

OVERVIEW OF GOVERNING REGULATIONS 5 CFR 950

OPM Innovator Award Recipient 2003-2009



Combined
Federal
Campaign
of the
National
Capital Area

Today's Presentation

2

- Review regulations governing CFC
- Provide insight into roles and responsibilities
- Explain the importance of adherence to regulations

Background

3

- World's largest workplace giving campaign
- Only workplace giving opportunity for Federal employees
 - Provides convenience of donating by payroll deduction
- Donations serve as unrestricted funds for charities
- Eliminates year-round solicitation from charities

CFCNCA connects more than 350,000 Federal employees to over 4,000 local, national and international charities

CFC Facts

4

- President Kennedy initiated the CFC in 1961
- Mission is to provide Federal employees the opportunity to improve life for others
- Oversight for the CFC is the responsibility of the Office of Personnel Management (OPM)
- Managed by Local Federal Coordinating Committee (LFCC)
- Administered by Principal Combined Fund Organization (PCFO)
- More than 200 CFC campaigns – CFCNCA is the largest

CFC Terms

5

- OPM – Office of Personnel Management
- LFCC – Local Federal Coordinating Committee
- PCFO – Principal Combined Fund Organization
- CFCNCA – Combined Federal Campaign of the National Capital Area

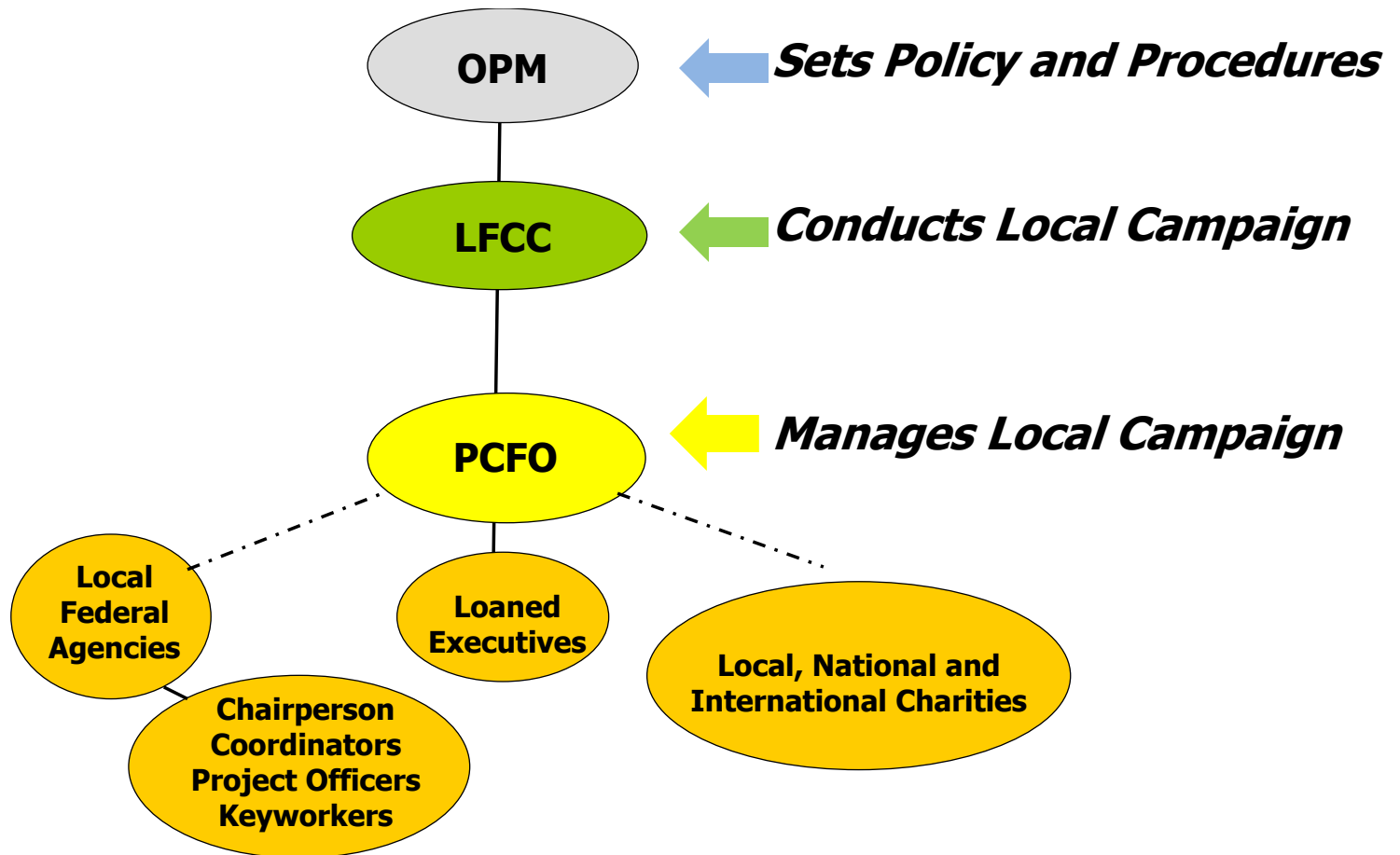
CFC Structure

6

A horizontal bar at the top of the slide is divided into five colored segments: a small red segment on the far left containing the number '6', followed by a yellow segment, an orange segment, a large green segment, and a small blue segment on the far right.

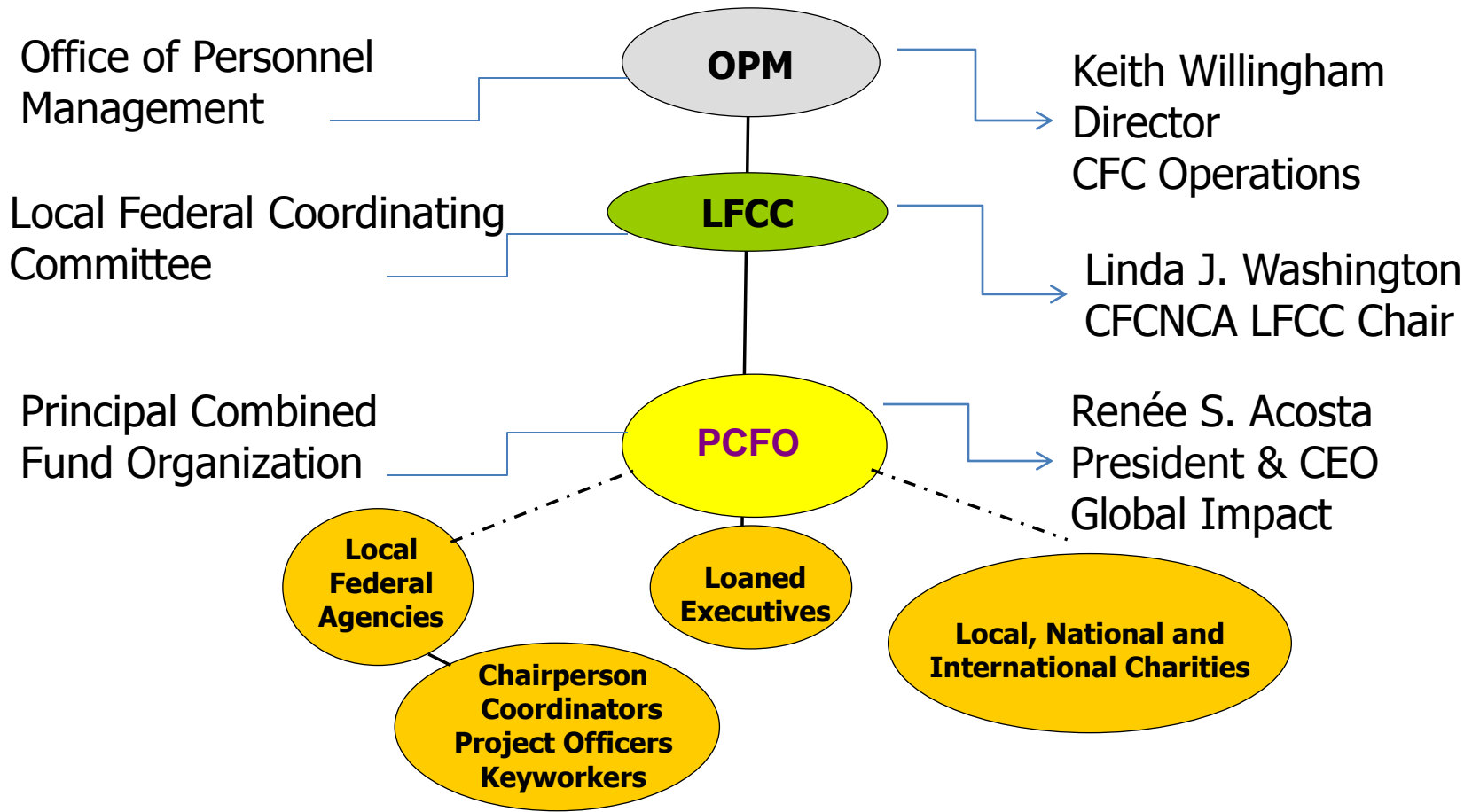
CFC Structure

7



CFCNCA Structure

8



Roles and Responsibilities

OPM Office of CFC Operations

10

- Publishes CFC regulations
- Establishes timelines
- Oversees local campaigns' compliance with regulations
- Reviews national and international charities and publishes list
- Verifies 501(c)(3) status and assigns codes

OPM Office of CFC Operations, cont.

11

- Reviews appeals of national and local organizations denied participation
- Reviews audits of local campaigns and participating federations
- Conducts compliance reviews of local campaigns

LFCC

12

- Appoints and provides oversight of PCFO
- Approves budget and authorizes reimbursement of PCFO expenses
- Conducts local agency application eligibility
- Approves campaign material
- Conducts compliance audit
- Ensures opportunity to participate and employee designations are honored

PCFO

13

- 501(c) (3) nonprofit organization
- Manages all aspects of campaign
- Develops campaign materials
- Conducts effective and efficient campaign
- Trains Loaned Executives, Coordinators and Keyworkers

CFC Regulations

CFC Regulations – 5 CFR 950

15

- The only authorized solicitation of employees in the Federal workplace on behalf of charities – 5 CFR 950.102 (a)
- Regulations do not apply to collection of gifts-in-kind, such as food, clothing and toys – 5 CFR 950.102 (b)
- The Director (OPM) exercises general supervision over all operations of the CFC – 5 CFR 950.102 (c)

CFC Regulations – 5 CFR 950

16

- 950.204: Local List Eligibility
- 950.304: Responsibilities of Local Federations
- 950.401: Campaign Materials
- 950.501: Undesignated Funds
- 950.601: Release of Donor Names
- 950.602: Solicitation and Fund Raising
- 950.801: Campaign Schedule
- 950.901: Payroll Allotment

Independent vs. Federation

17

- **Independent Organization:** listed independently in the charity list; receive funds directly from PCFO
- **Federation:** group of 15 or more participating organizations created to supply common fundraising, administrative and management services to members
 - Exceptions – American Red Cross and United Service Organization

Regulation Highlights

Campaign Materials

19

- Distribution of educational materials permitted
- Neither the LFCC nor campaign personnel (Loaned Executives, Keyworkers, etc.) can distribute charity or federation literature
- Charities may participate in agency fairs and other CFC events

CFC Solicitation Methods

20

- Solicitations conducted during duty hours
- Voluntary participation
- Special fundraising events are permitted during solicitation period
- Contributions at these events are either undesignated or designated by the donor

CFC Payroll Allotment

21

- Allotment is for one full pay year
- If appointment is less than 1 year, approval to make payroll allotment is required
- Donor may cancel allotment at any time
- LFCC sets minimum amount of allotment
- Allotment ends upon termination, retirement, death, etc.

CFC Pledge Form

22

- OPM issues model pledge form
- No write-in organizations
- Donor may elect to release name/address and pledge amount to designated charity(ies)
- Contributions not designated to a specific charity will be shared by all designated charities in proportion to designations

CFC Funds Distribution

23

- Federal payroll offices send aggregate funds to PCFO
- PCFO distributes funds on a monthly basis to designated charities
- PCFO deducts administrative costs from all designations

CFC Funds Distribution

24

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Contractors and Retirees

25

- Cannot be solicited
- May be given the opportunity to participate
- May make a one-time contribution

Preventing Coercive Activity

26

Examples of Coercive Activity

- Solicitation of an employee by supervisor
- Supervisory inquiries about individual participation/donation
- 100% participation goals
- Personal dollar goals
- Lists of non-contributors
- Use of donor lists for purposes other than pledge recording
- Using CFC as a factor in performance appraisal