William L. Shelton., Commander, Air Force Space Command; Lt. Gen. Michael C. Gould, Superintendent, U.S. Air Force Academy; Colonel Thomas Gibson, Commander, 10 Air Base Wing, USAFA; Col. Chris Crawford, Commander 21 Space Wing Command, PAFB; Col James Ross, Commander, 50 Space Wing Command, SAFB; Postmaster Greg Penson, U.S. Postal Service, Colorado Springs; Warden Blake Davis, Federal Bureau of Prisons

Local Federal Coordinating Committee – Campaign Oversight

Fort Carson Chairman: COL Robert McLaughlin 526-5600 Robert.McLaughlin@us.army.mil

Deputy Chairman: Mr. Steve McCoy 526-9865 Steven.McCoy2@us.army.mil

Federal Agencies

Transportation Security Administration Mr. Geoff Banks 719-591-3100 geoffry.banks@dhs.gov

Social Security Administration Ms. Pamela Hamilton 589-0974x206 pamela.hamilton@ssa.gov

Peterson Air Force Base

Air Force Space Command Headquarters Mr. James Hale 554-2511 James.Hale@peterson.af.mil

Northern Command & NORAD Mr. Kirk Brown 554-3284 Kirk.Brown@northcom.mil

21st Space Wing & Tenant Organizations Ms. Susan Ruby 474-3185 Robert.Wynn@peterson.af.mil

Schriever Air Force Base Mr. Jeff Hunt 567-4081 Jeffery.Hunt@schriever.af.mil

U.S. Air Force Academy Mr. Steve Sandridge 333-8812 Steven.Sandridge@USAFA.af.mil

U.S. Postal Service Mr. Chuck Bader 232-3373 unionchuck@hotmail.com

Project Officers – Campaign Leadership

Federal Bureau of Prisons

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Fort Carson

SSG David Braadland 526-4944 David.L.Braadland@us.army.mil

Peterson Air Force Base

Air Force Space Command Headquarters

Maj Chris Dupre 554-2447 Christopher.Dupre@peterson.af.mil

Capt Walter Priebe 554-6433 Walter.Priebe@peterson.af.mil

Northern Command/NORAD

Mr. Kirk Brown 554-3284 Kirk.Brown@northcom.mil

21st Space Wing & Tenant Organizations

Lt Col John Duda – Lead IPO 556-8905 John.Duda@peterson.af.mil

MSgt Tonya Westerman - Wing IPO 556-6258 Tonya.Westerman@peterson.af.mil

MSgt Jason Worcester - Tenant IPO 556-1781 Jason.Worcester@peterson.af.mil

Captain Jontae McGrew, Cheyenne Mountain 474-2117 Jontae.McGrew@cheyennemountain.af.mil

MSgt Robrandon Bee – Cheyenne Mountain 474-2057 Robrandon.Bee@peterson.af.mil

Schriever Air Force Base

Capt Julia Hetlof 567-7015 Julia.Hetlof@schriever.af.mil

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A1C Abbey Oladiti 567-5025 Abbey.Oladiti@schriever.af.mil

US Air Force Academy

MSgt Robert Pemberton 333-8832 robert.pemberton@usafa.edu

MSgt Amy Wilson 333-3541 amy.wilson@usafa.edu

US Postal Service

Mr. Chuck Bader 232-3373 unionchuck@hotmail.com

Ms. Peggy Johnson 244-5815 ppegjohn@msn.com

THE COMBINED FEDERAL CAMPAIGN

- ★ **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, it is the only on-the-job fund raising campaign authorized for Federal civilian employees, Postal Service employees, and members of uniformed services. It is authorized and endorsed by Congress and the President of the United States.

- ★ **PRIMARY GOAL** The primary goal of the CFC is to provide a convenient means for federal personnel to support charities through a workplace giving program.

- ★ **STRUCTURE** The CFC is regulated by the Office of Personnel Management and is administered locally by a consortium of military and federal agency heads. The senior military commanders and federal agency directors serve as the campaign's Executive Committee. The Executive Committee members annually appointed representatives for the Local Federal Coordinating Committee (LFCC) who serve as the planning and overseeing regional campaign committee. The executive committee also appoint campaign project officers who are responsible for running the installation campaign. The campaign is managed by a not-for-profit organization or federation (PCFO). It is responsible for conducting the campaign and distributing the funds within the established regulations. It is accountable to the Local Federal Coordinating Committee, The Executive Committee and the Office of Personnel Management.

THE CAMPAIGN IN THE PIKES PEAK REGION

The Combined Federal Campaign of the Pikes Peak Region includes over 40,000 military and federal employees from Fort Carson, Peterson Air Force Base, Schriever Air Force base, US Northern Command and NORAD, the United States Air Force Academy, The United States Postal Service, Federal Bureau of Prisons, and a host of Federal agencies of varying size in Southern Colorado.

CAMPAIGN ACHIEVEMENTS

Through the CFC, every person can impact the lives of the people in this community, across this country, and around the world. Last year, the campaign results were phenomenal. Nationally, the 2010 campaign collected \$281.5 million dollars. Locally, the Pikes Peak Region campaign raised nearly 2.5 million dollars exceeding the *goal by \$85 thousand dollars!*

These results speak to the keyworker leadership and the caliber of their volunteer commitment our region has. This success simply would not be possible without the personal investment of every keyworker. These are results we can be proud of, but they reflect only the numbers from the campaign. The real successes can be seen on the faces of the people that were helped through CFC giving.

CFC FEDERATIONS AND ORGANIZATIONS

The CFC is divided into federations (an umbrella of organizations) and independent organizations. A federation is a group of charitable human health and welfare organizations established for the purpose of supplying common fundraising, administrative, and management services to its members.

Additionally, there are national federations and organizations, international federations and organizations, and local federations and organizations.

National organizations have programs in a minimum of fifteen states and apply directly to the Office of Personnel Management in Washington D.C. They are listed in the directory in the “National/International Agencies” section.

International organizations are present in several countries or in several parts of a foreign country. These organizations also apply directly to the Office of Personnel Management. They are listed in the “International Agencies” section.

Local organizations help people in this area or adjacent counties. Local organizations apply to the Local Federal Coordinating Committee, the “board of directors” of our campaign. They too must meet OPM requirements for local eligibility. They are listed under the heading “Local Agencies”.

All of the federations, their member organizations, and the independent organizations in the campaign directory were found eligible to participate in this year’s campaign. Although the federations and organizations receive funds from the CFC, they do not run the CFC. The CFC is an independent fund drive for federal employees and is not affiliated in any way with any of the organizations or federations except as a conduit for federal employee donations.

The description of a federation precedes the listing of its member organizations in the Campaign Brochure.

Donors may give their money to a federation, to an organization under a federation, or to an independent organization. This is explained more fully on the next page.

DONOR DESIGNATIONS

Donors are encouraged to designate their gifts to specific organizations (up to 5) OR to federations that are listed in the campaign directory. Designating gifts allows donors to channel contributions to those organizations that best represent their interests or concerns. If one chooses to designate a gift to a federation, the contribution is used to support the work of the federation or is shared with its affiliated agencies in accordance with the federation’s policy. Designations may only be made to organizations that have been included in the campaign directory. Write-ins are prohibited.

UNDESIGNATED FUNDS

Although donors are encouraged to designate their gifts to particular organizations or federations, and most do, it is not required. If one chooses to make a contribution but does not want to specify where that contribution is to go, the contribution will still be accepted. These undesignated funds are then shared among all of the organizations listed in the campaign directory in the same proportion that the organizations received designations.

Note: If an organization listed in the directory receives no designations by any donor, that agency will not receive any of the undesignated money either. Those who designate, in effect, are voting for distribution of undesignated monies.

KEY CFC CAMPAIGN INFORMATION

- ★ USAFA – Charity Fair in conjunction with Keyworker Training
 - ★ Sept 19, 2011; Milazzo Center; 11:00 a.m. to 4:00 p.m.
- ★ HQ AFSPC – Balcony Call & Charity Fair
 - ★ Oct 3, 201; Atrium - 10:00 a.m. – 11:00 a.m.
- ★ NORAD & U.S. NORTHCOM – Kick Off Rally & Charity Fair
 - ★ Oct 3, 2011; Training rooms; 1:00 p.m – 3:30 p.m
- ★ Fort Carson & Federal Agencies – Kick Off & Charity Fair
 - ★ Oct 4, 2011 10:30 – 1:30 p.m; 60’s theme; challenges; annual chili cook-off
- ★ Schriever AFB – Kick off & Charity Fair
 - ★ Oct 6, 2011; pig kissing contest; greased pig contest; BBQ challenge
- ★ 21st Space Wing and Tenants – 5K Run & Charity Fair in conjunction with PT Training
 - ★ Oct 7, 2011; Base Gym; 7:00 a.m. to 9:30 a.m.
- ★ Cheyenne Mountain Air Force Station – Triathlon & Charity Fair
 - ★ Oct 7, 2011; Atrium - 8:00 a.m. – 11:30 a.m.
- ★ U.S. Postal Service – “Day of Giving”
 - ★ Oct 4 – 27 - Colorado Springs Post Offices and Mail facilities; Stand Ups
- ★ Bureau Of Prisons – Key Worker Training; Kick Off & Charity Fair
 - ★ Oct 12, 2011 10:30 – 3:00 p.m.
- ★ Campaign Celebration
 - ★ January 19, 2012 2:00 – 3:30 p.m.

CAMPAIGN THEME

50 Years of Caring

50 years ago, the CFC was created. In those 50 years, Federal employees have given nearly \$7 billion to their favorite charities and causes. So much has changed in the last 50 years. In 1961 gas cost 31 cents per gallon, minimum wage was \$1.15 per hour and the average annual salary was \$6,471. The personal computer hadn't even been thought of let alone the phrase, “Friend me on Facebook.” Though our culture has changed ,it is so wonderful to know that our Federal culture of giving has not.

CAMPAIGN MATERIALS

VIDEO – 50 Years of Caring - A look back at the past 50 years of giving and a short explanation of the benefits of giving and how to give through the CFC program.

AGENCY SPEAKERS – Speakers are available to attend your group meeting. They tell personal testimonials, helping prospective donors better understand the importance of their gifts and how lives are impacted.

POSTERS – Posters have a campaign message reminding donors to give and a thermometer to gauge success.

CFC AGENCY LISTING DIRECTORY –A complete list of charities eligible to participate in the CFC. This list is also on the CFC web page. (www.peakcfc.com)

PLEDGE FORMS - Pledge Forms are distributed to all employees with the Campaign Directory during group presentations or one-on-one solicitations. The forms must be properly completed and turned in to the keyworker.

REPORT ENVELOPES - Keyworker report envelopes are completed and turned in to your point of contact.

AWARDS – Special awards are given to donors at various levels of giving

- Contributor’s level – makes a gift of any size
- Silver award level – makes a gift of one hours pay per month.
- Gold award level – makes a gift of two hours pay per month
- 50th Anniversary level – makes an annual gift of \$750 - \$999
- Eagle Club level – makes an annual gift of \$1000 - \$1249
- Golden Eagle Club level- makes an annual gift of \$1250 or more

REGIONAL CAMPAIGN STRATEGIC PLAN

The vision for the CFC of the Pikes Peak Region is:

To create a positive charitable giving climate which enables federal employees to significantly impact their local, national and international communities through an efficient campaign that employs choice, confidence, and convenience for donors while enhancing their own personal significance.

“Contributing to tomorrow’s future and leaving a legacy.”

The mission (purpose and values) of the CFC of the Pikes Peak Region are:

- To connect people to people
- To connect people to their values
- To connect people to their beliefs
- To make a difference
- To produce passion
- To feel good about accomplishments
- To recognize and reward campaign team
- To infuse campaign ownership in the minds and hearts of Federal employees
- To provide a vehicle for personal significance

The Goals of the CFC of the Pikes Peak Region are:

- To educate donors on the impact and benefit of their contribution
- To integrate workplace core values into campaign (service before self, honor, valor)
- To integrate personal core beliefs into campaign (life’s purpose, leaving a legacy)
- To increase participation
- To attract/cultivate new donors
- To increase donations
- To enhance the giving experience
- To emphasize choice/directed giving
- To link donors and human health & welfare program recipients
- To run a quick and effective campaign
- To link professional organizations (NCO etc.)

The objectives (support the goals) of the CFC of the Pikes Peak Region are:

- Identify and share an employee CFC story
- Utilize national campaign video
- Provide employee giving survey with pledge card
- Provide incentive for returning survey
- Provide “what your contribution does” statistics from charitable agencies
- Provide charitable agency feedback on campaign impact
- Develop a set of “Donor Commandments” to be adhered to by campaign team
- Implement Stephen Covey’s 8th Habit From Effectiveness to Greatness

The action steps meet the requirements of the objectives

6 Week Campaign

3 Week Solicitation:

Week One – Rally Week;
Week Two – Solicitation Week;
Week Three – Solicitation Follow Up

3 Week Follow Up:

Week Four – Assess Participation;
Week Five – Mid Campaign Blitz
Week Six – Final Push; Award Distribution

THE KEYWORKER

OBJECTIVES

100% Awareness – Ensure that each person is informed of the benefits and value of contributing through the CFC.

100% Opportunity – Ensure that each person is contacted and given the opportunity to participate in the CFC.

FOLLOW THE PIKES PEAK REGION CFC RULES:

- ★ Must have fun
- ★ Must have chocolate
- ★ Keep it simple!

ATTEND ALL CAMPAIGN ACTIVITIES

Keyworkers/ Employee Coordinators attend all trainings—the briefing, the kickoff, the agency fair, group meetings and the awards events.

PLAN YOUR CAMPAIGN

- ★ Use the campaign plan provided

PROMOTE YOUR CAMPAIGN – BE CREATIVE

- ★ Kick offs • Events • Posters • Newsletter Articles • E-mail Reminders
- ★ Seek endorsement and support of your agency leaders. Ask them to:
 - Send a letter or memo endorsing the CFC
 - Take part in the rally; give opening remarks.
 - Make his/her pledge.

HOLD A RALLY

- ★ The "Rally" provides an opportunity to leave distractions behind and focus attention on the CFC. (This may be part of a regular staff meeting or Commander's call.)
- ★ Ask the Commander or Director to give opening remarks.
- ★ Arouse the emotions of your audience.
- ★ Use the film and invite a speaker.
- ★ Give reasons for supporting the CFC.
- ★ **Group solicitation** occurs at the conclusion of the rally. It is an effective and efficient use of solicitation time. Ask your audience to join you in supporting the CFC. Give each person a directory and pledge card. Encourage those in attendance to turn their cards in before they leave. (Individual solicitation is necessary for those unable to attend the group solicitation.)

COLLECT & RECONCILE PLEDGE FORMS

- ★ Collect and review all pledge cards to ensure it is legible on all copies, mathematical calculations are correct, thank you gift information is complete, and the release of name section is completed.

PREPARE KEYWORKER ENVELOPES

- ★ Prepare Keyworker Envelope completely. Verify all cash, check, and payroll deduction pledges; and the totals of each (keep cash and check contributions with their corresponding pledge forms for verification). Turn in keyworker envelopes weekly as scheduled by your installation project officer.

DISTRIBUTE GIFTS & SAY THANK YOU

- ★ Distribute all contributor gift to donors. Use CFC gift distribution as an opportunity to say thank you. Give general donor gifts immediately upon receipt of the pledge form.

EAGLE CLUB CONTRIBUTOR'S INFORMATION

- ★ Track the fulfillment of these gifts using the data sheet provided.

KEYWORKER CAMPAIGN PLAN

- As you determine campaign strategies, keep these points in mind:
 - Ensure strategies are consistent with overall installation campaign plan and goals.
 - Ensure strategies are consistent with unit campaign plan
 - Establish a campaign timetable, which will set the pace for your activities. This timetable should include details about important fund raising events and deadlines.

Unit: _____

Prepared by: (KEYWORKER) _____

Approved by:(YOUR UNIT PROJECT OFFICER) _____

GOAL:

- Our goal is to raise \$ _____.
- We will endeavor to achieve a _____% participation rate.
- We will endeavor to achieve a _____% of payroll deduction contributions.

CONDUCT OF THE CAMPAIGN (Three week consolidated campaign):

- We plan to conduct our campaign from _____ to _____.
- We plan to commence pre-campaign publicity _____.
 - Campaign posters will be displayed on _____ date.
 - We plan to utilize _____ competitions.
 - We plan to utilize _____ promotions
- We plan to have a Group Presentation event on _____ at _____ (location).
- Each donor who wishes to contribute will turn in a pledge card to the key worker
 - at the conclusion of the presentation; keyworker will pick up pledge cards by _____ date after the presentation.

-Planned attendance will consist of _____.

-We plan to have speakers at the event:

An agency Speaker An active member giving a testimonial Installation Commander
Speaker's Name: _____ Agency; _____ Date Confirmed _____

RECOGNITION:

- Golden Eagle & Eagle Club donors; How, when, and who will present these items?

REPORTS:

- Our first turn in will be _____ (date).
- Our turn -in day is _____ at _____ (time).
- Our Final turn-in will be _____ (date).

PLEDGING

PAYROLL DEDUCTION

Encourage potential donors to give the easy way. . . . contribute through payroll deduction online. 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 January through December*
- *Renewable annually*
- *Cost efficient*

Payroll deduction must continue for at least 3 months. A donor with an employment expiration before 3/31/11 can make a gift by cash or check. A donor who has an expiration of service between 4/1/11 and 12/31/11, and desires to use payroll deduction, should divide their desired total gift amount by the number of months/pay periods they will be contributing to determine their withholding amount. Enter this amount in the "AMOUNT" column then multiply it times the appropriate interval (12 or 26). This will calculate to a total annual gift higher than the donor's desired total gift amount, but because the contribution will terminate with service, their amount withheld will equal their desired total gift amount.

- Minimum Military Payroll deduction - \$2.50 per pay period
- Minimum civilian payroll deduction - \$5.00 per pay period

CASH OR CHECK CONTRIBUTIONS

One time cash or check contributions may be made using the traditional pledge form.

CREDIT CARD CONTRIBUTIONS

Credit card contributions are not authorized for this region at this time\

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 in the **KEYWORKER REPORT ENVELOPE** and note the gift on the report form.

DONOR RECEIPTS

Ensure every donor receives the yellow copy of the pledge form. This receipt may be retained by the donor for IRS allowed charitable gift deductions with the following provisions:

IRS TAX DEDUCTION

Contributions are tax deductible. When a donor makes a contribution by payroll deduction, the donor must have the following documents to substantiate the deduction:

- A pay stub, W-2 or other document furnished by the employer that indicates the amount withheld during the tax year for payment to the PCFO **and**,
- A pledge form, or other document prepared by the PCFO that shows:
 - The name of the PCFO;
 - The name of the charitable organization(s) designated to receive the contribution). (*Note: The IRS will accept the unique five-digit code as the name of the organization since it can be determined from the CFC Charity List*)
 - The date of the contribution; and
 - The amount of the cash or check.

If the donor contributed by check, a copy of the canceled check or a bank or credit union statement will serve as a sufficient record.

If the donor contributed by cash, the donor will need a copy of the pledge form accompanying the cash or check contribution contains the four items indicated above as required for a payroll deduction contribution.

ONLINE OPTIONS

The CFC of the Pikes Peak Region is proud to offer two methods of making your CFC payroll deduction donation on-line. CFC Nexus is available to all donors in the region, and Employee Express is available to employees whose federal agency purchased the CFC module from OPM. (Check with your HR department to confirm use of the Employee Express CFC module.) Making your donation on-line offers a variety of benefits including a charity search tool, verification of the charity codes you enter, mathematical accuracy, and increased privacy and confidentiality.

CFC NEXUS

CFC Nexus is a 6th generation OPM acknowledged online E-Pledging system designed specifically for the CFC community. This online e-pledge system surpasses paper pledging by a wide margin with robust real-time reporting for donor confidence. With secure online searchable charity catalog and pledging, year to year comparison of campaigns, instant upload into CFC Assistant and graphical analysis tools, CFC Nexus is a complete e-pledging package that is extremely efficient. Though your Keyworker may require a “wet” signature in addition to the digital signature for payroll deduction processing, it is due to a DFAS requirement but DFAS is also committed to moving toward the 21 century in the near future. We encourage you to visit to learn more about this exciting new pledging program and demo the online pledging process at www.cfcnexus.org. Donors will pledge by going to www.peakcfc.com and using the NEXUS link.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

- **How does a donor find my unit/directorate?**

Agencies are set up with subdivisions. Here is an example of how your agency information will be listed.

Organization

Group X - division 1

- subdivision a
- subdivision b

Group X - division 2

- subdivision c
- subdivision d

Group X - division 3

- subdivision e
- subdivision f

- **How does CFC Nexus ensure compliance with Federal Regulations?**

CFC Nexus goes through an annual approval process with OPM in order to process electronic pledges. We also stay up to date with the Code of Federal Regulations to ensure that all activities and functions of CFC Nexus are compliant and legal.

- **What security features are in place and how is data stored?**

- Firewalls - CFC Nexus utilized state of art Internet technologies to ensure data transactions are safe. SSL certification by Versign, an industry leader in security, is employed for all areas of the site concerning pledging or the reporting of specific pledge information.
- SSN/Employee ID Number - The SSN or EIN number entered by each donor is stored in the database only long enough for the payroll coordinator to process the pledge. Once processed, that sensitive data is wiped from the system and can not be recovered. While in the system, it is encrypted and secured in several different manners.
- Long Term Data Storage - Data other than the SSN/EIN is stored for years with CFC Nexus.
- Backups - Backups are made continuously throughout the campaign so even if the entire Internet goes down, CFC Nexus will still have the data you need.

- Hosting - CFC Nexus server is hosted at one of the most secure hosting facilities in the world. It hosts many other government systems and is complete with armed guards, biometric scans, man traps, etc...
- **Can donors see pledges from past years?**
Yes, Donors can log in to their account at anytime to view pledges they have made historically. Details can be printed out for their own tax purposes or they can click on charity links to get the latest details on those organizations.

What help or training is available?

For donors, we currently have snapshots of the process and instructions listed in the left menu. For 2008 campaign, we are improving on this model and creating video help files embedding at each line in the pledging process. In this way, donors don't have to leave the screen in order to get help and calls to your office will be minimized or non-existent. We are also creating video instruction for payroll coordinators and CFC administrators (you!) so you can view the actual use of the system.

If you have a question not addressed here, please let us know. info@cfcnexus.org.

EMPLOYEE EXPRESS

CFC-EEX offers employees in specified agencies the choice of making a CFC payroll deduction pledge on-line through Employee Express (EEX). Employee Express is a convenient, user friendly automated system that gives employees direct control over key payroll and personnel information without having to use forms or visit a personnel or payroll office. Employees utilizing CFC-EEX should not submit an additional paper pledge form for their payroll deduction pledge. However, paper pledge forms are required for one-time and cash contributions.

Benefits:

- EEX has secure links directly to your payroll providers. No SSN information is passed to a campaign or mailed to another office for input. All pledges are received electronically by the payroll office .
- Query the charity database to search for and select charities
- Donors can pledge to up to 30 charities, and change their pledge through the end of the official campaign season -- December 15.
- Employees may print a copy of the pledge form for their records.
- Information is processed immediately, in real-time, to the CFC reports site and to the payroll providers daily.
- CFC-EEX is open 24 hours a day, 7 days a week beginning on campaign kick-off to December 15 via the Internet:
- Is available through the EEX help desk from 7:00 a.m. 7:00 p.m. ET Monday through Friday or phone: 478-757-3030.
- Passwords for Employee Express can be requested On-Line or through the Employee Express Help Desk.

Demonstration

A Demonstration Account is available for all to familiarize Federal users with the CFC-EEX E-Pledge system. Go to <https://www.employeeexpress.gov> and Login with: 999999994 and Password: Demo#444 (Local charities for this account are in the Atlanta campaign)

Traditional PLEDGE FORM

Ensure every person receives an electronic giving reminder and pledge form! While donors may pledge online for payroll deduction gifts, check and cash givers must use the traditional pledge form.

Ensure the pledge form is mathematically correct and no changes have been made to the form that have not been initialed by the donor. Should a change or correction be required, it must be done by the donor. OPM recommends the donor fill out a new form. The erroneous pledge card must be destroyed when replaced by the corrected form. If a donor wishes to give to more than 5 charities multiple forms must be used; additional charities cannot be written onto the first form.

<p>Step 1 - Date, then Print name, work address, telephone number, and your Federal Agency.</p>	<p>Step 2 - Fill in the appropriate boxes for either military or civilian, the monthly / periodical deduction, and the total. Fill out the "Other" section if making a cash or check contribution.</p>	<p>Step 3 - If applicable, check the appropriate awards level donation boxes.</p>	<p>Step 4 - Fill in the 5 DIGIT CFC agency code number (as listed in the Agency Brochure or on the website www.peakcfc.com) and the annual amount of the designation to each (up to 5 are accepted).</p>
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CFC
FALL 2011 - Combined Federal Campaign
of the Pikes Peak Region
6660 D'Amonico Drive, Suite 503D, Colorado Springs, CO 80919

DATE OF CONTRIBUTION: _____

CFC Campaign #: **0140**
ATTENTION PAYROLL OFFICES:
Only use this number to identify the local campaign.

MFC City/State Code: **08-0430**

PRINT NAME (LAST) FIRST MIDDLE INITIAL CIVILIAN MILITARY FEDERAL AGENCY AND OFFICE SSN / EMPLOYEE ID

WORK ADDRESS & ZIP CODE 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.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL <small>Branch of Service?</small>	\$ _____	X 12 Months =	\$ _____
CIVILIAN PAYROLL	\$ _____	X 26 Pay Periods =	\$ _____
OTHER \$ _____		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK (payable to CFC), Check Number: _____	

Charity Code ANNUAL AMOUNT

Charity Code	ANNUAL AMOUNT
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Please Check if Applicable (note: if preferred, you can choose an item from a lower category or if you choose to decline your gift check here)

Silver Award (1 Hours Pay)
 Gold Award (2 Hours Pay)
 Anniversary Level (\$750-\$999)
 Eagle Club (\$1,000-\$1,249)
 Golden Eagle Club (\$1,250+)
 CFC Tote
 CFC Water Bottle
 CFC Anniversary Coin
 2011 Mint Proof 4 Coin Presidential Dollar Set
 2011 Mint Proof Coin Set (including all annual quarters & Presidential Dollars Plus CFC Anniversary Coin)
Upon request, Eagle trophies can be made available as an alternate gift at the Eagle and Gold Eagle Club Levels.

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 e-mail.

Home Address: _____

Personal E-Mail Address: _____

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

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 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 _____

See reverse side for information on volunteer opportunities in your community *****PLEASE INITIAL IF YOU MAKE ANY CHANGES***** OPM Form 1654 Rev. May 2011

PLEASE USE A BALL POINT PEN & WRITE FIRMLY
For a list of CFC agencies, visit our website at www.PeakCFC.com

COPY 1
COPY 1 - Payroll Office

COPY 2
COPY 2 - For Central Receipt Point

COPY 3
COPY 3 - Contributor's Copy - Keep for Personal Tax Records

Copy #1 - Payroll Office

Copy #2 - Central Receipt & Accounting

Copy #3 - Contributor Copy

<p>Step 5 - If you would like your name, HOME address, E-mail address and/or the amount of your pledge released to the agencies you designated funds to, fill out this section. If you do not fill out this section your information will not be released. This information will only be released to the agencies you have chosen - NO OTHERS.</p>	<p>Step 6 - Make sure the pledge form is signed and dated and that your social security number is provided if using payroll deduction.</p>	<p>Step 7 - Contributors keep copy #3 for their records. Keep copies #1 and #2 together, report the totals on the Keyworker Envelope and turn them into your CFC point of contact.</p>
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TOP 5 COMMON ERRORS

1. Illegible. If it is unreadable, the pledge may not be processed correctly.
 2. Monthly gift is listed as the annual gift - when specifying your gift to each agency fill in the ANNUAL AMOUNT.
 3. Designation to an invalid agency code. Pledges can only be made to agencies listed in this region's brochure.
 4. Form isn't signed - payroll deduction can not be authorized if the form isn't signed.
 5. Social Security Number is not provided - payroll deduction can not be authorized without the SSN.
- USPS Employees may use their USPS Employee ID #.

KEYWORKER TURN IN PROCEDURES

PLEDGE COLLECTION

Collect the pledge forms. Keep the 3 part, multi colored forms intact as you review them. Please check the pledges for legibly, completeness, and accuracy. The forms must be properly completed before they are turned in to your point of contact. Instructions for verifying completeness of the pledge form are below. Once the pledge is verified, give the yellow copy back to the donor for their records and turn the remaining pink copy (payroll copy) and white copy, (Central Receipt and Accounting copy) to your point of contact in the reporting envelope.

Pledges received from donors are to be turned in **on a weekly basis** to the designated project officer for their unit for immediate processing. This enhances donor confidence in the CFC process. Keyworkers are responsible for:

- 1) Verifying that pledge cards are legible and filled out completely and accurately.
- 2) Ensuring that cash and check contributions match the amounts indicated on the pledge forms.
- 3) Verifying the total pledge matches the amount designated to the charities.
- 4) Verifying the use of five digit charity codes; none start with zero.
- 5) Preparing pledge forms for keyworker envelope and turn-in:
 - a) White Copies are separated into cash, check, and payroll deduction.
 - b) Cash should be secured to the white copy of each pledge form with a paper clip or tucked between the top and second copy of the form. **DO NOT STAPLE CASH TO THE PLEDGE FORMS.**
 - c) Payroll deductions must be signed, and include a Social Security Number. The white & pink copies go in the report envelope; The Yellow copies are for the donor's records.
- 6) The report envelope should be completely filled out with the keyworker's contact information at the top.
- 7) The total amount and number of donors for each Cash, Check, Payroll Deduction donation is then recorded on a keyworker report envelope, along with the grand totals.
- 8) If a confidential contribution is received, it **SHOULD NOT** be recorded with any of the reported totals. Confidential envelopes should remain sealed until processed by the PCFO (CFC Staff). Simply indicate the number of confidential donations (if any) in the "Number of Confidential Envelopes Enclosed" box
- 9) Verify requests for all awards, and report the totals of each in the bottom right corner of report envelope. Keep a record of the award recipients and the award they should receive for distribution verification.
- 10) Sign the report for where indicated. Make a copy of the face of the envelope (turn-in report) and keep for records. Turn in the report envelope to the assigned project officer for content verification. **DO NOT DROP OFF THE ENVELOPE AND LEAVE IT UNATTENDED.** The assigned project officer must verify content of the envelope and sign it in the presence of the keyworker to relieve the keyworker of responsibility for the report envelope and its contents.

TYPICAL PLEDGE AND REPORTING QUESTIONS

Q: Can a donor give to more than 5 agencies?

A: Yes! Recommend CFC NEXUS online giving. Otherwise, have them fill out multiple pledge forms indicating the CFC agencies that they want to contribute to, along with the annual amount for each. Combine all form and turn them in. The first form should include the total amount of payroll deduction for all charities selected on the multiple forms.

Q: Will confidential donations be counted towards Unit Awards.

A: YES, the PCFO will update records to include confidential gifts. Many other anonymous factors also adjust a units total - pledges received or cancelled by mail, NSF or checks that were cancelled, and corrections made to turn ins.

Q: Can a donor give to an agency in another CFC or one that isn't listed.

A: NO, contributions can only be made to the CFC agencies listed for this campaign. Tell donors that ask this question to encourage those agencies to apply next year - applications are available at www.peakcfc.com, updated annually in March for the Fall campaign.

Q: Can a donor give a one-time contribution through payroll deduction?

A: NO, most Federal Payroll offices are not set up to process such a request.

PLEDGE/PLEDGE REPORT TURN-IN COMPLIANCE

Definitions - OPM generally defines PII as information that:

Can be used to discern or trace a person's or entity's identity; and

Alone, or combined with other information, can be used to compromise the integrity of agency records relating to a person by permitting access to unauthorized disclosure of these records.

For example, a name alone would generally not constitute PII, but when linked to his or her social security number (SSN), date of birth, or mother's maiden name, would constitute PII. (PLEDGE FORM)

OPM defines OSI as any information related to the Federal donor or charitable entity that could alone, or combined with other information, be used to commit fraudulent acts against the Federal donor or charitable entity. For example, a donor's home address, bank account number or routing number would constitute other sensitive information.

Campaign Responsibilities

It is the local campaign's responsibility to ensure it has implemented adequate controls to protect against the unauthorized release and misuse of personally identifiable and other sensitive information. Local campaigns are responsible for the proper handling of PII and OSI, regardless of location.

1. Proper control and handling of PII and OSI residing in collection envelopes, on computers, on removable media, and on paper and electronic documents;
2. Ensuring portable data storage and communication devices are properly controlled and secured at all times;
3. Proper marking, control and storage of printouts and other paper documents containing PII and OSI in the campaign's possession; and
4. Encrypting any PII or OSI as an attachment when transmitting it through email. Do not send PII or OSI in the content of an email.
5. Restricting access to PII and OSI to only those individuals who have a business need for it;
6. Keeping paper documents with PII or OSI in locked storage rooms or safes which can only be accessed by authorized users or security personnel.

REPORTING

The keyworker report envelope is used to record all contributions received by the Keyworker. Fill out the form completely as illustrated below:

Step 1

Make sure this ENTIRE top section is completed accurately.

Step 2

Provide a specific breakdown of pledges contained in this envelope.

Indicate the number of KNOWN cash, check, and payroll deduction contributions, and the total of each.

Add the total number of contributions and insert in the "Totals" column; do the same for the KNOWN monetary totals (some contributions may be in sealed "confidential" envelopes).

Step 3

Sign the Keyworker space. At the time the envelope is turned in, have the person receiving the envelope verify accuracy and sign.

Step 4

If applicable, indicate the number of each award level giver that is included in this envelope. These will be validated when you turn in this envelope and awards will be distributed accordingly.

CFC of the Pikes Peak Region (0140)

KEYWORKER REPORT FORM

THIS REPORT IS: FIRST _____ ADDITIONAL _____ FINAL _____

AGENCY OR INSTALLATION: _____

UNIT NAME: _____

UNIT CODE: _____

KEYWORKER: _____

TELEPHONE: _____

E-MAIL: _____

Total Number of Employees in Your Unit: _____

Total Number of Employees Contacted to Date: _____

Keyworker Instructions

- Fill in the summary information requested below for those contributions contained in this envelope. DO NOT include any information previously submitted. DO NOT include Employees Express Donations.
- Place all completed pledge cards, cash, and checks in this envelope and deliver to your CFC Point of Contact.
- With your Project Officer, Coordinator or Chairperson, validate the contents of this envelope, and sign at the bottom.
- Make a Xerox copy of the face of this envelope for your records.

METHOD OF PAYMENT	NUMBER OF DONORS	AMOUNT (\$)
U.S. CURRENCY	donors	\$
CHECKS	donors	\$
PAYROLL DEDUCTION	donors	\$
CFC NEXUS DONATIONS	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

Number _____

Amount _____

Processed _____

Verified _____

Payroll Deduction _____

Cash 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 _____

Coordinator _____

Project Officer _____

PCFO _____

Date _____

# of donors in this envelope	# of gifts requested in this envelope	# of gifts delivered

Silver Award
1 hours pay per month

Gold Award
2 hours pay per month

50th Anniversary
\$750+

Eagle Club
\$1,000 - \$1,249

Golden Eagle Club
\$1,250+

BATCH

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16

DATE PROCESSED

ENVELOPE #

AWARDS AND RECOGNITION

CFC AWARDS – OUR SMALL WAY OF SAYING THANKS

Every person, regardless of income or position, has the opportunity to be a leader in giving through the CFC. With a giving program based upon a percentage of income and a payroll deduction plan that spreads a gift over 12 months, giving is easy.

The charts below are designed to help determine 1 hours (Silver Award) & 2 hours (Gold Award) pay per month. (One hours pay is about 2 minutes per day, the typical workplace gift.) Your salary may vary from the pay grade listed depending on years in service and many other variables associated with your job. If you would like to calculate 1 hours pay for yourself, multiply your gross annual salary by .006 (this is your annual gift), then divide this amount by 12 to determine your monthly deduction or by 26 to determine your bi-weekly deduction.

PAY GRADE CHART

Pay Grade	Annual Salary	Patriot Award		Hero Award	
		Annual	Monthly	Annual	Monthly
E-1	\$ 17,611	\$ 108	\$ 9.00	\$ 216	\$ 18.00
E-2	\$ 19,739	\$ 120	\$ 10.00	\$ 240	\$ 20.00
E-3	\$ 22,064	\$ 132	\$ 11.00	\$ 264	\$ 22.00
E-4	\$ 25,481	\$ 156	\$ 13.00	\$ 312	\$ 26.00
E-5	\$ 29,380	\$ 180	\$ 15.00	\$ 360	\$ 30.00
E-6	\$ 37,123	\$ 228	\$ 19.00	\$ 456	\$ 38.00
E-7	\$ 45,011	\$ 276	\$ 23.00	\$ 552	\$ 46.00
E-8	\$ 54,821	\$ 336	\$ 28.00	\$ 672	\$ 56.00
E-9	\$ 67,792	\$ 408	\$ 34.00	\$ 816	\$ 68.00
O-1	\$ 33,980	\$ 204	\$ 17.00	\$ 408	\$ 34.00
O-2	\$ 52,189	\$ 312	\$ 26.00	\$ 624	\$ 52.00
O-3	\$ 65,390	\$ 396	\$ 33.00	\$ 792	\$ 66.00
O-4	\$ 79,585	\$ 480	\$ 40.00	\$ 960	\$ 80.00
O-5	\$ 94,280	\$ 564	\$ 47.00	\$ 1,128	\$ 94.00
O-6	\$ 113,587	\$ 684	\$ 57.00	\$ 1,368	\$ 114.00
O-7	\$ 138,488	\$ 840	\$ 70.00	\$ 1,680	\$ 140.00
O-8	\$ 156,928	\$ 948	\$ 79.00	\$ 1,896	\$ 158.00

Pay Grade	Annual Salary	Patriot Award		Hero Award	
		Annual	Bi-Week	Annual	Bi-Weekly
GS-1	\$ 23,027	\$ 143	\$ 5.50	\$ 286	\$ 11.00
GS-2	\$ 25,071	\$ 156	\$ 6.00	\$ 312	\$ 12.00
GS-3	\$ 28,257	\$ 169	\$ 6.50	\$ 338	\$ 13.00
GS-4	\$ 31,720	\$ 195	\$ 7.50	\$ 390	\$ 15.00
GS-5	\$ 35,489	\$ 221	\$ 8.50	\$ 442	\$ 17.00
GS-6	\$ 39,560	\$ 247	\$ 9.50	\$ 494	\$ 19.00
GS-7	\$ 43,964	\$ 273	\$ 10.50	\$ 546	\$ 21.00
GS-8	\$ 48,686	\$ 299	\$ 11.50	\$ 598	\$ 23.00
GS-9	\$ 53,773	\$ 325	\$ 12.50	\$ 650	\$ 25.00
GS-10	\$ 59,221	\$ 364	\$ 14.00	\$ 728	\$ 28.00
GS-11	\$ 65,061	\$ 390	\$ 15.00	\$ 780	\$ 30.00
GS-12	\$ 77,983	\$ 468	\$ 18.00	\$ 936	\$ 36.00
GS-13	\$ 92,732	\$ 559	\$ 21.50	\$ 1,118	\$ 43.00
GS-14	\$ 109,581	\$ 663	\$ 25.50	\$ 1,326	\$ 51.00
GS-15	\$ 128,900	\$ 780	\$ 30.00	\$ 1,560	\$ 60.00

OBTAINING RECOGNITION ITEMS

The goal is to deliver the recognition awards as soon as possible. It is an important way to say thank you and recognizing an individual's generosity. Also, recognition breeds participation in others. You will be required to track the delivery of these items to your donors using the worksheet provided

Contributor Pens – Everyone that makes a contribution will receive a custom CFC pen as a thank you when he/she fills out the pledge card. Carry a supply with you so you can give them out when the pledge is made.

Silver Level Recognition – Silver level donors (one hours pay per month) will receive the custom CFC lanyard. Obtain this item from your Project Officer/Campaign Coordinator.

Gold Level Recognition – Gold level donors (two hours pay per month) will receive a custom CFC umbrella. Obtain this item from your Project Officer/Campaign Coordinator.

EAGLE CLUBS AWARDS

For those donors who are motivated and able to give at higher levels, special recognition is well deserved. Such donors make gifts of great sacrifice to help others and everyone who benefits from their generosity joins in thanking them. The Eagle, a symbol of our country's pride, is the CFC's way of bestowing honor on those who exemplify that pride by helping others.

Eagle Club

Requirements: Annual gift of \$1000 to \$1249

Recognition Awards:

2011 Presidential \$1 Coin Proof Set

OR

Eagle Trophy

Golden Eagle Club

Requirements: Annual gift of \$1,250 or more

Recognition Awards:

US. Mint Collector's Coin Set

OR

Golden Eagle Trophy

ANSWERS TO FREQUENTLY ASKED CFC QUESTIONS

WHY DO PEOPLE GIVE THROUGH THE CFC?

- They have received help from an agency supported through the CFC.
- They know someone who has been helped.
- They want to help others.
- CFC is a convenient way to make a charitable contribution.
- Their activity supports the CFC.
- They feel good knowing their contribution will make a difference.

WHY DON'T PEOPLE GIVE THROUGH THE CFC?

- They weren't asked to.
- They dislike an agency listed in the Contributor's Brochure.
- They feel pressured.
- They can't afford it.

WHY SHOULD YOU GIVE THROUGH THE CFC?

- Because each agency has been screened by a committee of Federal Employees, ensuring its legitimacy.
- Charities can count on gifts given through the CFC. They are notified early in the year of what their revenue will be from CFC and can plan their programs accordingly.
- Payroll deduction is available only through CFC.
- Your gift through CFC has a greater impact, because it is combined with contributions from other Federal employees.
- You will receive recognition from the CFC.
- CFC protects the Federal Employee from year-round, in-the-workplace solicitation by charitable agencies.

WHY ISN'T MY FAVORITE CHARITY A MEMBER OF THE CFC?

- All charities listed in this year's Donor brochure applied to be part of the CFC, either nationally at the Office of Personnel Management or locally to the Local Federal Coordinating Committee. All applications are reviewed by a committee of federal employees for their compliance with the regulations. In order to be eligible, an agency must meet the following criteria:
 - Demonstrate that it is eligible to receive tax-exempt donations.
 - Provide services that affect human health and welfare.
 - Have an active volunteer board of directors.
 - Have overhead costs of 25% or less, or provide an adequate explanation and a plan for reducing its overhead.
 - Receive an annual audit by an independent CPA if its revenues are over \$100,000 annually.
 - Produce an annual report and IRS 990 report which are available to the public.
 - Demonstrate it has substantial presence in our campaign area or in a campaign area that is contiguous to our region.
- If your favorite agency is not listed, it may not have applied or it was turned down for lack of compliance.

WHY SHOULD I SUPPORT A CAMPAIGN THAT INCLUDES ORGANIZATIONS I DON'T LIKE?

- CFC does not make any political judgment as to the worth of an organization. That is up to you. CFC is a donor choice campaign: You decide where your money goes. Choice is the foundation of the CFC.

WHO DETERMINES HOW MY CONTRIBUTION WILL BE USED?

- **THE DONOR DOES!** By designating a gift to an agency(ies) you ensure only that agency will receive the money.

HOW DO I KNOW THAT MY MONEY REALLY GETS TO THE AGENCY I DESIGNATE?

- All designations are honored by regulation and each year the administrative agency (PCFO) undergoes two separate audits - a financial audit is conducted by an independent accounting firm and a compliance audit is conducted by the LFCC. Both audits include a review of designations to be sure they have been honored. Additionally, if you complete the “Release of Name” section on the pledge form, your name will be forwarded to the charities you designate. They will generally write to you acknowledging your pledge.

WHAT IF I DON'T DESIGNATE?

- Undesignated funds are distributed in the same proportion that agencies received designations. Consequently, organizations that did not receive any designations in this campaign area will not receive any undesignated money either, which means they receive nothing from this campaign. Because undesignated funds do mirror designations made by federal employees, it is possible that your contribution, if undesignated would go to support causes with which you disagree. To be sure that your money supports only those agencies that complement your views, we strongly encourage you to designate your contribution.

WHAT IF I CAN'T AFFORD TO GIVE RIGHT NOW?

- You don't have to. Pledge your gift through payroll deduction and spread small payments throughout the year. Deductions don't begin until January, 2012.

IS A CONTRIBUTION TAX DEDUCTIBLE?

- **YES!** 100% of a contribution to any CFC agency is tax deductible when an individual itemizes.

WHAT IF I KNOW I WILL NOT BE IN MY JOB FOR AN ENTIRE YEAR?

- You can give through payroll deduction if you know you will be in your job for at least three months.

WHAT IF I TRANSFER TO ANOTHER AREA?

- If you transfer, the payroll deduction authorization you give here will follow you.

WHY SHOULD I CONTRIBUTE WHEN I DON'T USE THE SERVICES OF ANY OF THE AGENCIES?

- You most likely have had contact with at least one CFC agency. From swimming lessons at the “Y” to Red Cross CPR to cheering on the U.S. Olympic Team to shopping at Goodwill retail stores. Your father may have had heart disease, a brother may have had a child with hearing loss, or your relatives may have been in one of the floods, fires or hurricanes which have struck our country in recent years.
- Even if we have no direct involvement with a CFC agency, each of us benefits from living in a community and a country that cares for those in need. Moreover, experience and recent events teach us that we each may be just one step away from needing the help of a CFC agency.

WHAT DOES THE PERCENTAGE LISTED WITH EACH AGENCY MEAN?

- The number you see represents the fundraising and administrative costs for that agency. It includes the CFC campaign cost, which is often times is much lower than the general fundraising cost of the organization, thus reducing the overall fundraising cost for the agency. CFC regulations require that charities keep these costs below 25 per cent, unless there are extenuating and justifiable circumstances. This assures that the maximum possible funding goes into programs. It is important to remember that, in most cases, a well managed agency must spend some part of its money on overhead.

OVERCOMING OBJECTIONS

As a keyworker, you will encounter objections. Keep in mind this is an opportunity to educate a potential donor. Most people who object to the workplace charitable giving program have either not been adequately informed, or have been misinformed. Likely, they heard about CFC from someone else who was misinformed.

How to Handle Objections

1. Listen fully. Do not interrupt. Do not argue.

It is vital that the person stating the objection feels listened to.

2. Reflect the statement back.

You reflect the objection by accepting it, then asking a question about it. This procedure will force the individual to express himself further. This, in turn, will force him to think about what he is saying. Use the following reflective statements:

- **“I can appreciate that.”**
- **“That’s a normal reaction.”**
- **“I’m not surprised to hear you say that.”**
- **“That’s interesting.”**

In each case, the reflect statement should be followed by a question. This reflective question should be reworded as follows:

“Why do you feel (repeat the objection exactly as the individual states it)?”

3. Deflect the statement.

After the objection has been reflected, it must be deflected, or neutralized. This is done by simply restating the objection in the positive sense. This is the deflect part of the system. Simply restate the objection in a positive sense.

Sample Objection:

“The giving guide of one hour of pay per pay period is too high.”

Sample Reflection:

“I’m not surprised to hear you say that. Why do you feel the suggested guide of one hour of pay per pay period is too high?”

Sample Deflection:

“Your point of view is shared by a lot of people. Actually, the giving guide is simply that—a guide, not a set amount being demanded by the CFC. In your case, the guide may be unrealistic. I recommend you choose a gift that is appropriate for your situation. Remember, every contribution, whatever amount, added together, goes a long way toward making a difference for others in need.”

It is completely unnecessary for you to argue with anyone, thus causing the group to side with the person objecting. Instead, support the objector. When you support the objector there is never any pressure on you, and you don’t put any pressure on him.

HOW MUCH IS AN APPROPRIATE GIFT?

The appropriate gift is a matter of the person's conscience and resources. However, if guidance is requested, here are some suggestions:

- One hour of pay per month – Silver level giver
- Two hour's of pay per month – Gold level giver
- \$100.00 per month – Eagle Club giver
- \$104.17 per month – Golden Eagle Club giver
- *Last Year's Local Average Annual Gift Was \$227.45 (\$18.95 per month)*
- *Last Year's National Average Annual Gift Was \$277 (\$23.08 per month)*

TOP TEN REASONS CFC WORKS FOR YOU

1. It's your campaign.
2. The CFC is like a department store for charities (2500 to choose from.)
3. It's guaranteed. Your representatives screen each charity for accountability.
4. It can be customized to reflect your own beliefs, values, and humanitarian concerns.
5. It's a cost effective way to donate.
6. A small monthly contribution adds up to a big annual gift.
7. Through CFC you can fund many needs.
8. You determine where your money goes by designating your gift.
9. It offers easy, convenient one-stop shopping.
10. You can say "I gave at the office" with pride.

WHAT YOUR CONTRIBUTION CAN DO!

All around us there are people who need your help – your support is their hope.
Every 1 of Us can make a difference by giving generously through payroll deduction.

<i>Item</i>	<i>Gift Value</i>	<i>Helps Provide</i>
A candy bar per week	\$39	One hour to training for wildlife protection.
A soft drink and chips per week	\$72	Three weeks of food for a battered mother and child.
One gallon of gasoline per week	\$84	Research to cure a disease.
A movie per month	\$96	Twelve nights of shelter for a homeless person.
A specialty coffee per week	\$120	An electric wheelchair for an MS patient.
A hamburger and fries per week	\$216	Vaccinations for 500 refugee children.

**THANK YOU FOR YOUR VOLUNTEER SERVICE IN
SUPPORT OF THE CFC**

50 YEARS OF CARING



1-0

**Combined Federal Campaign of the Pikes Peak Region
6660 Delmonico Drive, Suite 503D, Colorado Springs, Co 80919
Phone (719) 531-5501
E-Mail Peakcfc@comcast.net
Contact CFC on the WEB: www.peakcfc.com OPM: www.opm.gov/cfc**