



**Miami Valley Combined Federal Campaign  
Keyworker Turn-in 2016  
WPAFB**

***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](http://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
  - \* Deliver Copy #1 (white) of civilian payroll deduction pledges to CSR/timekeeper/payroll processor
  - \* Forward Copy #2 (yellow) of civilian payroll deduction pledges to your agency’s Chair/Co-chair
  - \* Forward Copy #1 (white) and Copy #2 (yellow) of **military payroll deduction** pledges to your agency’s Chair/Co-chair
- ✓ 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 agency name/organization, 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 (from “Contribution Worksheet”)

**Step 4**

- ✓ Place paper pledge forms, cash/check, and list of donor appreciation items needed in envelope; give to your agency Chair/Co-chair or bring to Miami Valley CFC for processing
  - \* Agency chair/co-chair will provide guidance as to who delivers pledges to Miami Valley CFC

**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 DoD workforce fulfilling pledges thru payroll deduction
  - \* **myPay** Department of Defense (DoD); Department of Veterans Affairs
  - \* **CFC Nexus** Payroll deduction + one-time credit/debit card transactions
- ✓ Any donor wishing to change/cancel a pledge made through myPay must contact his/her CSR/time keeper/payroll processor to do so
- ✓ Any donor wishing to change/cancel a pledge made through CFC Nexus must contact Miami Valley CFC to initiate the process

## **Preparing e-pledge for turn-in**

- ✓ Contributions made through **myPay** *will not generate any paperwork!*
- ✓ Contributions made through **CFC Nexus** for **payroll deduction** by **DoD** (military and civilian) workforce
  - \* Donor must print copy of pledge, provide wet signature and Social Security Number (SSN) and submit signed document to Keyworker, who ensures: **civilian pledges** are submitted to **CSR/timekeeper/payroll processor**; **military pledges** are forwarded to Agency Chair/Co-chair for submission to Miami Valley CFC for processing
  - > Keyworker must **post all CFC Nexus payroll deduction pledges** on “**CFC Nexus E-pledge Recap**” and give completed recap to Agency Chair/Co-chair for submission to Miami Valley CFC

## **Step 1 (for CFC Nexus only)**

- ✓ Review copy of CFC Nexus e-pledge fulfilled through **payroll deduction**
  - \* Make sure donor has included his/her social security number and has wet signed the form

## **Step 2 (for CFC Nexus only)**

- ✓ Group forms by military and civilian; clip together pledges from each group

## **Step 3**

- ✓ Organize/tabulate donor appreciation items needed (from “Contribution Worksheet”)

## **Step 4 (for CFC Nexus only)**

- ✓ Place “CFC Nexus E-pledge Recap” and list of donor appreciation items needed in envelope and give to Agency Chair/Co-chair or bring to Miami Valley CFC for processing
  - \* Agency Chair/Co-chair will provide guidance as to who delivers pledges to Miami Valley CFC

## **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
- ✓ Agency Keyworkers, Chairs/Co-chairs **do not** process any paperwork for credit/debit card transactions

## **Close the loop!**

- ✓ Be certain to forward payroll deduction documents to organization’s CSR/time keeper/payroll processor
- ✓ Distribute donor appreciation item to donors whose contribution qualifies for one of the giving levels and have requested the memento

***Please remember! Your CFC Loaned Executives and staff are available to answer questions and provide assistance!***      *miamivalleycfc@us.af.mil*      *937/257.0292*

***Thank you!!***