

2009 Volunteer Handbook

www.cfcnca.org

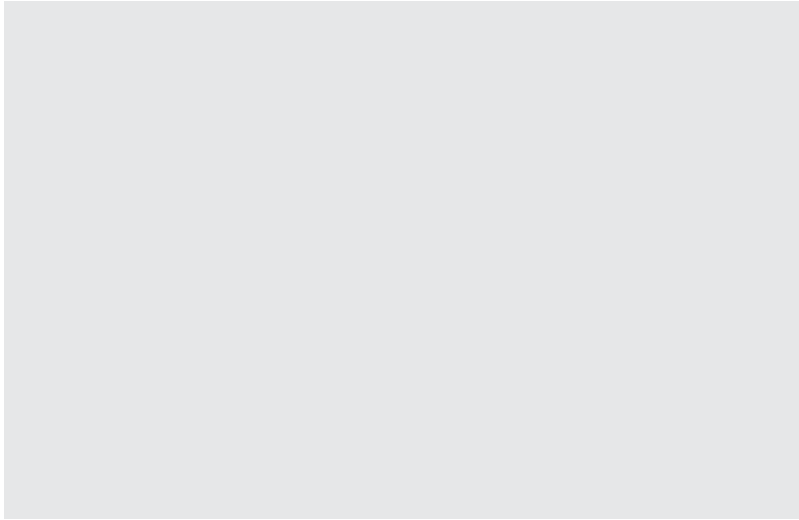
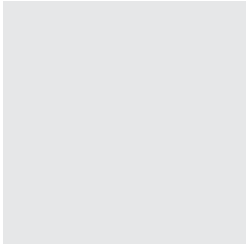


**Roles and Responsibilities
of the Keyworkers and
Coordinators**

Combined
Federal
Campaign
of the
National
Capital Area



COMPASSION
OF INDIVIDUALS
THE **POWER**
OF COMMUNITY



Your contact is: _____

Phone number: _____

Your CFCNCA Reporting Number is: _____

The Compassion of Individuals. The Power of Community.

The Combined Federal Campaign is the only authorized workplace charitable giving drive for employees in the Federal workplace. CFCNCA is the local campaign for Federal employees in the Washington Metropolitan Area and is the largest workplace giving campaign in the world. Through the collective contributions of nearly 150,000 civilian and military Federal employees, the campaign generated more than \$62.7 million in pledges for participating local, national and international charities last year.

This response clearly demonstrates that as Federal employees, we share a strong spirit of public service, even in stressful economic times. Now, we face another year marked by economic turmoil across our country — turmoil that results in increased health and human service needs for people in our neighborhoods, our nation and our global village.

The road ahead is challenging. Federal employees in our region seek to generate more than \$64 million in pledges during the 2009 campaign. We can achieve this goal with your help. Join the powerful CFC community that will help make the world a better place. As we come together, we create a cost-efficient, effective program that will improve the quality of life for all.



Remember **December 15, 2009** is the **FINAL** day to solicit Federal employees for donations!

Welcome

Congratulations! You have been selected to be a Combined Federal Campaign (CFC) Keyworker or Coordinator. Thank you for accepting this responsibility and honor. The CFC was designed by Federal workers, is managed by Federal workers, and exists on behalf of Federal workers. In short, it belongs to all of us. It is our way of saying we care about our local, national and global communities.

You are important because you are the CFC lifeline between people who need help and those who have the power to give help. That is why so many people will be counting on you this year. This handbook shows you how you can make a real difference in people's lives. By explaining how the CFC works and asking your fellow Federal employees to participate, you play a vital role in the success of the 2009 campaign. Thank you for your commitment.

What is the Combined Federal Campaign?

The mission of the CFC is to support and promote charitable giving through a voluntary program that is employee-focused and provides the opportunity to give to causes that matter most to each individual giver. The CFC is the *only* authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.

Federal employees created the CFC as an annual campaign. Established by Executive Order in 1961, it continues to be the largest and most successful workplace fundraising model in the world. Over the years, the CFC has become a powerful way to help neighbors in need around the corner, across the nation and throughout the world.

Important Improvements for 2009

Whether you are a new or returning Keyworker or Coordinator, CFCNCA is implementing several key changes to the campaign this year that you will want to use. Please take advantage of them, and we will:

1) save money during tough economic times;
2) respond to donor feedback and requests more effectively; and 3) ease the environmental impact of the campaign with reduced paper usage. They include:

■ **New ways to make your donation:** With the approval of the Office of Personnel Management and the Local Federal Coordinating Committee, CFCNCA is introducing a new program in 2009 for electronic payment of pledges. In addition to our Online Pledge Assistant and the traditional printed Pledge Form, donors now may choose to make a credit card or

debit transaction gift online. You will find all e-Giving tools on our website at www.cfcnca.org.

- **New strategy for catalog distribution:** We are making a major push to send donors to our online, searchable database at www.cfcnca.org for researching and selecting charities. This easy-to-use resource will help us reduce the number of printed *Catalog of Caring* copies needed, and therefore reduce campaign costs. You still will receive printed copies of the catalog to distribute upon donor request. Please encourage donors to share the catalog with a colleague rather than tossing it into a recycle bin.
- **New lower-cost marketing tools:** CFCNCA is introducing new online communications tools, including a new series of Campaign Cards that Keyworkers can use in lieu of the full printed catalog to ask donors to participate and to deliver key messages. Go to www.cfcnca.org for all the latest campaign resources.

Announcing a New Giving Option

This year the CFCNCA is introducing a new option for donors to give to the charity of their choice. In addition to payroll deduction, check or cash, donors now can choose to use the simple paperless e-Pledge option of giving through credit card or debit transaction. This e-Giving tool is available online at www.cfcnca.org.

■ **New Keyworker survey and registration**

process: After you complete the Keyworker training, be sure to complete the Keyworker training survey and registration process online. This will enable us to gauge how effective our training is and help us keep in touch with you throughout the campaign to share the latest news and resources. At the end of the campaign, CFCNCA will invite all registered Keyworkers to give us suggestions for the future as well.

- **New way to collect donor feedback:** We added a checkbox to the Pledge Form, labeled “Count Me In.” This way, we can follow up with donors in an effort to gather valuable feedback so that we can continually make improvements to the campaign.

All of these improvements join the innovations from prior years that have become valuable campaign tools such as the MANAGE™ system, the Online Charity Search, and more.

Announcing a New Catalog Distribution Strategy

This year we strongly encourage employees to use the CFCNCA searchable online database of approved charities to research and select charities. CFCNCA continues to make a printed version of the *Catalog of Caring* available to donors who do not have access to the CFCNCA website. Be sure to keep several copies of the catalog available for these potential donors. This decision was made in light of current economic conditions so that CFCNCA can maximize the funds going to charities. In addition to cutting the expenses for printing, this move also responds to donor requests to have information more readily available online and to save environmental resources. ***Whenever possible, direct donors to learn about the campaign and select a charity of choice at www.cfcnca.org.***

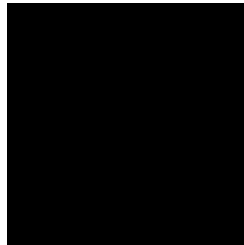
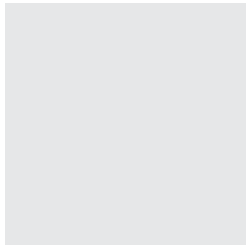
What are your responsibilities as a Keyworker?

1. **Register as a volunteer on www.cfcncna.org** by completing a short questionnaire where you can provide your contact information and ideas for the campaign. By signing up, you also will be able to keep abreast of the latest campaign news, tools and resources.
2. **Set an example** by making your own CFC pledge to the charities of your choice and wear your “I Give to CFC” button proudly.
3. **Attend required training sessions** and review the online Keyworker training videos so you are familiar with proper solicitation and reporting tools provided by CFC.
4. **Personalize a Pledge Form** for each of the 10 to 15 co-workers assigned to you by filling in each person’s name and CFC Reporting Number. Direct people to the sample Pledge Form on the website or

on the inside back cover of the *2009 Catalog of Caring* for instructions on completing the form.

5. **Distribute the Pledge Form and Campaign Cards** by personally contacting your 10 to 15 co-workers to ensure they are aware of the opportunity to participate in the campaign. Explain the benefits of the CFC, answer questions (refer to “Become an Expert” on page 8), and ask for pledges (refer to “How to Make the Ask” on page 12).
6. **Collect Pledge Forms** from co-workers and check them for accuracy and completeness. Be sure that donors have used the 5-digit charity code when making designations.
7. **Safeguard your donors’ personal information.** Do not leave completed Pledge Forms in view on your desk. Keep completed forms in a safe location such as a drawer, cabinet or closet that can be locked for security to protect each donor’s personal information. Guard their personal information as if it were your own.

8. **Prepare Pledge Form Carriers** (Form 100) by filling out the form on the front of the carrier (the Keyworker Summary) and placing the Pledge Form copies in the appropriate pockets. (Refer to “Processing the Pledges” on page 15 in this handbook and the related online Keyworker training video.)
9. **Deliver the Pledge Form Carrier** to your Coordinator promptly, at a minimum of once a week.
10. **Recognize your co-workers’ generosity** by giving the CFCNCA Thank You card and “I Give to CFC” sticker to each employee who donates to CFC.



What is the role of your Coordinator?

It is the responsibility of the Coordinator to:

1. **Recruit and supervise** a group of Keyworkers.
2. **Schedule and attend the training session** with this group of Keyworkers.
3. **Supply each Keyworker** with all the materials needed to conduct the pledge campaign, including:
 - Training session kit (Keyworker Kit)
 - Pledge Forms
 - Printed copies of the *2009 Catalog of Caring*. Campaign Managers will have LIMITED copies available, only slightly more than the number of donors from their assigned units during the 2008 campaign.
 - CFC Campaign Cards (new). Both printed and downloadable versions will be available. This

series of cards highlight the key messages previously covered in the *Catalog of Caring* and enable you to add targeted communications as appropriate for your agency or department. Each of the four main Campaign Cards contains specific messages: benefits of giving, invitation to the Web, see what your gift can do and special message to new donors. They should be distributed with the Pledge Form instead of the Catalog, as well as throughout the campaign cycle and at events.

- Pledge Form Carriers (Form 100)
- Thank You cards

4. **Plan and direct group meetings** and/or special events with Keyworkers.
5. **Ensure that Keyworkers understand** how to use the Reporting Number for their organization properly and that they understand how, where, and when Pledge Forms and Pledge Form Carriers should be turned in for processing.

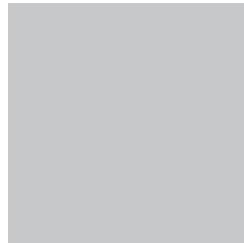
6. **Collect completed Pledge Form Carriers** from Keyworkers.
7. **Review the Pledge Form Carrier contents and Keyworker Summary** for accuracy and completeness.
8. **Prepare the online CFC Deposit Form 200 and Deposit Bag.** (This may be done by the campaign finance person.)
9. **Ensure that all sealed deposit bags are delivered** to a drop-off location as soon as possible.
10. **Thank the Keyworkers** and give them recognition.

Become an Expert

Here are answers to some frequently asked questions that will help you assist your co-workers in learning how to make a gift.

■ Are all charities automatically participants in the campaign?

Only charities that applied for participation and received approval are eligible to receive donations in the CFC. National and international charities apply directly to the U.S. Office of Personnel Management (OPM). Agencies certified by OPM appear in



the online database at www.cfcnca.org and in the *Catalog of Caring*. Local charities must provide documentation that is screened by a committee of Federal employees and are approved by the Local Federal Coordinating Committee (LFCC). In addition, participating charities have been checked against the organizations that appear in U.S. Government terrorist lists.

■ What is the maximum administrative fee for charities?

CFC does not have a requirement in this area. We list the actual AFR rate for each charity in the online charity database as well as in the printed catalog. It is the responsibility of each donor to weigh that information and choose charities in accord with his or her individual preferences. Using the CFCNCA Advanced Search tools, donors can set a personal expense limit and find charities that meet their own high standards.

■ **Why is giving by payroll deduction an advantage?**

Payroll deduction is an easy way to give. Choose a reasonable, affordable amount to be withheld that does not disrupt your budget, and over a year's time watch it grow to a significant gift. You can have a real impact on causes that mean the most to you.

■ **Why isn't it better to give directly to the charity of my choice?**

If you feel more comfortable making your gift directly to the charity, that is your choice. Charities, however, especially appreciate being a part of the CFC because of the payroll deduction feature. Charities that receive CFC pledges exceeding \$5,000 receive their money as monthly payments throughout the year following the campaign. Because they have a reliable stream of income, organizations are better able to plan programs and budget their operations. (Charities receiving pledges that are less than \$5,000 receive one distribution in April following the campaign year.)

■ **How much should I give?**

The amount you give is entirely up to you. Giving is a personal matter. How much you can afford to give depends on many personal factors. There are thousands of deserving organizations in this campaign providing needed services. Whatever you give will help and will be appreciated.

■ **Can I choose the charity that will receive my gift?**

Yes. You may choose any charities to receive your gift that have been approved for the 2009 campaign. Simply designate your gift by writing the 5-digit charity code assigned to your chosen charities in the appropriate boxes on the Pledge Form. All of the charity codes are available online at **www.cfcnca.org** or in the *2009 Catalog of Caring*. In both the electronic and the printed listing, there also is a brief description of each organization, the percentage of its total revenue used for administra-

tive and fundraising expenses, and other pertinent information to help you make your choice. If you designate your contribution, only charities you have selected will receive your gift.

Note that only charities listed in the 2009 campaign are eligible to receive designations. Donors may not add a charity to the official CFCNCA website or write-in a charity that has not been screened and approved.

■ **What if I do not designate where my gift should go?**

By leaving all the designation boxes blank, your gift will be considered an “undesignated gift.” In accordance with CFC regulations, all undesignated funds are distributed to those organizations in the campaign that have received designated contributions. They receive the same proportion of undesignated funds as they received in designated funds. For example, if a charity receives one percent of the

total designated contributions to the CFCNCA campaign, it would also receive one percent of the total undesignated contributions. Organizations that do not receive any designated dollars will not receive any undesignated donations. (See CFC Regulations, 5CFR Part 950 at www.opm.gov/cfc for details.)

■ **May I make a confidential gift?**

Yes. Just place your Pledge Form in a plain, sealed #10 envelope, and give it to your Keyworker. To ensure that your unit receives credit for your participation, be sure to write the 7-digit CFC Reporting Number on your Pledge Form and on the front of the plain white envelope. Keep the blue copy of the Pledge Form for your records and tax purposes.

■ **Will I receive a tax receipt?**

The Internal Revenue Service requires taxpayers who itemize charitable deductions to provide proper documentation for all charitable contributions, regardless of size. You must have a receipt for cash,

check or payroll deductions to claim them as tax deductions.

- Donors giving by payroll deduction must keep the blue copy of their Pledge Form as well as a copy of their final pay stub for 2010, showing the total amount actually withheld.
- Donors giving by check must keep the blue copy plus the cancelled check as their receipt.
- Donors giving cash must keep the blue copy and also request a tax letter from CFCNCA or the recipient charity as their receipt.

Donors who provide a mailing address on their Pledge Form authorize CFCNCA to release their contact information to the charities designated. Charities may use this information to send an acknowledgment letter for your gift. There also is a check box on your Pledge Form that allows CFC to report to charities the actual amount you pledged.



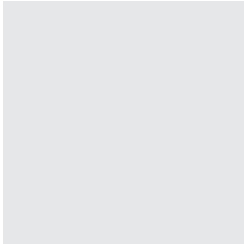
CFCNCA provides this information only as guidance. CFCNCA is not responsible for tax advice and strongly suggests that donors contact their tax advisors with any specific questions regarding the new IRS rules.



How to Make the Ask

Step One: Learn the facts.

Review the CFCNCA website (www.cfcnca.org) and read the introductory pages of the *2009 Catalog of Caring* to become familiar with the campaign and the way charities are listed.



Attend your Keyworker training, which will include information on how to ask for a gift and how to report the contributions you will be receiving.

Step Two: Make your own gift before asking others to give.

You will discover that making your contribution first says that you believe in what you are doing. It is easier to ask others to follow your lead when you have set an example. It also will enable you to have firsthand knowledge about the process and online tools.

Step Three: Personalize a Pledge Form for each one of your assigned co-workers.

Fill in each person's name and CFC Reporting Number on the Pledge Form. Reporting Numbers are assigned by the CFCNCA operations office. Your Campaign Manager has been given a complete list for your agency and will make it available to each Keyworker.

Step Four: Ask and inspire others to give.

Make "the ask" in person. This gives you the chance to personalize the campaign for every contributor and to answer specific questions and concerns that each employee may have. Do not leave the Pledge Form or Campaign Cards on anyone's desk or in their mailbox. When people are personally asked to support the CFC, they are more likely to contribute.

Remember these six things, and you will be an effective fundraiser.

1. **When you visit each person, share a personal experience** you have had with one of the participating charities. You could share a story of someone

you know who has been helped, or use one of the stories of other Federal workers available on the CFCNCA website at www.cfcnca.org.

2. **Explain how giving by payroll deduction** makes it possible for most of us to make a generous gift by spreading the contribution over the course of a year. Also mention that charities are able to budget more efficiently when they know they will receive donation distributions each month throughout the year.
3. **Remind the donor** about the CFC Eagle pin program to honor contributors:
 - Single Eagle Award pins for contributors who pledge one percent of their salary.
 - Double Eagle Award pins for contributors who pledge two percent of their salary.
4. **Ask for a commitment.** We suggest a request such as, “CFC organizations need your support, would you please give?” After you ask, give the contributor an

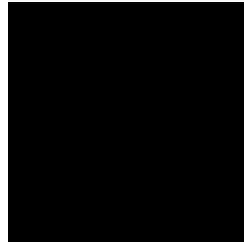
opportunity to respond and ask questions. Give the person the time and information they need to make a decision.

5. **Assist contributors in filling out the Pledge Form.** Remind them to keep the blue copy of the form and, if they are giving by payroll deduction, that they will also need their final pay stub in 2010 for tax purposes. In addition, by checking the appropriate box on the Pledge Form and authorizing the release of their contact information, they will receive a confirmation of the donation from the recipient charity(ies). Or, you can walk them through the e-Giving tools on the website.
6. **Say “thank you.”** Use the CFCNA Thank You cards and “I Give to CFC” stickers provided to you by your campaign leadership and present them as soon as possible to contributors.

Arranging a CFC Group Meeting

Group meetings are another effective way to communicate the value of the CFC and to inspire your co-workers to give. Your Coordinator is responsible for coordinating the schedule of CFC group meetings with his or her team of Keyworkers. As a Keyworker, you are responsible for inviting your assigned co-workers to attend.

If you would like a representative from a participating charity to speak to your group, ask your Loaned Executive (LE) to help you to make the arrangements. Report charities you have scheduled in the MANAGE™ system.



Sample Agenda for a Group Meeting

Call to Order by Coordinator (*1 minute*)

- Welcome (Introduce Team)
- Introduction of speaker

Remarks supporting CFC by division chief and, if appropriate, labor liaison (*2 minutes*)

Presentation by CFC Loaned Executive (*3 minutes*)

- Reasons for giving
- Advantages of payroll deduction
- Single Eagle and Double Eagle Awards
- Instructions for filling out the Pledge Form

CFC testimonial by a participating employee (*5 minutes*)

Topics might include:

- What happened on an agency tour or visit to a charity
- How the employee was helped by a voluntary agency

- The employee's experience at a charity as a volunteer

Presentation by Charity Speaker *(5 minutes)*
(Optional — in lieu of or in addition to employee testimonial)

Closing by Coordinator *(5 minutes)*

- Ask for the pledge
- Thank employees
- Introduce Keyworkers
- Remind employees to use the CFCNCA website and make a decision concerning their gift so they will be ready to complete the Pledge Form. Inform them that their Keyworker will contact them within the next few days to collect their Pledge Forms.
- Invite employees to stay for refreshments and for informal discussion.

Processing the Pledges

Keyworker Instructions

Be sure to safeguard your donors' personal information. Do not leave completed Pledge Forms in view on your desk. Store them in a secure location.

1. Process the Pledge Forms

After collecting the Pledge Forms and any confidential gifts, use the Pledge Form Carrier (Form 100) to process the donations. For each Pledge Form that authorizes a payroll deduction, verify that the yellow copy has been signed by the contributor and that the Social Security or employee ID Number is included. Also make sure that the donor used the 5-digit charity codes and that the amount of the designations adds up to the total contribution amount. If not, return the Pledge Form to the contributor to sign or amend.

Once you complete this process, separate the yellow, white and blue copies of the Pledge Forms and follow these instructions:

Yellow: Payroll Deduction Copy

For a payroll deductions, **place the yellow copy in the yellow pocket of the Pledge Form Carrier.** If a cash or check gift is made, return the yellow copy to the donor or shred it. A donor signature and Social Security or employee ID Number is not needed on the Pledge Form for a cash or check donation.

White: Official CFCNCA Audit Copy

This “official CFCNCA” copy of the Pledge Form must be turned in for *every* gift, whether the contribution is by payroll deduction, cash or check. If a cash or check contribution is made, paperclip the cash or check to the corresponding white copy. Do not consolidate cash gifts into one personal check. Use the white copies to tally your results and write them under the Keyworker’s Summary on the Pledge Form Carrier. (See Keyworker’s Summary below for instructions.) **Place the white copies from each Pledge Form in the white pocket of the Pledge Form Carrier.** You can put as many as 10 white copies in each white pocket.

Blue: Donor Receipt Copy

Return the blue copy of the Pledge Form to the contributor and thank him or her on behalf of CFC and all those who will benefit from the gift. The blue copy is part of the documentation the donor will need for tax reporting purposes.

2. Discard the Pledge Form Covers

3. Complete the Keyworker’s Summary

Tally your results on the Pledge Form Carrier using the information from the white copies of the Pledge Forms. Do not open the sealed confidential gift envelopes. After you write the totals under the Keyworker’s Summary, place only the white copies inside the Carrier. Photocopy the Keyworker’s Summary for your records.

4. Report Special Events Proceeds

Use the Special Events Proceeds Form (Form 150) to process checks and cash collected at special events. This form can be downloaded from the Volunteer

section of our website at www.cfcnca.org or in the MANAGE system under the Deposits tab. The Special Events Proceeds Form (Form 150) should not be used to account for any Pledge Form donations received at special events.

- Fill in the line on the Keyworker’s Summary (Form 100) earmarked for any proceeds received from special events. Complete Special Events Proceeds Form (Form 150), available for download from MANAGE or the CFCNCA website.
- Two responsible employees must sign the form.
- Insert the signed copy of Special Events Proceeds Form into the Pledge Form Carrier with any event funds clipped to it. Keep other copy for your records.
- Complete the line item on the online Deposit Form 200 in MANAGE to account for donations.

- Include this amount on the “Total Special Event Proceeds” line on the Deposit Bag.

5. Complete Final Processing

- Staple any confidential gifts in their own #10 sealed envelopes to the Pledge Form Carrier in the upper right hand corner where indicated. Do not open the sealed confidential gift envelopes.
- Confirm that only cash, checks and the white copies of the Pledge Forms are in the white pocket of the Pledge Form Carrier and that only yellow copies of the Pledge Form are in the yellow pocket of the Pledge Form Carrier.
- SEAL the Pledge Form Carrier.
- Give the sealed Pledge Form Carrier to your Coordinator.



Coordinator Instructions

- 1. For security, at least two campaign volunteers must be involved in verifying the contents of the Pledge Form Carrier.** Open the carrier and review the Keyworker Summary, the Pledge Forms and any possible Special Event Proceeds Forms for accuracy and completeness. Ensure that cash and checks are recorded accurately and included in the Pledge Form Carrier's white envelope. Return incorrect Pledge Forms to Keyworkers so they may contact the donors to make needed corrections. Confidential gifts remain stapled to the Pledge Form Carrier. Do not open the sealed confidential gift envelopes.
- 2. Enclose the appropriate materials.** Make sure that only cash, checks, the white copies of the Pledge Forms and Special Event Proceeds Forms are in the *white* pocket of the Pledge Form Carrier and that only *yellow* copies of the Pledge Form are in the yellow pocket of the Pledge Form Carrier.
- 3. Use the information from Keyworker Summaries to complete the online CFC Deposit Form 200.**

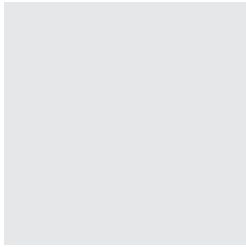
This step may be completed by your campaign committee. Use only one line on the Deposit Form per Pledge Form Carrier. You can access the Deposit Form online at <http://manage.cfcnca.org>. Your Campaign Manager will give you a user name and password to log in. If you do not have access to the online form, contact your Loaned Executive (LE) or CFCNCA staff member for an alternative to the online form. MANAGE will print three documents. Page one repeats these instructions; page two is the Audit Copy; and page three is your Receipt Copy.
- 4. When the Deposit Form 200 is complete, detach the yellow pockets from the Pledge Form Carriers and seal them.** (Only yellow Pledge Form copies should be in this pocket.) Forward the yellow pockets to your Campaign Manager or payroll office immediately, if so directed.
- 5. Confirm that only cash, checks, white Pledge Form copies and Special Event Proceeds Forms**

are in the white pockets of the Pledge Form Carrier. Seal the white pockets and forward them, with any sealed confidential gift envelopes still attached, along with a copy of the completed Deposit Form 200 to your Campaign Manager.

6. A minimum of two people must be trained on the deposit procedures. If you have been directed by your Campaign Manager to deliver CFC Deposit Bags to one of the assigned drop-off locations, please complete the following steps:

- Fill in the information required on the front of the Deposit Bag.
- Insert the Pledge Form Carrier white envelopes, with the confidential gifts still stapled to them, into the Deposit Bag.
- Insert the Audit copy of the Deposit Form 200 into the clear pocket on the outside of the Deposit Bag, and make sure the printed side of the form shows through the pocket. Then seal the pocket.
- Take the Deposit Bag and your Receipt copy of the Deposit Form 200 to your drop-off location.
- Ask the representative at the drop-off location to sign and date/time stamp the receipt and leave the Receipt copy of the Deposit Form 200 at the location. Do not put the deposit bag in the mail. Keep the Deposit Form 200 as proof of your deposit.

Note: To maintain the chain of custody of your agency's CFCNCA Deposit Bags, your assigned CFCNCA staff or Loaned Executive is not allowed to take your completed Deposit Bags to official drop locations. Two or more agency campaign volunteers should be assigned the responsibility of knowing the location of official drop locations.



Reasons for Giving

You make the choice. With more than 4,000 approved charities in the 2009 campaign, you are sure to find many causes you want to support.

Together we make a big impact. When you give through CFC, your gift helps to improve the quality of life for people right here in your community, across the country and around the world.

Give with confidence. Federal employee volunteers annually review and approve the eligibility of the not-for-profit organizations participating in the CFC.

Give with ease. Payroll deduction is your key to substantial giving and allows you to spread your contribution over an entire year.

CFC is accountable to you. The CFC belongs to Federal employees. The CFC's Local Federal Coordinating Committee (LFCC) is composed of Federal employees and oversees the management of the campaign.

CFC is an efficient way to give. Your CFC of the National Capital Area has one of the lowest percentages of overhead of any CFC. Last year overhead was 8.0 percent. Receiving contributions through the CFC is one of the least expensive ways for participating organizations to raise funds, helping them to advance their missions more efficiently.

Awards for Giving

Each assigned CFC Reporting Unit that meets the following criteria will earn recognition and awards:

- **The President's Award**

75 percent participation or
\$275 per capita gift*

- **The Chairman's Award**

67 percent participation or
\$225 per capita gift*

- **The Honor Award**

60 percent participation or
\$175 per capita gift*

- **The Merit Award**

50 percent participation or
\$125 per capita gift*

- **The Million Dollar Circle Award**

Presented to any CFC Reporting Unit that generates more than \$1 million

- **The Participation Award**

Presented to CFC Reporting Units or independent agencies that achieve a two percent increase in the participation rate over the previous year's results

Each assigned department or independent agency that meets the following criteria will earn these awards:

- **The Leadership Award**

A two percent increase in contributions over the previous year's results

- **The Summit Award**

A three percent increase in giving over the previous year's results

** A per capita gift is the total amount of contributions collected divided by the total number of employees per agency.*



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

750 17th Street NW, Suite 200 | Washington, DC 20006 | 202-465-7200