



Combined Federal Campaign
of the National Capital Area
www.cfcnca.org

Fall 2009 Pledge Form

THE

COMPASSION OF INDIVIDUALS POWER OF COMMUNITY

It's as easy as 1-2-3

You can
become a
part of
the CFC
community
in three
simple steps:

- 1** **Select your charities of choice** from CFC's comprehensive list of organizations. Visit www.cfcnca.org to access our searchable online database of more than 4,000 approved charities. You can sort charities by name, keyword, location, administrative overhead rate, CFC code number or service category (e.g., health, disaster relief, education) to learn about them and make an informed choice. Or you can make your selection by referring to the printed 2009 *Catalog of Caring*, which you can request from your CFC keyworker.
- 2** **Complete the Pledge Form online.** Through the online form at www.cfcnca.org, you can choose a payroll deduction plan to spread out your giving over the year and make it easy to give. Or you can make a single donation via check or cash. If you are using the printed Catalog, make note of the five-digit CFC code number for your charity and complete this printed Pledge Form.
- 3** **Join the CFC community.** Submit your Pledge Form to your CFC keyworker. Remember, even if you have completed the form online, be sure to print a copy to give to your keyworker. You also should retain a copy for your records.

That's it! Now watch the *Power of Community* go to work. You can follow the progress of the campaign toward its 2009 goal on the CFCNCA website at www.cfcnca.org.

Visit www.cfcnca.org to join the CFC Community

Need help completing your Pledge Form?

For step-by-step instructions, you can go to the Combined Federal Campaign of the National Capital Area (CFCNCA) website at www.cfcnca.org, call the CFC Helpline at 202-465-7230, Monday through Friday, 9:00 a.m. to 5:00 p.m., or refer to the inside back cover of the *Catalog of Caring*.

Check the *Catalog of Caring* for the CFC code numbers of your favorite charities. The *Catalog* is available online at www.cfcnca.org or from your keyworker.

Generosity brings rewards — and awards

To recognize those who give generously, the CFC presents the Eagle and Double Eagle Awards. A gift of at least 1 percent of your salary qualifies you for the Eagle Award and a gift of at least 2 percent of your salary qualifies you for the Double Eagle Award. Those who reach these levels will receive a special Eagle or Double Eagle lapel pin that symbolizes your commitment and support.

Payroll deduction makes it easy

Below are common payroll pledge amounts per pay period.

CIVILIAN	\$50 x 26 = \$1,300	MILITARY	\$100 x 12 = \$1,200
	\$40 x 26 = \$1,040		\$80 x 12 = \$960
	\$30 x 26 = \$780		\$60 x 12 = \$720
	\$25 x 26 = \$650		\$40 x 12 = \$480
	\$20 x 26 = \$520		\$30 x 12 = \$360
	\$15 x 26 = \$390		\$25 x 12 = \$300
	\$10 x 26 = \$260		\$10 x 12 = \$120

See what your gift can do

A bi-weekly or monthly payroll pledge to your CFC charities adds up to big results over the course of the year.

Bi-weekly payroll deduction

\$100 Supports the preservation of 48 acres of tropical forest land

\$50 Purchases wallboard to help repair a home for a low-income family

\$25 Provides 260 meals for homeless men and women in your community

Monthly payroll deduction

\$100 Provides emergency survival kits with food, water, blankets, temporary shelter and cooking utensils for 12 displaced families in Pakistan

\$50 Enables a hospitalized soldier's family to stay in housing near the treatment center for two months

\$30 Allows 3 disadvantaged children to experience sleep-away camp

ALSO SEE THE BACK COVER FOR FAQs.

Benefits of Giving Through the CFCNCA

Public service spirit. As a Federal employee, your spirit of public service empowers you to help make the world a better place. The CFC supports and promotes philanthropy through an employee-focused program that is cost-efficient and effective in giving Federal employees an opportunity to improve the quality of life for all.

Personal choice. Collective strength.

Through CFCNCA, you can direct your pledge to those organizations you are most passionate about supporting. Your donation through CFC supports a larger collective effort of the Federal workforce to give back to the community.

Maximize the value of your pledge.

Giving through the CFC is unrestricted and allows more of your pledge to go directly to the good work of the organization. CFC reduces administrative overhead costs associated with soliciting and collecting donations for a charitable organization. And, the online catalog search and e-pledging tools help reduce administrative costs and increase efficiencies even more.

Accountability you can trust. With

strict oversight from a local committee of Federal employee volunteers, the CFC maintains the highest levels of integrity and transparency for the program, accounting for every dollar pledged.

Giving made easy. Making your pledge through payroll deduction and online pledging tools provides an easy and convenient way to participate — no matter the amount of the contribution.

Privacy Act Notice

Executive Order No. 12353 authorizes the U.S. Office of Personnel Management (OPM) to conduct fundraising activities and to establish procedures for collecting information related to such activities.

Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number (SSN). This collected information will be disclosed to organizations maintaining the accounting of contributions and to your payroll office.

The furnishing of the SSN, along with other data requested, is voluntary. However, failure to furnish any of the requested information may result in errors or noncompliance with your request for a payroll deduction by your agency.

If you are making a one-time, lump-sum gift and, therefore, not using the payroll deduction method payment, you are not required to furnish your SSN.

Find a Volunteer Opportunity

The Corporation for National and Community Service can help you access service opportunities near your home or office, across the country or overseas. Just go to www.serve.gov, enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

FAQs

Q: Where can I find the charity codes?

A: All participating charities have five-digit CFC code numbers that are listed in the 2009 *Catalog of Caring* online at www.cfcnca.org or in the printed version. Note: Only charities listed in the 2009 catalog can receive designations.

Q: Do I need a tax receipt?

A: According to IRS guidelines for the documentation of donations to charities, taxpayers need proper documentation for all charitable contributions, regardless of size, or whether made by cash, check or payroll deduction, in order to claim them as tax deductions. If you give by payroll deduction, check or cash, retain the blue copy of your Pledge Form. If you filled out your Pledge Form online, print out a hard copy and retain Copy 3 – Contributor's Copy. You also will need to save a copy of your final pay stub for the year showing the total amount actually withheld. Donors who give \$250 or more will automatically receive a tax letter from the CFCNCA after their check is deposited. Donors who give less than \$250 and who need a letter should call the CFCNCA Help Desk at 202-465-7230. *The CFCNCA provides this information as guidance only. CFCNCA is not responsible for tax advice and strongly suggests that donors contact their tax advisors with any specific questions regarding the new IRS rules.*

Q: How can I make a designated gift?

A: To direct your gift to one or more charities or federations that appear in the 2009 *Catalog of Caring*, fill in the five-digit charity code and the amount you wish to donate in the fields provided on the online or printed Pledge Form. When using the online Pledge Form, your designations will be printed automatically using the number of pages required. When using the printed Pledge Form, if you wish

to designate gifts to more charities than space allows, you need to complete additional printed Pledge Forms. Fill out each form completely, and in the space below the "Total Annual Contribution" column, make the notation "Form 1 of 2" "Form 2 of 2", etc. You may not write in the name of any charity; you may only designate to charities participating in the 2009 campaign. Amounts not earmarked to specific charities will be classified as "undesignated" and will be distributed according to CFC regulations.

Q: What is an "undesignated" gift?

A: If you do not earmark your gift to go to specific charities or federations, it is considered an "undesignated" gift. In accordance with CFC regulations, all undesignated funds will be distributed to those organizations listed in the CFCNCA catalog that received designations, in the same proportion as they received those designations. For example, if a charity received one percent of the total designated contributions to the CFCNCA, it would receive one percent of the total undesignated contributions. Organizations that do not receive designated dollars cannot receive any undesignated dollars.

Q: If I am in the military, but currently assigned to a civilian office, how do I indicate my branch of service on the Pledge Form?

A: You can indicate your branch of service by using the following abbreviations on Section B of the Pledge Form. When using the online Pledge Form, these abbreviations also are provided to ensure that your payroll deduction will go to the correct office.

Air Force: **USAF** / Army: **USA** / Coast Guard: **USCG**
Marine Corps: **USMC** / Navy: **USN**