



Campaign FAQs



What is the Combined Federal Campaign (CFC)?

The CFC is the official workplace giving campaign of the federal government. It was fully established in 1961 by former President John F. Kennedy. The Office of Personnel Management (OPM) is the federal agency that sets the policies & procedures for the CFC. All regulations, to administer the campaign, come from this agency. The mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing federal employees the opportunity to improve the quality of life for all. CFC is the world's largest and most successful annual workplace charity campaign, with currently over 140 local CFCs throughout the country, including the CFC Overseas (CFC-O) raising millions of dollars each year. Pledges made by Federal civilian, postal and military donors during the campaign season support eligible non-profit organizations that provide health and human service benefits throughout the world.

When does the Campaign begins?

The campaign runs from September 1 – December 15.

When will Coordinators/Key Workers receive training?

CFCSHR Trainings will take place by Command Area (sub-Area). Currently there are thirteen Command Areas within the South Hampton Roads region - (A1) Naval Station Norfolk; (A2) Naval Surface Force Atlantic; (A3) Naval Air Force Atlantic; (A4) Naval Submarine Force Atlantic; (A5) Naval Support Activity HR; (A6) Navy Expeditionary Combat Command; (A7) Norfolk Naval Shipyard; (A8) Naval Medical Center Portsmouth; (A9) US Coast Guard; (A10) Federal Agencies (*i.e.* SSA, OPM, NOAA, Federal Courts, etc.); (A11) US Postal Service; (A12) Naval Air Station Oceana; (A13) JEB Little Creek FT Story/Naval Special Warfare East. There are several federal agencies/commands in each sub-area, totaling nearly 500 agencies. Trainings will last about 1.5 hours and will begin in the latter two weeks of August and into the first two weeks of September. Coordinators & their Federal Agency senior leadership members will receive email notification with the dates/times/location of the trainings and the points of contact of their sub-area's LFCC federal executive board members.

As a Coordinator/Key Worker, what should I bring to the training & what should I expect?

Please bring with you, a Pen/Pencil and a Notepad to take proper notes. Moreover, please bring your ATTENTIVENESS & ENTHUSIASM so that you may learn more about the CFC and the Coordinator/Key Worker responsibilities and will be proficient in educating your federal peers. Attendees will learn steps for running a successful campaign; ideas for incentives/fundraisers (*to be approved first by your Legal/Ethics office*); making an Ask and completing a Carbon (paper) pledge form; as well as, the various Online giving portals. Coordinators/Key Workers will be required to distribute campaign materials and submit pledges to appropriate offices by the proper deadlines.

Why do I have to set Campaign Goals?

Setting campaign goals provides the federal agency a starting point for running a successful campaign. Moreover, each local CFC region receives the request each season to provide the annual goal of their local campaign. Please email your Campaign Dollar Goal to kfaunteroy@unitedwayshr.org NLT 9/30/16 as dollar goals cannot be changed after this date, for reporting purposes. If you decide to change your agency's campaign dollar goal, prior to 9/30/2016, please inform the CFC office at the above email address. Many coordinators and or agency leadership decide to change their campaign dollar goal internally, after providing a set goal to the CFC; however, this information is never relayed to the CFC office.



Who can donate to the CFC?

Federal employees, retirees, and government contractors are eligible to donate to the CFC. Federal employees can submit a payroll deduction, cash, check, credit/debit card pledge Online or by completing a Carbon (paper) pledge form. Retirees and Contractors (non-federal employees) can **ONLY** submit a cash, check or money order pledge by completing a Carbon (paper) pledge form.

How can a donor make a pledge to the CFC?

Donors have the option of submitting a pledge via payroll deduction, cash, check, and credit or debit card. Pledges may be processed online (CFC NEXUS, EEX, myPay) or by completing a carbon (paper) pledge form. See the *Coordinator/Key Worker Training Guide* (PowerPoint) for a step-by-step guide on how to submit a pledge to the CFC via these methods. Please only use ONE method to make your pledge.

What If I Choose Not To Specify An Organization Or Federation To Receive My CFC Contribution?

All funds contributed to the CFC that are not designated to a specific organization or federation are considered to be Undesignated funds and are distributed to all organizations listed in the CFC Charity List in the same proportion as they received designations. Organizations that do not receive designated dollars cannot receive any portion of the undesignated distribution.

Will I receive a confirmation of my pledge and a tax receipt?

If you pledged by Cash/Check/Payroll Deduction via the carbon (paper) pledge form, your tax receipt is the last carbon copy which indicates "DONOR COPY". If you pledged via an online pledge portal (*i.e.* CFC Nexus, Employee Express (EEX) or myPay), please remember to print a copy of your pledge as your tax receipt. **The CFC SHR office does not produce a tax letter receipt.**

Can I donate to more than one charity?

Yes. Donors may support as many charitable organizations as they would like in one single pledge. You may choose how funds are allocated to each charity. Donors have this option via the online pledge portals; as well as, the carbon (paper) pledge form. However, donors using the carbon pledge form must use multiple forms to continue adding designated charities, after the first five charities are listed on the initial form. Donors **DO NOT** need to re-enter their total pledge amount along the left side of each additional form. The Total Annual Pledge should be entered only Once on the initial pledge form. **Thus, please Do Not carry the annual pledge amount on each card. Ensure that each additional card equals the annual amount. If the donor does not wish to allocate his/her entire annual amount, the remaining amount will be Undesignated.** Donors should Number their copies and ensure that the respective PAYROLL or CFC SHR and DONOR copies are kept together and provided to the appropriate offices.

What if I have a question about my payroll pledge to the CFC?

The CFC does not authorize payroll deductions from a donor's pay. The donor's Federal Agency's payroll office handles this process when the Coordinator turns in the PSD/Payroll Copy of the carbon pledge form **and/or** the online CFC Nexus signed/printed payroll pledge copy, to the federal agency's payroll office. The payroll office, in turn, sends the donor's CFC deductions on a monthly basis to the CFC office so that it can be disbursed to the donor's designated charity(ies). If the donor is a Civilian and has questions, please direct him/her to your Agency's internal payroll office. If donor is Military and has questions, please direct him/her to your Agency's PSD/SPO.

Can a donor cancel his/her payroll pledge?

Yes. Donors have the right to cancel his/her pledge at any time during the campaign and deduction period. Donors **MUST** contact their Federal Agency's Payroll/PSD/SPO office to request a cancellation, in writing. Payroll pledge deduction errors by the Payroll/PSD/SPO office and anything that has to do with the funds being deducted will need to be



directed to agency's PSD/Payroll/HR/SPO. The CFC office **DOES NOT** handle the deduction process. It is also helpful that the donor contact the CFC office, **after** cancelling pledge with their agency's payroll office, to share the information on the cancellation. This will allow the CFC office to write-off the donor's pledge. It is imperative that coordinators and donors understand that the CFC office does not take deductions from a donors pay, for the CFC. This is done by their agency's payroll office ONLY.

What are the eligibility requirements for a charity to participate in the CFC?

To be eligible to participate in the CFC, each charitable organization must be designated as a tax-exempt non-profit organization under section 501(c)(3) of the Internal Revenue Code. An application to participate in the CFC must provide specific information about their auditing, governance and program functions, as specified in the CFC regulations. Applicants must also provide a completed and signed copy of their IRS Form 990 for their most recent fiscal year.

To participate in one of the 140+ local CFC campaign areas, as opposed to being nationally eligible and participating in every campaign area, a charitable organization must be able to demonstrate that it has a "substantial" program presence within the campaign's geographical boundaries. Charities may apply to participate in the CFC individually (as an "independent organization"), or they may be represented by a "federation." A federation is a coalition of individual charities with similar missions that align to minimize administrative costs and coordinate activities. All CFC application and participation requirements that apply to individual charities also apply to federations. In addition, federations must demonstrate that they have at least 15 CFC member organizations that meet the CFC eligibility criteria.

When do I turn in my federal agency's/command's pledges?

Coordinators are responsible for submitting their campaign pledges on a periodic basis throughout the campaign season. DO NOT hold onto pledges until the end of the campaign, as doing so may result in pledges being submitted after the deadline in which the CFC can no longer accept pledges, as per OPM regulations. Turn in pledges once a week, especially if your federal agency is a Large agency with 200 or more employees.

Where do I turn in my federal agency's/command's pledges?

Submit CFC office copies, with any cash/check monies, to the CFCSHR Office at 2515 Walmer Avenue, Norfolk, VA 23513 **NLT 15 December**. Submit all military Payroll office copies to your agency's PSD or military payroll and all civilian payroll copies to your internal agency's Payroll department (CPC/Admin/SPO). Do Not submit cash pledges/monies to any payroll office. **DO NOT SUBMIT ANY MYPAY OR EEX PAYROLL PLEDGE COPIES TO THE CFC OR ANY PAYROLL OFFICE.**

I know of a charity that wishes to participate in the CFC to receive funding. When is the charity application deadline for the 2017 Campaign?

The application deadline for the 2016 Campaign has not yet been fully determined by OPM. Once the schedule has been set, it will be posted on the CFCSHR website by early fall 2016. It is believed the application period will be December 2016.

How do I contact the CFCSHR Staff?

Phone: 757-853-8500

Website: www.cfcsshr.org

Hours: Monday-Friday 8:30 AM – 5:00 PM

Address: 2515 Walmer Avenue, Norfolk, VA 23513