



**Miami Valley Combined Federal Campaign
Keyworker Turn-in 2016
Dayton VA Medical Center**

Paper pledge form

- ✓ Used by military and civilian donors fulfilling contributions through **payroll deduction** (deductions occur monthly from January 2017 thru December 2017)
- ✓ Used by military, civilian, contractors and retirees fulfilling contribution by **cash or check**
 - * Payment in-full must accompany pledge; checks payable to “Combined Federal Campaign”
- ✓ Used to report funds raised through **special events**
- ✓ Donor selects charity code(s) from Miami Valley CFC’s website search module: **www.miamivalleycfc.org**; Local, National and International charities found in 2016 Charity List (limited number of copies available)
- ✓ Donor retains Copy #3 (pink) of paper pledge form

Preparing paper pledge forms for turn-in

Step 1

- ✓ Review each paper pledge fulfilled through **payroll deduction**
 - * Make sure donor has included his/her social security number and has signed and dated the form
 - * Keep pledge form Copy #1 (white) and Copy #2 (yellow) together
- ✓ Review each paper pledge fulfilled by **cash or check**
 - * Make sure donor has included payment in-full with pledge form
 - * Clip cash/check to Copy #2 (yellow) of donor’s pledge form
 - * **CFC does not need** Copy #1 (white) of pledges fulfilled by cash/check; return to donor or destroy
- ✓ Review each paper pledge form used to report funds raised through **special events**
 - * Make sure your Service, type of special event (examples: Chili cook off, Penny War) and amount of money raised are on the pledge form
 - * Clip money raised to Copy #2 (yellow) of pledge form, use envelope if necessary
 - * **CFC does not need** Copy #1 (white) or Copy #3 (pink) of special event pledge forms

Step 2

- ✓ Organize forms by pledge type and clip together
 - * Military payroll deduction
 - * Civilian payroll deduction
 - * Cash/check
 - * Special event

Step 3

- ✓ Organize/tabulate donor appreciation items needed

Step 4

- ✓ Place paper pledge forms, cash/check, and list of donor appreciation items needed in envelope; deliver to your Dayton VA Medical Center Campaign Team

Confidential pledges

- ✓ All DoD and Federal personnel have the opportunity to give a confidential gift in a sealed envelope
- ✓ Turn in confidential pledges in their **unopened** envelopes

E-pledge

- ✓ Available to donors from the entire DoD and Federal workforce fulfilling pledges thru payroll deduction
 - * **myPay** Department of Veterans Affairs (VA); Department of Defense (DoD)
 - * **CFC Nexus** One-time credit/debit card transactions
- ✓ Any donor wishing to change/cancel a pledge made through myPay or CFC Nexus must contact his/her time keeper (also known as payroll processor and CSR) to do so
- ✓ Inform Miami Valley CFC of all changes to/cancelations of myPay or CFC Nexus pledges

Preparing e-pledge for turn-in

- ✓ Contributions made through **myPay** and/or **CFC Nexus** *will not generate any paperwork!*
- ✓ Tabulate items from “Donor Information Sheet” for all e-pledge donors requesting their memento item
 - * Submit list to your Dayton VA Medical Center Campaign Team

Credit/Debit card transactions

- ✓ For contributions from any donor (including guard, reservist, contractors, retirees)
- ✓ One-time charge/deduction completed electronically when transaction is made
- ✓ Donor receives pledge/transaction confirmation from CFC at time contribution is fulfilled
- ✓ Keyworkers, Chairs/Co-chairs ***do not*** process any paperwork for credit/debit card transactions

Close the loop!

- ✓ Distribute donor appreciation item to donors whose contribution qualifies for one of the giving levels and have requested the memento

Thank you!!