

2011 CFC Key Worker/ Coordinator Training Guide



Northern New England
Combined Federal Campaign

WWW.NORTHERNNEWENGLANDCFC.ORG

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General Information

The Importance of You!

Great Volunteers + Leadership Support = CFC Success

You have been chosen or volunteered to be the difference in your agency's Combined Federal Campaign:

50 Years of Caring through CFC.

Your selection as the Coordinator/Key Worker (KEY) carries considerable responsibility for the success of the CFC. We believe you will find the CFC a challenge worthy of your talents.

We know you want success, but have limited time. To assist you in planning, organizing and implementing our campaign, this guide will provide you with basic knowledge on how to run a successful campaign and how to report the results. Think positively, be enthusiastic, and take advantage of this guide and the other resources available to you.

We extend our best wishes for the most successful campaign ever.

- Useful Numbers -

Principle Combined Fund Organization:

United Way of the Greater Seacoast
112 Corporate Drive,, Unit 3
Portsmouth, NH 03801
Phone: (603) 436-5554
Fax: (603) 436-6349
Lonna Moaratty, CFC Campaign Director ext. 116
Email: LMoaratty@uwgs.org

Loaned Executives:

Cheryl Buchakis, loaned from National Passport Center
Michael Welch, loaned from Passport Office, St. Albans, VT

Important Web Sites

NNE CFC- www.northernnewenglandcfc.org
OPM/CFC Web Site- www.opm.gov/cfc
Become a fan on the NNE CFC on Facebook!

Key CFC Messages

You **choose** where your money goes – towards the issues you care most deeply about.

CFC is **convenient**. Through payroll deduction you can have the right amount deducted each pay period.

The Charities you support (through CFC) **focus on people who really need help**- including the hungry, the homeless, the sick, veterans, children, and families in need. It improves life through support of our environment and animal life.

2011 Donor Recognition Levels

Bronze Eagle Giver:

A pledge of \$5 per week qualifies as a Bronze Eagle Giver.

Silver Eagle Giver:

A pledge of \$10 per week qualifies them as a Silver Eagle Giver.

Golden Eagle Club:

A pledge of 2% of a donors annual salary qualifies them as a Eagle Giver.

Top Charitable Recipients for 2010

<u>Agency Code</u>	<u>Agency Name</u>	<u>Total</u>
99999	Undesignated Pledge	\$ 26,014.19
78837	Chaplain Emergency Relief Fund	\$ 24,041.56
28474	New Hampshire Catholic Charities, Inc.	\$ 22,566.75
10560	St. Judes Children's Research Hospital	\$ 20,598.82
10266	American Red Cross	\$17,450.89
65662	Make-A-Wish Foundation of New Hampshire	\$ 17,263.20
10177	Action Against Hunger USA	\$ 16,900.00
46402	American Cancer Society	\$ 16,769.02
79053	Footprints.Inc.	\$ 16,234.14
12139	Shriners Hospitals for Children	\$15,740.59
54974	Seacoast Hospice	\$13,040.13
88077	New Hampshire SPCA	\$12,679.18
11645	ASPCA: American Society for the Prevention of Cruelty to Animals	\$12,065.00
10570	St. Judes Children's Research Hospital	\$11,640.38
10532	Samaritan's Purse	\$9,638.92
56244	New Hampshire Humane Society	\$9,433.00
16290	American Cancer Society-New England Division	\$9,190.90
11322	Disabled American Veterans (DAV) Charitable Service Trust	\$9,181.51
10080	Dana Farber Cancer institute	\$8,851.56
88792	Vermont Foodbank	\$8,636.60
35571	Cocheco Valley Humane Society	\$8,334.96
85051	York Hospital	\$8,154.24
73866	Breast Cancer, Susan G. Komen for the Cure	\$7,907.34
46108	American Heart Association	\$7,842.50
14223	The Salvation Army	\$7,084.00
96607	Boy Scouts Of America Pine Tree Council	\$7,037.79
63715	David's House, Inc.	\$6,855.00
98314	United Way of the Greater Seacoast	\$6,745.01
48574	American Diabetes Association	\$6,485.74
12194	Catholic Relief Services-USCCB	\$6,302.00

Duties of CFC Keyworkers/Coordinators

OBJECTIVES

100% Awareness – Ensure that each person is informed of the benefits and value of contributing through the CFC.

100% Opportunity – Ensure that each person is contacted and given the opportunity to participate in the CFC.

ATTEND ALL CAMPAIGN ACTIVITIES

Keyworkers/Coordinators attend all trainings – the kickoff, agency fairs, group meetings and the awards event.

PLAN YOUR CAMPAIGN

PROMOTE YOUR CAMPAIGN – BE CREATIVE

HOLD A RALLY

GROUP SOLICITATION

COLLECT ALL PLEDGE FORMS

PREPARE REPORT ENVELOPE

DISTRIBUTE GIFTS & SAY THANK YOU!

BE FAMILIAR WITH ALL CAMPAIGN MATERIAL:

- Keyworker Handbook
- CFC Contributors Guide
- Pledge Card
- Campaign video
- Campaign posters
- CFC Envelope
- Leadership Giving Awards

BE PREPARED TO ANSWER QUESTIONS ON:

- The CFC and CFC Procedures
- Participating Federations and Agencies
- Giving by cash, check or allotment (minimum allotment)
- Leadership giving levels
- Confidential contributions

KEY Definitions

Contributions

Any federal employee may be solicited for contributions using payroll deduction, checks, money orders or cash. Contractor personnel, credit union employees and other persons employed on federal premises, as well as retired federal employees, may make single contributions to the CFC through checks or money orders. Keyworkers distribute pledge cards and CFC brochures to personnel eligible to participate in the campaign.

Pledge Card

The OPM Form 1654, March 2010, pledge card, is an authorization by each individual, both military and civilian, to deduct the contribution from his pay and to designate to which agency/agencies the donation will be given. It is used as a permanent record, and the contributor receives copy #3 of the pledge card. Copies #1 is sent to your payroll office and #2 sent to the CFC Office.

The pledge card must be completed for each donation, whether cash, check, allotment or confidential. Although contributors may allow their gifts to be undesignated, the Federal Government recommends that employees designate the agency or agencies they want to benefit from their contribution. Contributors designate specific agencies on their pledge card using the number of the chosen agency listed in the contributor's agency list (CFC brochure). Gifts that are not designated to specific agencies will be distributed to all organizations in the CFC brochure in the same proportion they receive in designations. Insure that the civilian or military section is filled out on the pledge card.

Charity Guide

The Charity Listing, "CFC Brochure," describes the CFC in general and answers some of the most common questions. The brochure lists every agency by the number that is used to designate donations to a specific organization. The brochure also contains a 25-word description of each agency, the percentage of each agency's administration cost, and a phone number for additional information about the agency.

Confidential Contributions

The contributor can make a confidential donation by sealing his pledge card in an envelope. The contributor then has the option of mailing the contribution to the CFC Office directly, (Pease International Tradeport, 112 Corporate Drive, Unit 3, Portsmouth, NH 03801) or giving it to the keyworker to turn in. Keyworkers will submit confidential contributions to the CFC Office.

Allotment Contributions

Insure that the pledge card is properly filled out and signed. It must be legible. The minimum military allotment per month is two dollars, or twenty four dollars total annual gift, whether the contributor is receiving a mid-month pay or not. The minimum allotment for civilians paid every two weeks is one dollar per pay period.

Check Contribution

Make checks payable to: The Combined Federal Campaign (CFC).

Turn-in Procedure

Turn in pledge cards and cash/checks to the CFC office. Pledge cards should be divided into two groups - cash and allotment. The CFC office is located in Pease International Tradeport, 112 Corporate Drive, Unit 3, Portsmouth, NH 03801. Hours of operation: 8:30 am – 5:00 pm Monday through Friday.

Undesignated Funds

Even if you chose not to designate to a specific agency or federation, your contribution will still be accepted. Funds contributed to the CFC, but not designated to a specific organization or federation, will be distributed to all organizations in the CFC brochure in the same proportion as they received in designations.

Organizations which receive no designated dollars cannot receive any undesignated donations.

KEY Definitions cont.

What is a Federation?

A federation is a group of voluntary charitable human health and welfare organizations established for purposes of supplying common fundraising, administrative, and management services to its members. Each federation is listed with its member organizations as the first organization. If you wish to designate all or some portion of your contribution to a federation, please record that federation's corresponding code number on your pledge card. Contributions designated to a federation will be shared in accordance with the federation's policy. If you wish to designate all or some portion of your contribution to a federation member organization, please record that organization's corresponding code number on your pledge card.

Independent Organizations

You may wish to designate to a specific organization or organizations not affiliated with a federation (independent organization). If you wish to designate all or some portion of your contribution to an independent organization, please record that organization's corresponding code number on your pledge card.

2011 DONOR RECOGNITION PROGRAM

We want to thank all of the federal employees who generously contribute to charities to help those who need a hand up – our neighbors, across our country, the world. The program is designed to acknowledge and thank donors while promoting the benefit and good work done by giving through the Combined Federal Campaign

The Golden Eagle Award

2% of annual salary

Golden Eagles receive a beautiful scenic photo. Each print is an 8x10, professionally matted with a brass year plate. Additionally you receive a choice of CFC beverage holder and an invitation to the CFC Awards Celebration free of charge



The Silver Eagle Award

\$10 minimum per week

The Silver Eagle award recipient will receive a CFC Stainless Steel Travel Cup

The Bronze Eagle Award

\$5 minimum per week

Bronze Eagle award recipient will receive a CFC Ceramic Mug



How Can You Help?

Can you give the cost of a soda?	\$1 a week
A cup of coffee this week?	\$2 a week
How about one fast food lunch?	\$5 a week
A \$10 scratch ticket?	\$10 a week
Dinner at a restaurant?	\$20 a week

Imagine just \$2 per week, or \$3.....

If we each gave \$1 per week in the Northern New England Combined Federal Campaign we would raise \$1 million for charity!

Agency Recognition



Gold Award
75 to 100% participation

Silver Award
50 to 74% participation



Bronze Award
25 to 49% participation



How to fill out the Pledge Card

Copy #1 - PAYROLL COPY

- Send all payroll copies to your payroll office by January 1, 2011.

Copy #2 – CFC OFFICE COPY

- Return these copies with your CFC Report(s) to the CFC Office address: The CFC office is located in Pease International Tradeport, 112 Corporate Drive, Unit 3, Portsmouth, NH 03801. Hours of operation: 8:30 am – 5:00 pm Monday through Friday.

Copy #3-DONOR COPY

- Keep your donor copy. This is your income tax receipt. If you are applying for payroll deduction, keep with last pay stub if payroll deduction.

PRESS FIRMLY WITH A BALLPOINT PEN AND PRINT LEGIBLY

PLEASE USE BALLPOINT PEN AND PRINT FIRMLY

1

2

3

4

5

6

7

8

COPY #1 - PAYROLL OFFICE

1. Print your name and work address.
2. Fill in your major unit/organization (PNSY, USPS, NHANG etc.) and work phone number.
3. Fill in SSN: only shows on payroll copy.
4. If you are selecting a CFC Award Level automatic gift amount, check the appropriate box. You will not need to complete step #5 but continue on to step #6.
5. Fill in amount of deduction or allotment (check box) and total contribution.
6. Print the five-digit code number of the agency (ies) you want to contribute to. Agency code numbers and descriptions are printed in this brochure. Print the amount you want to contribute to that organization. YES: people can indicate more than 5 agencies – just attach a 2nd form.
7. (Optional) Release your name, home address, and/or email address to your designated charities. Check the box if you wish to have the amount released.
8. Read, sign and date the payroll authorization statement.

Report Envelope Checklist

- Is the header information filled out completely and correctly?
- Did you separate pledge cards by allotment and cash?
- Did you enter the correct totals in the appropriate boxes?
- Did you send Payroll Copies to your payroll office?

CFC copies should be included in the Report Envelope.

- Did you check each pledge card to be sure that the correct unit/agency is entered on each card?
- Is the math correct?
- For Payroll Deduction:
 - Is the payroll deduction block signed and dated?
 - Is the Social Security number of the donor filled out and legible?
- Did you total all columns on the Keyworker Envelope?
- Did you enter the number of total Leadership Giving in the correct box?
- Seal the envelope! It may be stapled.

FOR PCFO USE ONLY: Envelope #: _____ Batch #: _____ Account #: _____ Date Received: _____

2011 CFC REPORT FORM / ENVELOPE

**NORTHERN NEW ENGLAND
COMBINED FEDERAL CAMPAIGN**

Pease International Tradeport
112 Corporate Drive, Suite 3
Portsmouth, NH 03801
Tel: (603) 436-5554

FEDERAL AGENCY: _____ AREA/ CODE/ DIVISION: _____ PAYROLL OFFICE: _____
(PLEASE WRITE OUT FULL NAME OF YOUR AGENCY WITHOUT ACRONYMS)

ADDRESS: _____ TELEPHONE: _____

Reporter's Name & /Email : _____ Current No. Of Employees: _____

Date: _____ Number of report (1st, 2nd, etc.): _____ THIS IS A FINAL REPORT: _____

ITEM	MILITARY		CIVILIAN		TOTAL	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Payroll Deductions						
Cash/Check Contributions						
Confidential Envelope						
Totals						

Cash contributions or a deposit slip for same must be enclosed.
Totals must be for one reporting period only; not cumulative.

AWARDS

of GOLDEN EAGLES: _____ # of SILVER EAGLES: _____ # of BRONZE EAGLES: _____

Five Steps to Success

1. **Set up a face-to-face meeting.**

A face-to-face meeting is the most personal approach in asking for money. It provides the best opportunity for you to present facts, encourage payroll deductions, answer questions and secure the pledge.

2. **Present the facts.**

Be familiar with the CFC and our unmet community needs so you can convey the rationale and goals of the campaign. The more you know about CFC and its charitable agencies, the easier your job will be. Be sure you communicate your own Federal agency's goal.

3. **Encourage year-round payroll deduction and suggest an increased contribution.**

Payroll deduction pledges are paid out over time. Consequently, most people can give more money by this method. A relatively small increase per pay period will generate meaningful total dollar increases over time.

4. **Be prepared for questions and concerns.**

People want to be sure that their money is used wisely and may have questions about the CFC and how it works. Be as familiar as possible with the CFC and its charitable agencies. Do not be afraid to ask for help in answering a difficult question.

5. **Get all the pledge cards returned and say "Thank you!"**

It is important to have a response from every potential contributor. Your task is complete when all cards are returned. Remember to be positive and confident, never pressuring or coercing people. Your job is to inform and offer an opportunity to help thousands of people in our community.

Responding to Concerns

Many people have difficulty getting started with solicitation because they have a “tin cup feeling” or are uncomfortable asking for donations. This is natural. You can overcome this feeling by remembering you are not asking for donations for yourself, but for a cause, which benefits the community at large.

CFC charitable agencies address many of our society’s problems including homelessness, substance abuse, hunger, education and health issues. When you ask a fellow employee to make a CFC pledge, you are helping to make our community a better place for everyone to live and work.

CONCERNS CAN BE OVERCOME.

People on your list may have concerns about making a charitable pledge. Usually they only need a more complete understanding of where their money will go and how it will help.

WHEN CONCERNS ARE EXPRESSED, DON’T TAKE IT PERSONALLY.

It is not directed against you personally, but rather against an idea that is not fully accepted by the potential donor. Find out specifically what concerns your potential donor has so you can address the real issues, not symptoms.

Reasons for Giving

CFC provides a single, coordinated appeal, rather than hundreds of individual drives.

CFC is a way for federal employees to participate in a local and national effort to meet health and human care needs.

CFC administration cost is low – around 10% of the amount raised.

CFC insures the contributor, through the frequent analysis of financial and service reports that **CFC** agencies are spending contributed dollars wisely.

2011 Donor's Guide

How Much Should I Give?

The decision and the amount is up to the individual. This guide simply says: Generous personal giving is needed to support our CFC agencies. **Payroll deduction** makes generous giving possible for most of us. This guide is not intended to be an assessment or quota. Please give as much as you can.

GIVING CHART		
MY GIFT:	TOTAL GIFT	TOTAL GIFT
Amount Per Pay Period	24 PAY PERIODS A YEAR	26 PAY PERIODS A YEAR
\$2 per pay period	\$48	\$52
\$5 per pay period	\$120	\$130
\$10 per pay period	\$240	\$260
\$15 per pay period	\$360	\$390
\$20 per pay period	\$480	\$520
\$25 per pay period	\$600	\$650
\$30 per pay period	\$720	\$780
\$35 per pay period	\$840	\$910
\$40 per pay period	\$960	\$1,040
\$45 per pay period	\$1,080	\$1,170
\$50 per pay period	\$1,200	\$1,300

Golden Eagle Chart					
If you annual salary is:	2% of Annual Salary	If you annual salary is:	2% of Annual Salary	If you annual salary is:	2% of Annual Salary
\$ 18,000	\$ 360	\$ 52,000	\$ 1,040	\$ 86,000	\$ 1,720
\$ 20,000	\$ 400	\$ 54,000	\$ 1,080	\$ 88,000	\$ 1,760
\$ 22,000	\$ 440	\$ 56,000	\$ 1,120	\$ 90,000	\$ 1,800
\$ 24,000	\$ 480	\$ 58,000	\$ 1,160	\$ 92,000	\$ 1,840
\$ 26,000	\$ 520	\$ 60,000	\$ 1,200	\$ 94,000	\$ 1,880
\$ 28,000	\$ 560	\$ 62,000	\$ 1,240	\$ 96,000	\$ 1,920
\$ 30,000	\$ 600	\$ 64,000	\$ 1,280	\$ 98,000	\$ 1,960
\$ 32,000	\$ 640	\$ 66,000	\$ 1,320	\$ 100,000	\$ 2,000
\$ 34,000	\$ 680	\$ 68,000	\$ 1,360	\$ 102,000	\$ 2,040
\$ 36,000	\$ 720	\$ 70,000	\$ 1,400	\$ 104,000	\$ 2,080
\$ 38,000	\$ 760	\$ 72,000	\$ 1,440	\$ 106,000	\$ 2,120
\$ 40,000	\$ 800	\$ 74,000	\$ 1,480	\$ 108,000	\$ 2,160
\$ 42,000	\$ 840	\$ 76,000	\$ 1,520	\$ 110,000	\$ 2,200
\$ 44,000	\$ 880	\$ 78,000	\$ 1,560	\$ 112,000	\$ 2,240
\$ 46,000	\$ 920	\$ 80,000	\$ 1,600	\$ 114,000	\$ 2,280
\$ 48,000	\$ 960	\$ 82,000	\$ 1,640	\$ 116,000	\$ 2,320
\$ 50,000	\$ 1,000	\$ 84,000	\$ 1,680	\$ 118,000	\$ 2,360

Running Effective Workplace Campaigns

- Presentation Skills -

During your campaign presentation you are usually trying to persuade someone to support the Combined Federal Campaign. There are four main elements of persuasion:

Establish Your Credibility

You must fully understand the topic you are presenting and must be trusted for your honesty and good will. Tell stories about yourself. Let your audience know any feelings you had about CFC before you became involved. If you were not a supporter, say so. It is important to let your audience know how you once felt, and to explain why you changed your way of thinking.

Arouse the Emotions of Your Audience

Share your observations of an agency tour, tell them about a friend or co-worker who received help or tell a personal story about how you received help. Sometimes a member of the audience has been helped and will volunteer to tell his or her story. The campaign video can also provide emotional impact.

Give Reasons for Supporting the CFC

Remember that facts and figures will only be accepted after you have established a receptive mode in your audience.

Concentrate on CFC's Efficiency and Effectiveness

More than 2,000 agencies provide needed services at home and abroad. Contributions go to the agencies that they designate. 90 percent of their gift is directed to programs and services which directly help people in need.

Ask Your Audience to Join You In Supporting the CFC

Research shows that the #1 reason why people don't give is because they were never asked.

Don't give to the Combined Federal Campaign if.....

- your son or daughter will never want to join the Scouts.
- you're sure that no one in your family will ever have cancer.
- you know that you'll never suffer a crippling stroke that may require physical therapy.
- you're sure that a flood, hurricane, fire, or other disaster will not destroy your home.
- you're sure that your neighborhood leaders won't need guidance in identifying community issues and problems affecting residents.
- you're certain that your teenager will never need counseling for drug related problems.
- or you're positive that you or your parents will never need nursing care.

-Rally Agenda-

An effective rally doesn't have to be complex – or long. Your task is to present people with enough information to want to support the campaign and to make informed decisions about giving. Be sure to ask for the pledge forms to be returned.

Sample Rally Agenda (20-minutes)

(Game, contest, event, entertainment).....(Optional)

- 2 min: Welcome, Endorsement, Opening Remarks, and Goal.....Manager
- 2min: CFC Overview.....Campaign Coordinator
- 4min: CFC Video.....CFC Staff/LE
- 5min: Presentation.....Testimonial of someone who has been helped
- 5min: Questions and Answers.....Campaign Coordinator or CFC Representative
- 2min: Ask for gifts, thank co-workers.....Campaign Coordinator
(Game, contest finale/awards Optional)

Collect complete pledge forms at the door....
Volunteer Co-worker

(Be sure to leave time for fun, food, games, and completion of pledge forms.)

COORDINATOR'S SPEECH

One of the most important things you will communicate to your co-workers is the difference they make when they give through the CFC. It's vital that each employee knows they are helping others through their gift. Provide them with facts and information about the CFC's network of caring.

OUTLINE FOR A SAMPLE SPEECH

- ❖ Greet everyone – and thank them for attending.
- ❖ Give a brief overview of the CFC.
- ❖ Explain how the campaign works – both overall, and in your organization.
- ❖ Tell a personal story, if you have one, about help received from a CFC charity.
- ❖ Walk through and explain the campaign brochure.
- ❖ Give step-by-step instructions for filling out the pledge form.
- ❖ Ask for contributions.
- ❖ Offer one-on-one assistance if needed.

Say Thanks!

2011 Ideas!

Raffle/auction

1. **Lucky balloon raffle:** Assemble some fun prizes, place raffle tickets inside balloons, inflate the balloons and sell!
2. Sponsor a raffle for such prizes as vacation days, gift certificates, parking spaces, clothing/mugs with your company logo.
3. Hold a "50-50" raffle that gives half of the money collected to the winner and half to the CFC.
4. Get staff involved in a fundraising raffle by asking for donations of handmade crafts to use as prizes.
5. **Ask co-workers to donate services**, such as babysitting, car washing or dog walking, and offer the services as raffle prizes. Or keep the prizes office-oriented and ask for donations of office tasks.
6. **Silent auction:** Have staff bid on items such as extra vacation days, longer lunch hours, VIP parking spots, dinner passes, casual days, etc. Money raised goes to fundraising efforts.
7. **Lunch-box auction:** Employees supply lunches to be auctioned in the office. Display the lunches and give prizes for the most creative, nutritional, elegant, and humorous lunch. Encourage CEO and management participation.
8. **Executive auction:** Ask your company's executive staff to donate one hour for a fundraising auction. Have employees bid on each executive, with proceeds to benefit CFC. The executive then takes over the highest-bidding employee's job for the appointed hour.
9. **Goody basket silent auction:** Have department supervisors pick a theme for a gift basket and encourage each department employee to donate an item for the basket. Collect the baskets and wrap them in clear plastic or cellophane and a big bow and place them on a conference room table for a 10 a.m. to 2 p.m. silent auction. Supply paper and pen at each basket so employees can bid. End the bidding at 2 p.m. with a loud whistle blow or some other indication. Highest bidders buy the baskets. Ideas for themes: baby, movie/entertainment, coffee/tea, knitting/sewing, toys, Italian cooking, bathing fragrances.
10. **Win a day off: Sell raffle tickets for \$5 each** to win a free vacation day. This is usually a big fundraiser!
11. **Parking:** Auction prime spots in the office parking lot for one-week blocks.
12. **Job swap:** Have employees enter a raffle to swap jobs with a colleague for the day—maybe even the boss! Charge a \$5 entry fee and see who wins!

Sales

13. **Snack bar:** Sell candy, chips, popcorn, soda, bagels or donuts at the office. You may be able to have goodies donated so that all the money raised will be used for the cause.
14. **Bake sale:**
 - a. Homemade cakes or other goodies are always popular with colleagues. A bit of baking the night before will mean a fistful of cash at coffee time the next day. Organize a table in your department or take around a tray of home-baked treats to sell.
 - b. Have a "no-bake bake sale," in which co-workers donate the cost of ingredients. They'll save time by not having to bake anything.
15. **Balloon-o-gram:** Sell balloons to employees to give to their co-workers. Employees can buy a balloon, include a brief note and have it sent to a colleague. Balloon recipients get affirmation, your office gets decorated with colorful balloons—and you make money for your cause.
16. **"Candygram" sale:** Sell gift assortments of candies and chocolate bars for \$5. Put them in decorative bags inscribed with

either "Thank you" or "Have a Nice Day" to be delivered in person to the intended recipient by the fundraising organizers. This is a great way to show your appreciation to a co-worker who helped you with a project or, if you are a manager or supervisor, to thank staff for their hard work.

17. **Sell treasures on eBay:** Ask co-workers to bring in anything they don't want, such as old DVDs, CDs or anything that could easily be posted on eBay. Keep a portion of the profits.
18. **Coffee runs:** Get coffee or tea for your co-workers for one week. Charge a fee for the week, agree to delivery times and put the funds you raise toward your goal!
19. **Hot-breakfast sale:** Sell a hot breakfast once a week until your fundraising campaign ends. Organizers bring ingredients, then cook the orders in the break room/kitchen. Some examples: croissant with egg and cheese for \$4; add two strips of bacon for 50 cents more. Or serve pancakes, waffles, sausages, breakfast burrito, etc. For a small price, you not only get a hearty breakfast but help raise funds for a great cause!
20. **Book sale:** Ask employees to donate used books to sell from \$1 to \$5, depending on the title and condition.
21. **Bake sale:** Sell baked goods like muffins and breads purchased from a discount retailer (e.g., Costco) for \$1 each.
22. **"Hot, hot, hot" sale:** Sell hot dogs, hot chili beans, hot nachos at lunchtime: \$3.50 for plain hotdog; for an extra \$1, include a serving of chili beans or nachos with cheese.
23. **Movie and popcorn:** On Fridays, sell \$4 passes for a movie you can show in a conference room or somewhere with a projector or large-screen TV. Provide popcorn. Showing starts in late afternoon or shortly before work ends so you don't disrupt work.
- Car wash:** For really simple fundraising ideas, look no farther than the parking lot. There's bound to be someone in the office who wants their hubcaps polished at lunchtime!

Sports

24. **Office Olympics:** Make up office teams and determine sign-up fees. Teams participate in events such as making paper airplanes to see whose flies the longest distance; "dressing for success," with the best dresser named the winner; shooting crumpled paper into wastebaskets; playing department darts—you get the idea. Encourage competition between departments. Hold finals in the main lobby for all to see. Give out prizes for first, second and third place.
25. **Pedometer challenge:** Wear a pedometer and get people to guess how many steps you will take in a day.
26. **Miniature golf classic:** Have a pay-to-play miniature golf tournament in the office, with different departments designing each "hole." Have prizes for the best-designed hole. For an additional charge, offer pizza and salad (donated by a local eatery).
27. **Hoops contest:** Erect a Nerf ball basketball hoop in an out-of-the-way location. Schedule a time for an elimination shooting match. Co-workers make a donation to enter the match and the winner receives a prize.
28. **Bowling for dollars:** Employees sign up for an office tournament at a local bowling alley. Charge a few dollars for the entry fee and donate them to the CFC fundraising efforts. A coordinator assigns teams. The winning team receives donated prizes.
29. **Juggling competition:** Encourage staff to sponsor the competition or donate a specific amount for each ball dropped or each second or minute the juggling lasts.
30. **Sports shorts:** Organize a softball, basketball, touch football or bowling tournament. Socialize away from the office and build stronger bonds among staff. Teams must pay to play.

31. **Survivor:** Create "tribes" to compete against one another, each containing one member from upper management. Hold physical and mental challenges each day for a week in which tribes compete for prizes such as an extra 30 minutes for lunch, show tickets, etc. Challenges can include office mini-putt games, puzzles, quizzes, scavenger hunts. Grand prize is a day of paid vacation. Charge a participation fee or ask for donations from participants.

32. **Tailgate:** Have a Monday night "tailgate" party during football season. Each employee pays \$10 to attend. After work, get everyone together. Serve hot dogs, wings, chips, beverages. Rent a large-screen TV, watch the game as a team while enjoying great food.

Theme Days:

33. **Casual and theme days:** For \$5 each, sell "casual day" stickers to dress casually on certain days. Or designate certain casual days as "crazy days" and encourage employees to show their wild side. Examples: Stupid Hat Day, Outrageous Socks Day, Sports Team Day, Dress-up Day.

34. **Best/worst tie:** Charge your colleagues a fee to enter a best or worst tie competition. Offer a prize and have the entire office vote at lunchtime. For extra fun, make it a small fashion show. Don't restrict this competition to guys. Gals, this is a chance to put the men to shame.

35. **Bad hair day:** Pay a fee to go to work sporting a crazy hairstyle. The craziest wins a prize!

36. **Bad taste day:** Who can wear the worst outfit to work? All entrants can pay a fee. The winner (or loser!) wins a small cash prize and the rest of the funds are donated.

37. **International day:** Dress up in the national dress of another country. For an added twist, ask participants to bring food appropriate to the country they're representing and maybe even to speak some of the language.

Contests and games

38. **Office fundraising challenge:** Ask everyone in your office to challenge each other to raise the most money. Give the winner(s) a prize: movie passes, for example, or a dinner gift card.

39. **Baby photo competition:** Bet you never realized your boss once looked so cute or that scary lady from accounts was once a giggling beauty! Ask all your colleagues to bring their baby photos. Scan the photos and pin them up or circulate a sheet that includes all of them. Charge your colleagues a fee for a chance to match the photos to the worker. Award a prize for the most correct answers.

40. **Company comedy:** Have employees bring their favorite jokes, which you then combine into one volume. Sell the books at a comedy-themed lunch hour. Variations: favorite e-mail jokes, recipes, etc.

41. **Don't know much about history:** Employees come to work dressed in clothing from their favorite eras. Employees decorate offices/cubicles according to the era selected. Charge a participation fee or ask for donations from participants.

42. **(Company Name) funniest home videos:** Encourage employees to bring in their funniest home videos or create new ones. Allot a time for showing videos. Establish a small entry fee. Funniest video wins grand prize of a donated DVD player or other appropriate prize.

43. **Holiday fun:** For the holiday falling closest to your campaign, have employees decorate their offices and award a prize to the best-decorated office. Winner is announced at a holiday lunch.

44. **Walk a mile in my shoes:** Ask staff to come to work in their craziest pair of shoes and tell them to be prepared for a wild and crazy lunch. Serve items such as FOOT-long subs, CORN chips, SHOESTRING french fries. Play "Blue Suede Shoes,"

"Kicking You Out," "Footloose," "Boots Were Made for Walking" and other appropriate tunes.

45. **"Who Knows the Nose" contest:** Have employees take pictures of their noses. Hang the pictures on a wall. For a small fee (\$1), employees can guess the "owners." Employee guessing the most correct noses in the shortest amount of time wins and takes half the pot.

46. **Guess the amount (or weight) of candy in a jar:** \$2 to participate. Closest guess wins the jar of candy

47. **Crazy hat contest:** Employees pay to enter the hat contest. Each entrant makes and wears a zany hat. During lunch hour, stage a hat parade and staff votes for the zaniest hat. Give a prize to the winner.

48. **Start a system of "office fines."** Employees who agree to participate will be "fined" \$1 if they are caught: a. with the most colorful, ugly, oldest (you get the idea) necktie.

b. forwarding the highest volume of e-mail jokes to everyone in the office.

c. Declining to participate on "theme days" at the office (game days, holidays such as St. Patrick's or Halloween, etc.).

d. Arriving late for a meeting, in the morning, or back from lunch.

49. **Inter-departmental quiz:** Choose a quizmaster wisely and organize a lunchtime quiz. Examples: pop quizzes, sports or TV/film trivia, word games. Vary the contests so that everyone has a chance to win! Charge a participation fee or ask for donations from participants.

50. **Beach blanket bingo:** Decorate a conference room with beach items: beach balls, blow-up rafts, fake palm trees, etc. Establish a dress code—office attire not allowed. Serve hot dogs, fruit, sandwiches and drinks. Charge a small fee for each round of bingo and award a prize to the best dressed attendee!

51. **Bingo variation:** Organize once-a-week bingo games. Charge \$4 per player for four rounds. The more rounds they play, the better their chances to win.

52. **Chili cook-off:** Contestants enter to win a prize. Supply your own judges. Have guests pay for a tasting.

53. **Office scavenger hunt:** Hide clues around the office or building, leading to a secret prize. Participants pay a fee to enter as an individual or team. Clues are given at each checkpoint pointing to the next checkpoint. Clues can be placed in different orders to avoid teams following/copying one another. Penalties for unsafe behavior, splitting up or cheating add to time total.

54. **Stars in their eyes:** Hold your own singing/impersonation contest. Spectators pay "entry fees" that can be donated to your CFC. If you don't want to organize an evening event, ask each competitor to make a short video recording and load them up onto your staff intranet or YouTube account.

55. **Karaoke:** How do your colleagues' singing skills compare with their office skills?

Charge an entry fee for folks who want to sing a song and charge a fee for an exemption ticket for those who don't.

More, more, more

56. **Penny war:** Here are the rules: (1) In the morning, place nicely wrapped, opaque boxes with coin slots in each department. (2) During the day, have employees put pennies in their department's box, but to drop silver coins in other departments' boxes. (3) Silver coins cancel pennies. For example, a dime cancels out 10 pennies and a quarter cancels 25 pennies. Total is zero for a box that has a quarter and 25 pennies. The department with the most pennies wins. Each member of the winning team wins a prize and all the change collected is donated to the CFC.

57. **No cards or presents:** Agree as an office to stop giving cards and gifts for birthdays and during the holiday season. Donate the money saved to your cause..
58. **Skip birthday cakes:** Does your office usually buy a cake to celebrate a staff birthday? Skip the tradition this year and put the money you would have spent toward your fundraising efforts.
59. **Better-health lunch bunch:** Encourage everyone in your office to bring a healthy lunch to work one day a week for a month. Collect money they would have spent for lunch and donate it to your walk fundraising effort.
60. **Donation Jar:** Place a jar near the office's usual freebies-for-employees locations (coffeemaker, water cooler, candy jar,
61. **Popcorn time.** The aroma of fresh popcorn is almost irresistible. Tempt your co-workers to turn in their pledge cards at a popcorn party.
62. **Pizza delivery.** Have employees place their order for a slice of pizza and a soft drink, then deliver it to their work spaces.
63. **Coffee café.** Set up a station with coffee, tea and hot chocolate with flavored syrups and add-ins. If your campaign is held during warmer weather, be sure to offer iced drinks.
64. **Soda jerk.** Dip up ice cream sodas, floats or shakes to “keep the arts afloat.” Ask organization’s managers or administrators to do the dipping.
65. **“I Am Art. Are You?”** – provides a perfect opportunity to find out how much talent lurks in your building and to create ways for your co-workers to show their creativity.
66. **Employee art show.** Employees who turn in a pledge card can display their works or their children’s art..
67. **Best/most humorous self-portrait.** Ask everyone who completes a pledge card to submit a self-portrait. Display these near your campaign goal chart and ask people to vote \$1 for their favorite.

Publicity Ideas

“Get Ready for CFC!”

- Run executives campaign first in order to start the momentum and set the pace for your regular Employee campaign.
- Send messages on e-mail or in-house computer system.
- Publish articles in the employee newsletter.
- Post information on agency bulletin boards.
- Publish a calendar of campaign events.
- Hang CFC posters, banners, or thermometers in heavy traffic areas.
- Publicize specific charity programs that your employees' contributions support (i.e., American Red Cross – disaster services, CPR training, first aid; American Cancer Society – education & screening programs).
- Announce information on the loud-speaker.
- Send memos or letters from the agency head to all employees.
- Put flyers on car windshields.
- Place door hangers on office doorknobs.
- Decorate the elevators, stairwells, and inside of restroom stall doors.
- Ask department heads to talk about the campaign at staff and safety meetings.
- Have the agency head or an executive staff person walk through the work place wearing a sandwich board advertising CFC.

FREQUENTLY ASKED QUESTIONS

“My taxes go to support the poor, so why should I give to the CFC?” Some CFC agencies do assist destitute persons through services, but not by giving money away. Some of the agencies provide job training, recreation for youth, and rehabilitation programs in order to help people to be self-supporting and to prevent more serious problems from occurring.

Government dollars are not growing to meet these “people problems.” Without CFC supported programs, many more people would need public assistance, which could drive up your taxes.

Many of the CFC agencies primarily focus on services for working families. Visiting nurses, family counseling, drug and alcohol abuse treatment programs, scouting programs, and Red Cross programs are used by all of us, myself, you and your neighbors. The services of CFC agencies are available to everyone in our community, as well as nationally and overseas.

“Why isn’t my favorite agency a member of CFC?”

The Office of Personnel Management in Washington, DC regulates CFC. Prior to 1988 there was a “write-in” option but it was being abused, causing administrative costs to increase, so the regulations were changed. Now volunteers from Federal agencies review applications for their compliance with the regulations. Agencies must be audited, produce an annual report, and have a Board of Directors which governs the affairs of the agency. I can get information for you on how your favorite non-profit agency can apply.

“There is a CFC agency I don’t like. I will have nothing to do with CFC because of this.” CFC has established guidelines to ensure that member organizations are serving needs, are financially responsible, and are operated by a Board of Directors. The entire spectrum of organizations are represented because of the varied interest of the Federal workforce.

CFC does not make political judgements of the worth of a particular organization. By designating where your funds go, you can be assured that only the charity of your choice receives your donation. Remember, many organizations are in need of your contribution and your lack of participation in the CFC makes it more difficult to provide the needed help.

“Why should I give to the CFC?” Your gift improves the quality of life for you and your neighbors. You have access throughout your lifetime to the thousands of vital health and social services not supplied, or only partially covered, by government sources. These services stabilize lives, arrest social problems, encourage productivity, and increase the resources and prosperity of the entire community, our nation, and overseas.

“My husband/wife gives where he/she works. Why should we both give?” It is important for every employed person to do his/her part. Every worker has a responsibility to help maintain the comprehensive CFC programs that enhances the economic strength of our area which, in turn, supports job stability for every wage earner. CFC can continue to provide needed human care services only if everyone helps.

“What if I can’t afford to give right now?”

You don’t have to! Pledge your gift though payroll deduction and spread small payments throughout the year. Agency services need your year around support. Deductions don’t begin until January.

“What if I lose my job?” You will not be expected to continue your pledge payments during your period of unemployment, nor are you responsible for your remaining balance.

“Are labor and management both behind the CFC campaign?” Yes, labor organizations and members work with management to make the campaign a success.

“What if I work seasonally or on a temporary basis?” You may still contribute to the CFC. Of course, if you use payroll deductions it will only be deducted during the period you receive your paycheck.

“What is the relationship between CFC and United Way?”

CFC needs a professional organization to plan, promote and carry out its goals. CFC regulations require that every local campaign be managed by a non profit agency, under an annual contract. United Way applies to the Local Federal Coordinating Committee (LFCC) and every February to serve as the Principal Combined Fundraising Organization (PCFO). United Way is not paid a fee to run a campaign, but receives reimbursement for approved CFC expenditures through the annual budget approved by the LFCC. United Way and its partner agencies must also apply independently to participate in the campaign and is eligible to receive donations.

“Who checks on the money to make sure it is properly spent?”

The CFC Local Federal Coordinating Committee, comprised of Federal personnel who volunteer in this capacity, reviews agencies for compliance with the criteria stipulated in the CFC regulations; i.e., ensuring they are nonprofit, audited annually, etc. No additional review of an agency’s budget, apart from the review given by entities either governing the agency or establishing conditions of affiliation, is made, thus you must be familiar with the agency you designate. The Combined Federal Campaign PCFO is audited annually by an independent auditor to ensure that designations have been honored. The PCFO also provides independent confirmation of designations to independent auditors on behalf of CFC agencies and federations as requested.

“How do I know my money really gets to the agency I designate?” By regulations, all designations must be honored. A yearly audit is performed to verify this. In addition, you can request to be acknowledged for your pledge by your designated charity.

“What happens if I complete the home address section on the pledge form and indicate it be forwarded to the agency I designated?” If you complete the appropriate section on the pledge form your name and address will be forwarded to the agency(cies) you designate. Many times they acknowledge your contribution and add your name to their mailing list. It is up to the federation or agency to acknowledge your gift.



***THANK YOU* FOR CARING!!!**

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