

# Expressing Your Individual Compassion through CFCNCA

CFCNCA encourages all Federal employees to use the e-Giving tools at [www.cfcnca.org](http://www.cfcnca.org) to search for a charity and generate your Pledge Form online. And, for the first time this year, you can make your donation using a credit card or debit transaction through the paperless e-Pledge option. Remember, if you complete your Pledge Form online, you also must print and sign it.

If using the paper Pledge Form, please follow these steps:

Print all information FIRMLY using a ballpoint pen because you are making three copies. Refer to the five-digit charity code numbers and descriptions via our Online Charity Search or in this catalog.

- ① If your keyworker has not already done so, please fill in your CFCNCA Reporting Unit Number.
- ② To direct your gift to a specific charity or charities, record the appropriate five-digit charity code found next to each listing in the boxes provided (2A). Write in the total amount of each designated gift in the Annual Amount box (2B). You may only designate to organizations listed in the 2009 catalog. Write-ins are prohibited. You also may write in five number ones (11111) to select the International General Designation Option for distribution of your gift to all charities listed in the International section (2C). The distribution will be made in the same proportion as charities receiving designations.
- ③ If you wish to make an undesignated gift, leave the charity code blank and fill in the amount of your undesignated gift. All funds contributed to the CFCNCA that are not designated to a specific organization or federation will be distributed to all organizations listed in the catalog in the same proportion as the contributions designated to them.
- ④ Total the amount of your designations. Check your math.  
If you wish to make designations to more charities than space allows, you must fill out additional Pledge Forms. Fill out each form completely and mark as "Form 1 of 3" and "Form 2 of 3," etc. On Form 1 ONLY, fill in your Total Annual Contribution (5B). In section A of each Pledge Form, add up the annual amount column (4) and write "Subtotal" at the bottom of the column.
- ⑤ For Civilian payroll giving (26 pay periods/24 for US Senate), check the appropriate box and enter the amount to be deducted each pay period (5A). Multiply that amount by 26 (24 for U.S. Senate), and enter the total amount in the Total Annual Contribution box (5B). This sum should match the amount appearing in the Total Annual Amount box (4). Check your math.

For Military and House of Representatives payroll giving (12 pay periods), check the appropriate box (5C) and enter

the amount to be deducted each pay period. Multiply by 12 and enter the total amount in the Total Annual Contribution box. This sum should match the amount appearing in the Total Amount box (4). Check your math. If you are in the military, mark your branch of service where indicated using these abbreviations: USA (Army); USAF (Air Force); USCG (Coast Guard); USMC (Marine Corps); or USN (NAVY).

You cannot make a one-time payroll deduction gift. For cash or check gifts, check the appropriate box and enter the one-time amount in the Total Annual Contribution box. Make checks payable ONLY to CFCNCA. Checks made payable to individual charities will be returned to the employee. The total designated amount (4) must match the total annual contribution (5B).

- ⑥ If you are making a payroll deduction gift, sign and date the authorization to allow your payroll office to process the deduction or allotment.
- ⑦ If you pledge 1 percent of your yearly gross salary, whether by payroll deduction, cash or check, you qualify for an Eagle Award pin. If you pledge 2 percent of your yearly gross salary, whether by payroll deduction, cash or check, you qualify for a Double Eagle Award pin. Indicate a gift at either of these levels by initialing the line under the appropriate award. Your keyworker will provide you with the pin.
- ⑧ If your keyworker has not already done so, fill in your name.
- ⑨ Fill in your Federal organization and full work address. Enter your Social Security Number or employee ID number for payroll deduction (9A). Fill in your work telephone number and e-mail address (9B). If you are a Department of Defense (DoD) employee, fill in your payroll provider location (9C).
- ⑩ Check the "Count Me In" box to allow CFCNCA (not the charities) to contact you for further information or to provide feedback on the giving process.
- ⑪ If you would like your gift acknowledged by all the charities you designate, provide your name and home contact information in Section D. If you would like the charities to have a record of the amount of your gift, check the box (11A). If no contact information is provided, your information will not be released and the charity will have your gift listed as from an anonymous donor.

For more information, visit our website at [www.cfcnca.org](http://www.cfcnca.org) or send an e-mail to [helpdesk@cfcnca.org](mailto:helpdesk@cfcnca.org). You also can call the CFC Helpline at (202) 465-7230, Monday through Friday, 9:00 a.m. to 5:00 p.m.