



COMBINED FEDERAL CAMPAIGN
of the National Capital Area

CHARITY OUTREACH PROGRAM

Connecting our donors with our charities

What is the Charity Outreach Program?



- Charity fairs
- Speaking events
- Site visits

How the Program Works

- Step 1: Request is made online



The screenshot shows the website for the Combined Federal Campaign of the National Capital Area (CFCNCA). The header features the CFC logo on the left and the text "COMBINED FEDERAL CAMPAIGN of the National Capital Area" on the right. Below the header is a navigation menu with the following items: HOME, DEPOSITS, REPORTS, SUPPLIES, **OUTREACH**, AWARDS, SYSTEM, and HELP. The "OUTREACH" menu item is highlighted in red. Underneath the "OUTREACH" menu, there are two sub-menu items: "Submit an Outreach Request" (highlighted in red) and "Outreach Event Status". On the right side of the page, there is a link that says "Log Off: [maya.pirela](#)". The main content area of the page is titled "Outreach Request" and contains two paragraphs of text.

Use this form to notify CFCNCA of the charity outreach events that are scheduled for your agency or department. CFCNCA will arrange to have representatives from participating charities attend your event.

When you submit an event request, CFCNCA will notify several charities of the event, then choose among the charities that confirm their availability.

How the Program Works

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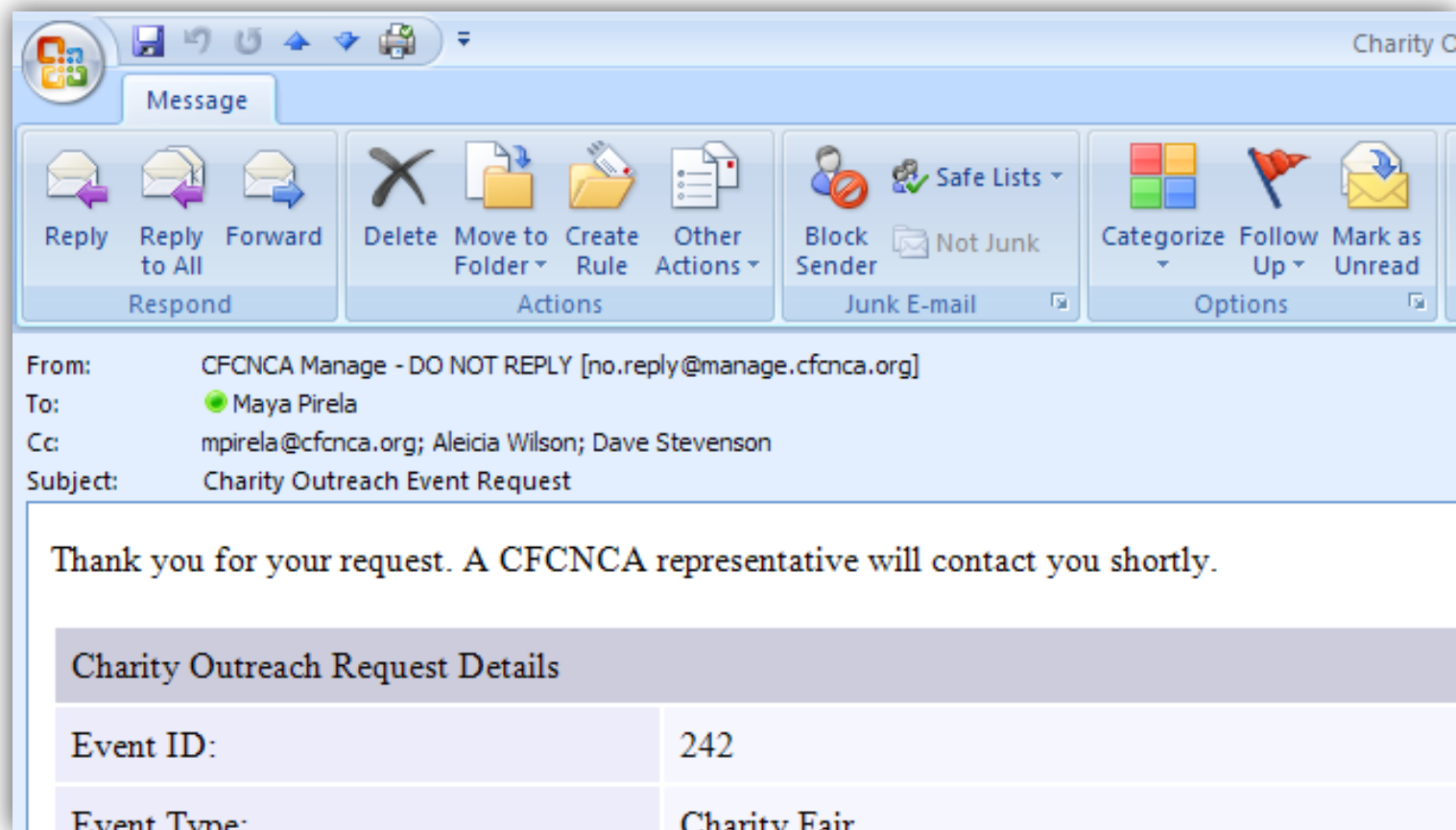
□ Step 1: Request is made online (continued)

The screenshot shows a web application interface for submitting an outreach request. At the top, there is a navigation menu with links for HOME, DEPOSITS, REPORTS, SUPPLIES, OUTREACH, AWARDS, SYSTEM, and HELP. Below the menu, the page title is 'Outreach Request' and there is a 'Log Off: maya.pirela' link. The main content area contains three paragraphs of instructions: 1) 'Use this form to notify CFCNCA of the charity outreach events that are scheduled for your agency or department. CFCNCA will arrange to have representatives from participating charities attend your event.' 2) 'When you submit an event request, CFCNCA will notify several charities of the event, then choose among the charities that confirm their availability.' 3) 'If you have a preference as to the charity or charities you would like to attend your event, you may indicate this in the notes box at the bottom of this form, though this in no way guarantees that the requested charities will be notified of or able to attend your event.' Below the instructions, a note states 'Required fields are marked with an asterisk *'. The form itself consists of several input fields: 'Government Agency: *' with a dropdown menu showing 'Select' and 'Access Board'; 'Contact Name: *' with a text input field; 'Contact Phone: *' with a text input field; and 'Contact Email: *' with a text input field. At the bottom of the form, there is a text area for notes with the instruction: 'Select "Charity Fair Participant Request" below if you would like charities to attend your event and hand out information about their organization. Select "Speaker Request" if you would like charities to attend your event and speak'.

HOME	DEPOSITS	REPORTS	SUPPLIES	OUTREACH	AWARDS	SYSTEM	HELP
Outreach Request							Log Off: maya.pirela
<p>Use this form to notify CFCNCA of the charity outreach events that are scheduled for your agency or department. CFCNCA will arrange to have representatives from participating charities attend your event.</p> <p>When you submit an event request, CFCNCA will notify several charities of the event, then choose among the charities that confirm their availability.</p> <p>If you have a preference as to the charity or charities you would like to attend your event, you may indicate this in the notes box at the bottom of this form, though this in no way guarantees that the requested charities will be notified of or able to attend your event.</p> <p>Required fields are marked with an asterisk *</p>							
Government Agency: *	<input type="button" value="Select"/> Access Board						
Contact Name: *	<input type="text"/>						
Contact Phone: *	<input type="text"/>						
Contact Email: *	<input type="text"/>						
<p>Select "Charity Fair Participant Request" below if you would like charities to attend your event and hand out information about their organization. Select "Speaker Request" if you would like charities to attend your event and speak</p>							

How the Program Works

□ Step 2: Email sent from MANAGE



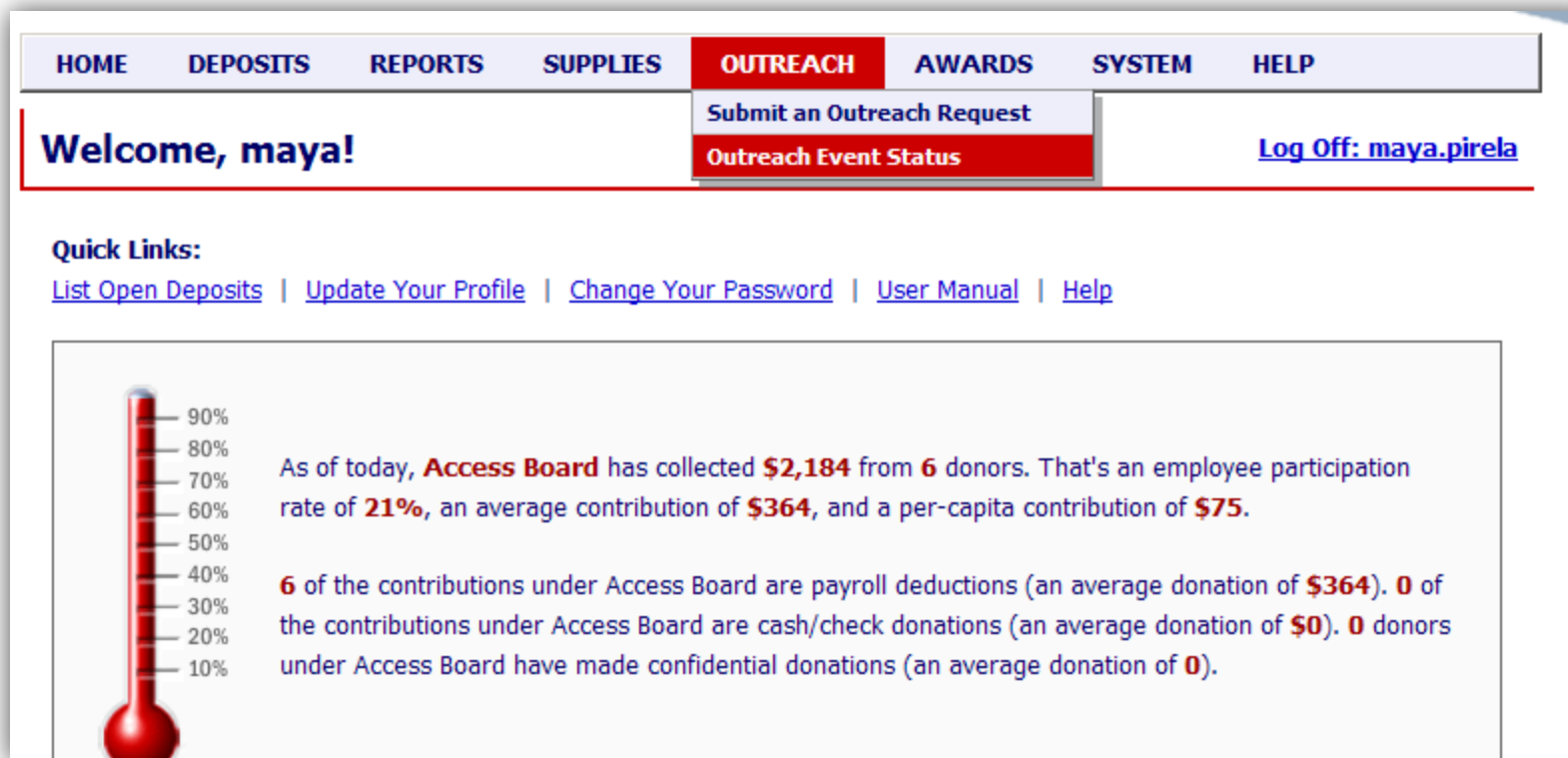
How the Program Works



- Step 3: Charities scheduled by Charity Outreach Coordinator

How the Program Works

□ Step 4: Checking status

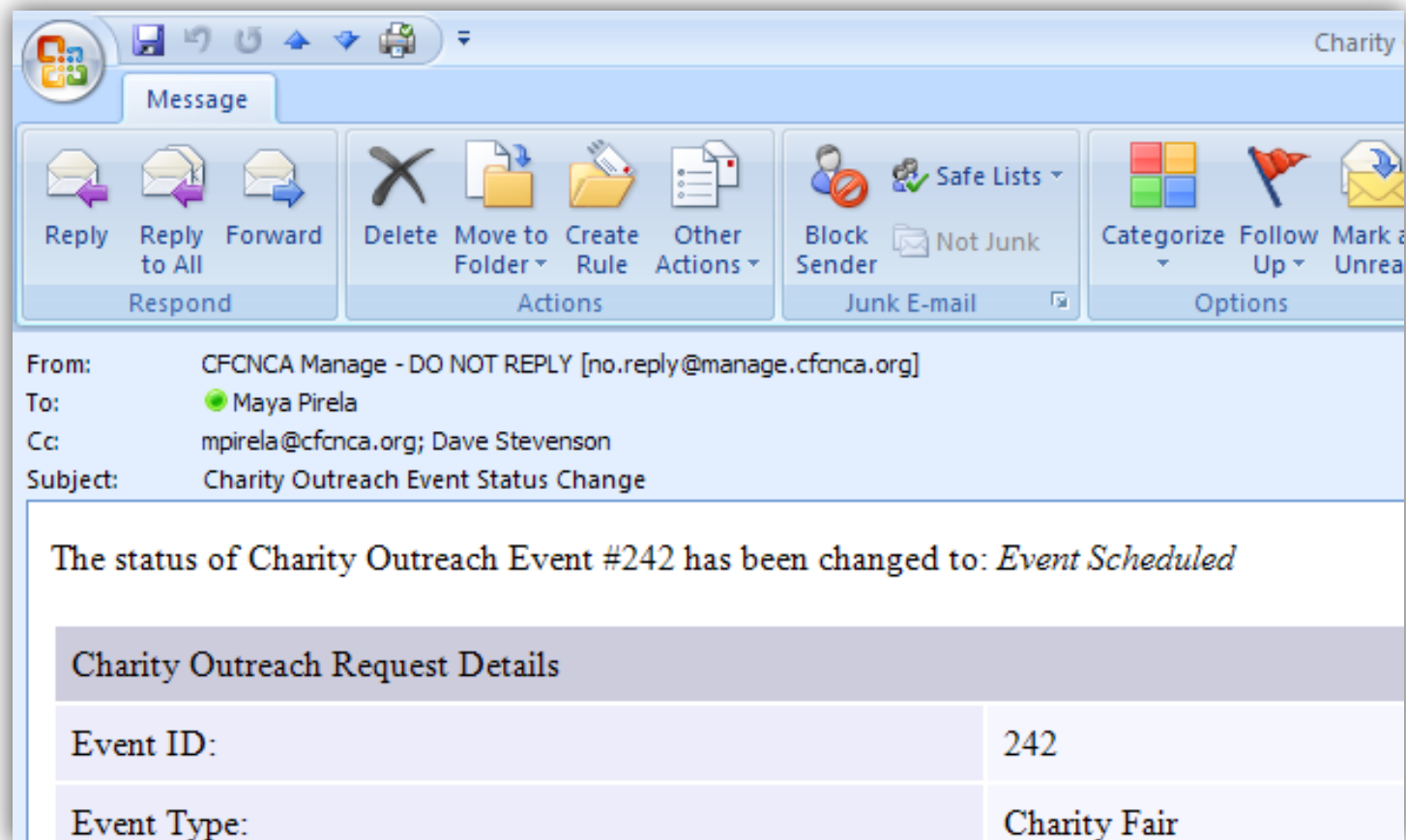


The screenshot displays a web application interface. At the top, there is a navigation menu with the following items: HOME, DEPOSITS, REPORTS, SUPPLIES, **OUTREACH**, AWARDS, SYSTEM, and HELP. Below the menu, there is a welcome message: "Welcome, maya!". To the right of the welcome message, there are two buttons: "Submit an Outreach Request" and "Outreach Event Status". Further right, there is a link: "Log Off: maya.pirela". Below the navigation menu, there is a section titled "Quick Links:" with the following links: "List Open Deposits", "Update Your Profile", "Change Your Password", "User Manual", and "Help". At the bottom, there is a progress indicator consisting of a red thermometer and a text box. The thermometer shows a level at 21%. The text box contains the following information: "As of today, **Access Board** has collected **\$2,184** from **6** donors. That's an employee participation rate of **21%**, an average contribution of **\$364**, and a per-capita contribution of **\$75**. **6** of the contributions under Access Board are payroll deductions (an average donation of **\$364**). **0** of the contributions under Access Board are cash/check donations (an average donation of **\$0**). **0** donors under Access Board have made confidential donations (an average donation of **0**).

How the Program Works

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□ Step 4: Checking status (continued)



The screenshot shows an Outlook email window. The title bar indicates the window is titled "Charity". The ribbon is set to "Message". The ribbon includes the following groups: "Respond" (Reply, Reply to All, Forward), "Actions" (Delete, Move to Folder, Create Rule, Other Actions), "Junk E-mail" (Block Sender, Not Junk), and "Options" (Categorize, Follow Up, Mark as Unread). The email header shows the following information:

From: CFCNCA Manage - DO NOT REPLY [no.reply@manage.cfcnca.org]
To: Maya Pirela
Cc: mpirela@cfcnca.org; Dave Stevenson
Subject: Charity Outreach Event Status Change

The main body of the email contains the following text:

The status of Charity Outreach Event #242 has been changed to: *Event Scheduled*

Below the text is a table titled "Charity Outreach Request Details":

Charity Outreach Request Details	
Event ID:	242
Event Type:	Charity Fair

Checking Event Status

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- New event request
- Charity approval pending
- Event scheduled
- Event canceled by agency
- Event completed

How the Program Works



- Step 5: LE reports back to Charity Outreach Coordinator

Notes About the Program



- 7-day notice
- Contacting charities
- Requesting specific charities
- When charities do not show up

Questions?

Questions?

Questions?

Questions?

Questions?

Questions

Questions?

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Questions

Questions?

Questions?