WELCOME CFC VOLUNTEERS!

Invest in our future ... locally and globally!

Miami Valley Combined Federal Campaign

Keyworker Training

2016 Campaign

CFC®
Combined Federal Campaign

Workshop Highlights

- Welcome
- Campaign Focus & Responsibilities
- CFC Overview
- Marketing
- Giving Options & Turn-in
- *Investing* Has Boundless Benefits… locally and globally!
- Important Dates

Invest in our future ... locally and globally!

Miami Valley Combined Federal Campaign

Your 2016 MVCFC Leadership Team

Mr. Richard Swain, *2016 Campaign Chair*
Depot Technical Lead, Maintenance Management,
Maintenance Division, Directorate of Logistics
HQ Air Force Materiel Command, Wright-Patterson Air Force Base

Mr. Ray Otto, *2016 Campaign Vice-chair*
Deputy Director, Logistics Readiness
88th Air Base Wing, Wright-Patterson Air Force Base

SMSgt Reggie James, *Loaned Executive*
Air Force Life Cycle Management Center
E-mail reginald.james@us.af.mil
CFC 937/904.3514

Capt Zach Hansen, *Loaned Executive*
HQ Air Force Materiel Command
E-mail ross.hansen.1@us.af.mil
CFC 937/904.3512

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Miami Valley Combined Federal Campaign

Campaign Headquarters

Miami Valley Combined Federal Campaign
1940 Allbrook Drive, Area A, Building 1, Door 22
Wright-Patterson Air Force Base, OH 45433

Main line	937/257.0292
CFC e-mail	miamivalleycfc@us.af.mil
Website	www.miamivalleycfc.org
Monday – Friday	8:30 a.m. – 4:00 p.m.

Ms. Susy Himelhoch, *Executive Director*

E-mail	susan.himelhoch.ctr@us.af.mil
CFC	937/257.1052

Loaned Executives and CFC staff are available to meet by appointment and/or visit your office.

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Campaign Focus & Responsibilities

- Raise awareness, inspire, inform… **100% contact**
- Increase participation
- Build sense of community, encourage leadership and boost social responsibility
- Continue to streamline operations

Campaign Timeline

Miami Valley CFC 2016 solicitation dates

September 1 **October 5 thru November 18*** December 15

OPM allows campaigns to be conducted from September 1 thru December 15. Donors can pledge and special events benefitting CFC can occur during this entire time period.

*** WPAFB and Dayton VA Medical Center…**
October 5 – November 18: only fund-raisers benefitting CFC are permitted during this timeframe

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Campaign Goals

Raise awareness… emphasize benefits

Increase participation

CFC® Combined Federal Campaign

Build community… highlight benefits

2016 MVCFC Target Goal = $2.27M

55% of campaign goal achieved/turned in by **Friday, October 28**

Miami Valley CFC's **2015 cost-of-campaign** was **9.7%**; national 2015 cost-of-campaign average was 13.0%

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CFC Combined Federal Campaign

CFC Overview

- Established by President John F. Kennedy in 1961
  - ★ *$7.5 billion contributed through CFC*
  - ★ *OPM provides regulatory oversight*

- Mission…to promote and support philanthropy through a program that is employee-focused, cost-efficient and effective in providing all Federal employees the opportunity to improve the quality of life for all
  - ★ *Only authorized solicitation of the Federal workforce on behalf of health and human service charitable organizations*

CFC Overview

- Supports **20,000+** approved charities providing a wide range of programs and services benefitting local, national and international communities

Local charities	*177*

Why CFC?

- Accountable
  - ★ *Volunteers from the local Federal workforce review charities annually; only those that meet high standards are eligible to participate*
- Efficient
  - ★ *Affords charities ability to focus human and financial resources on delivering programs and services*
- Contributions are unrestricted
  - ★ *Recipient charities manage funds received; not obligated to use for specific measures*

Miami Valley CFC's **2015 cost-of-campaign** was **9.7%**;
national 2015 cost-of-campaign average was 13.0%

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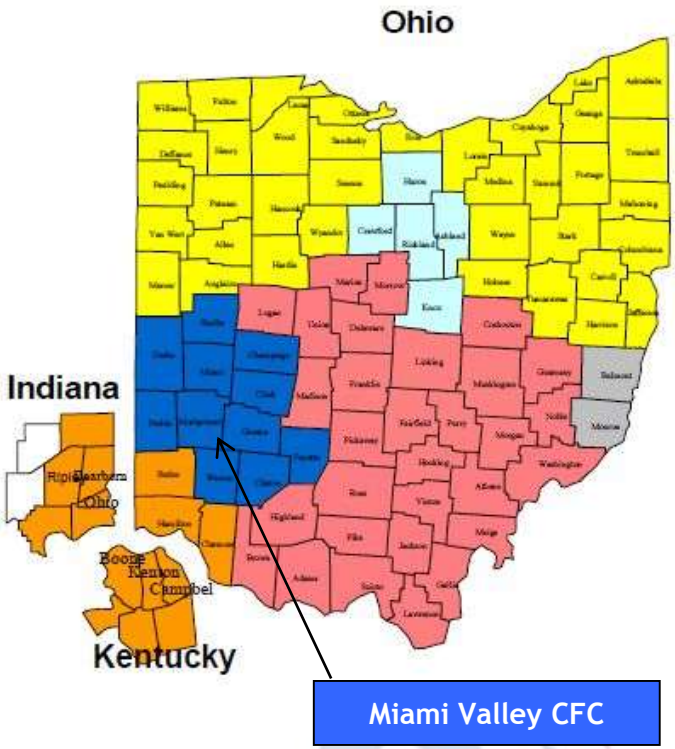
Miami Valley CFC

- Champaign, Clark, Clinton, Darke, Fayette, Greene, Miami, Montgomery, Preble, Shelby and Warren counties
- 76 agencies

WPAFB	43
Community	33

- Largest dollars-raised campaign in Ohio for 2015
  ★ *Ranked 20th nationally out of 137 campaigns*



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Our CFC's Recent Results

	Personnel	*% Participation*	*Total Pledged*
2008	21,471	35.5%	$2,927,854
2009	21,444	36.7%	$3,084,703
2010	23,891	33.5%	$3,277,990
2011	23,655	30.3%	$3,218,354
2012	23,016	26.9%	$3,049,895
2013	23,536	16.5%	$2,101,007
2014	23,785	17.8%	$2,299,604
2015	**23,593**	**16.8%**	**$2,268,674**

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CFC Combined Federal Campaign

Informed volunteers and inspired donors…

keys to investments that benefit all communities!

Invest in our future … locally and globally!

Donors

↑ ↓

Keyworkers

↑ ↓

Agency Chairs, Co-chairs & Loaned Executives

↑ ↓

Campaign Chair & Campaign Vice-chair

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CFC Investors...

Change lives...

Benefit communities...

Have a positive impact!

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CFC Combined Federal Campaign

Inspire Our Investors

Campaign volunteers and our donor base are investors!

Invite beneficiaries and charity representatives to share their stories…

- ★ Stories matter…they validate "why"
- ★ Stories matter…they create a feeling of community
- ★ Stories matter…they open dialogue

Volunteer Investors

- ★ Provide platform for beneficiaries to share stories
  * Service meeting, Commanders/Directors Call, community-wide and agency campaign kickoffs

- ★ Make the ask…**100% contact**!
  * Keep discussion short
  * Thank peer for his/her consideration and time

  #1 reason donors do not contribute: they were not asked

- ★ Follow up with all donors/prospective donors and answer questions

  #2 reason donors do not contribute: feel their contribution will not make a difference

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Community Investments

- Less than $1.00 a week purchases four new bike helmets to give to children in a hospital emergency room after an accident
- Less than $1.65 a week provides a monthly bus pass for a homeless veteran seeking employment
- ***1 in 4 children in the Miami Valley do not know if they will have dinner tonight…***
  Less than $3.00 a week feeds one child from a food insecure home every weekend for an entire school year
- Less than $4.00 a week provides a performing arts workshop for an after-school program
- Less than $6.50 a week covers all expenses for a war veteran to visit the WWII, Korean and Vietnam memorials in Washington, D.C.

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Talking Points

CFC provides the unique opportunity to **champion a wide range** of local, national and international charitable **programs and services**. Our contributions to and support of these organizations is **vital to sustaining the communities** where we live and work.

Whether your **altruistic interests** rest with health and human welfare, veterans, the arts, the environment, social justice, animal welfare, education…our **thoughtfulness provides positive impacts** throughout communities and for millions of beneficiaries.

Please remember, **no contribution is too small** and every gift is an **investment that benefits one and all**.

Marketing Communications

Invest in our future ... locally and globally!

Instill awareness

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Awareness…spread the word!

- ★ Develop a campaign plan!
- ★ Include charity representatives and/or beneficiary at Commander/Director calls, special events
- ★ Visit local charities…"lunch & learn"
- ★ Volunteer: group and individual opportunities
- ★ Use posters/collages to show how communities benefit from donor and volunteer investments
- ★ Distribute "Contribution Worksheet"
- ★ Use poster to track goals: participation *and* $
- ★ Promote special events*
- ★ Utilize momentum messaging
- ★ Capitalize on mentorship opportunities
- ★ Thank colleague, donor and volunteer investors…often!

Keep your Loaned Executive involved!!

* **WPAFB only**: Follow 88FSS guidelines; complete Fundraiser Request Form and submit to 88FSS for approval (can take up to 20 days for approval)

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Publicity

- ★ **Connect** with us!
  - /MiamiValleyCombinedFederalCampaign
  - /MiamiValleyCFC
- ★ Provide platform for beneficiaries to share their stories and testimonials
- ★ Splash screens: Wednesdays at start-up (WPAFB)
- ★ "Skywrighter" coverage (WPAFB & Dayton VA Medical Center)
- ★ Electronic monitors
- ★ Table tents
- ★ Event flyers (CFC will gladly create these for you!)

Keep your Loaned Executive involved!!

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FUNd raising* for CFC…

Include beneficiaries and charity representatives

- ★ Sporting Events
- ★ Burger Burns
- ★ Chili Cook Offs
- ★ Pie-in-the-Face contests
- ★ Hula Hoop and Golf Putt contests
- ★ Baking contests…cupcake wars
- ★ Penny Wars
- ★ Lunch & Learns
- ★ Book sale/swap
- ★ Silent Auctions
- ★ Challenge other organizations in competitions

Keep your Loaned Executive involved!!

* **WPAFB only**: Follow 88FSS guidelines; complete Fundraiser Request Form and submit to 88FSS for approval (can take up to 20 days for approval)

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And…

- ★ Make brown bag lunches for shelter residents
- ★ Host a coat drive
- ★ Collect mittens, gloves, hats and socks
- ★ Collect canned goods
- ★ Clean out your closet…donate gently used clothing, shoes and other items
- ★ Host a toy drive, car wash, garage sale
- ★ Collect content-appropriate books for any age reader

Representative from recipient CFC-approved charity will speak to your group when picking up items to be donated

Keep your Loaned Executive involved!!

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Giving Options

Invest in our future ... locally and globally!

Universal Giving (aka: All-Around Giving)

- ★ *Donors can contribute to **any** CFC-approved charity*

Pledge form

- ★ *Military and civilian payroll deduction*
- ★ *Pledges fulfilled by cash/check including those from reservists, retirees and contractors*
- ★ *All special event proceeds (cash/check)*

E-pledge

- ★ *Secure and easy*
- ★ *Military and civilian payroll deduction*
- ★ *Credit/debit transactions (one-time)*
- ★ *www.miamivalleycfc.org*

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Universal Giving (All-Around Giving)

- ★ Donors can contribute to any of the 20,000+ charities approved to participate with CFC in 2016, regardless of donor's duty assignment or charity location (2015: 5%+ of local dollars pledged)
- ★ ***All*** CFC-approved charities can be found through the search tool on our website ***www.miamivalleycfc.org***

- ★ Paper charity list features only local, national and international charities
- ★ Contribution counted where it is pledged

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Giving Options

	Payroll deduction	Cash/ check	Credit/ debit*
Paper pledge form	Yes	Yes	No
E-pledge			
myPay (DoD, VA)	Yes	No	No
Employee Express (Dept. of the Interior, Dept. of Transportation, GSA, NARA, SSA)	Yes	No	No
CFC Nexus (entities not listed above)	Yes	Yes	Yes

* Credit/debit transactions are one-time, not recurring

Note

Contractors can fulfill contributions by cash, check or a one-time credit/debit transaction. Please…do not solicit contractors.

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Miami Valley Combined Federal Campaign

Pledge Form…Copy #1

2016 MIAMI VALLEY COMBINED FEDERAL CAMPAIGN
1940 Allbrook Dr., (88 ABW/CFC) WPAFB, OH 45433

CFC Campaign No. 0686 City/State Code: 39 2090

ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

PLEASE USE BALL POINT PEN & WRITE FIRMLY

First Name (Last)	First	Middle Initial	Check (if applicable)	Federal Agency and Office	Social Security Number/Employee ID
GOODMAN	MARCI	J	☑ Military ☐ Civilian	88ABW/CFC	123-45-6789

Work Address & ZIP Code: 1940 ALLBROOK DR. WPAFB, OH 45433

Work Phone Number: (937) 555-5555

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

Allotment Source	Amount	Interval	Total Gift
Military Payroll (Branch of Service?)	$	X 12 months	$
Civilian Payroll	$ 12.50	X 26 pay periods	$ 325.00
Cash/Check (Check Number ____) (make check payable to the Combined Federal Campaign)		Cash/Check Amount:	$

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

Charity Code	Annual Amount
1 2 3 4 5	$ 100.00
6 7 8 9 0	$ 225.00
	$
	$
	$

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

Donor Appreciation Select appropriate item based on your annual contribution, as shown in "Total Gift" above.

- ☐ **BRONZE LEVEL** — Annual contribution: 1 hour pay/month — **Beverage Mug**
- ☐ **SILVER LEVEL** — Annual contribution: 2 hours pay/month — **CFC Coin**
- ☐ **GOLD LEVEL** — Annual contribution: 3 hours pay/month — **Smartphone Power Bank**
- ☐ **PINNACLE LEVEL** — Annual contribution: $3,000+ — **Eagle Figurine**

☑ I choose to decline my donor appreciation item. *The amount you contribute is entirely your decision. Please remember that no gift is too small and every gift does make a world of difference. Thank you!*

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address: 1234 MAIN ST. DAYTON, OH 45402

Personal Email Address: MARCI@CLOUD.COM

☑ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2017 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2017 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE: Marci J. Goodman DATE: Oct. 5, 2016

To pledge on-line, visit www.miamivalleycfc.org and follow the prompts.

OPM FORM 1654 REVISED MAY 2016

Copy #1 payroll deduction <u>only</u>
Military to CFC Office; civilian to CSR/payroll/timekeeper

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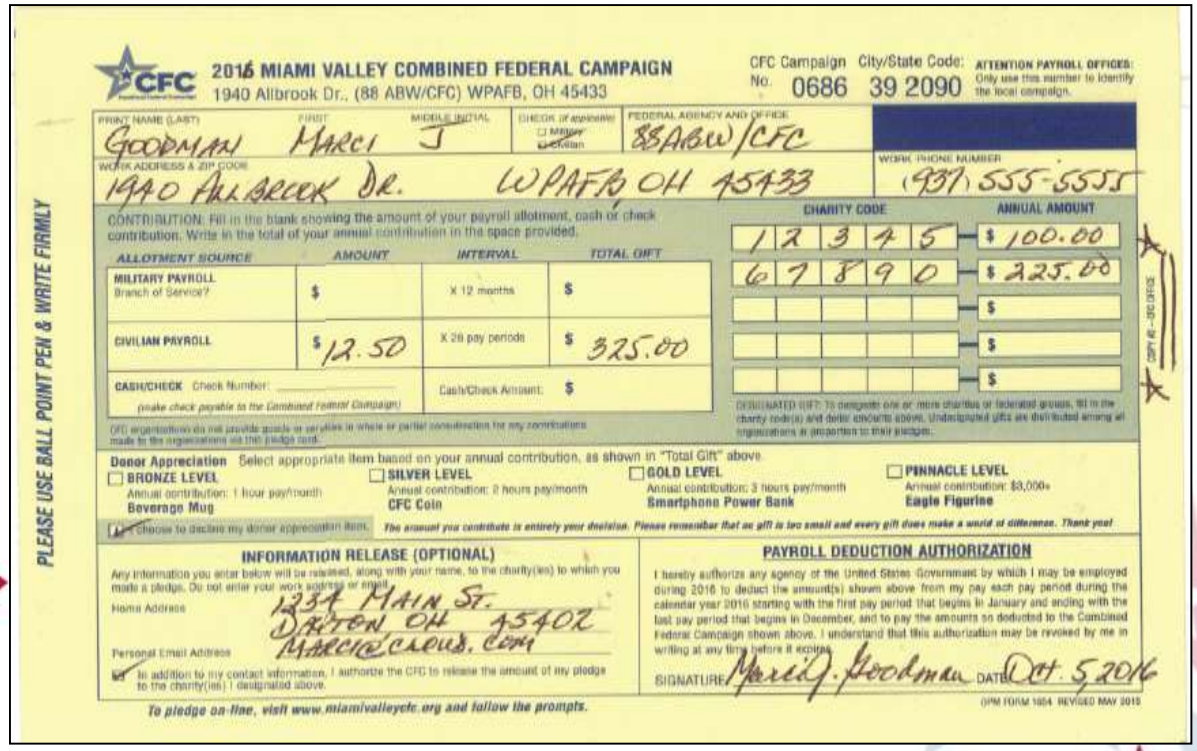
Pledge Form…Copy #2



CFC 2016 MIAMI VALLEY COMBINED FEDERAL CAMPAIGN
1940 Allbrook Dr., (88 ABW/CFC) WPAFB, OH 45433

CFC Campaign No. 0686 City/State Code: 39 2090 ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

PRINT NAME (LAST) GOODMAN FIRST MARCI MIDDLE INITIAL J CHECK (if applicable) ☐ Military ☐ Civilian FEDERAL AGENCY AND OFFICE 88ABW/CFC

WORK ADDRESS & ZIP CODE 1940 ALLBROOK DR. WPAFB OH 45433 WORK PHONE NUMBER (937) 555-5555

PLEASE USE BALL POINT PEN & WRITE FIRMLY

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service?	$	X 12 months	$
CIVILIAN PAYROLL	$ 12.50	X 26 pay periods	$ 325.00
CASH/CHECK Check Number: (make check payable to the Combined Federal Campaign)		Cash/Check Amount:	$

CHARITY CODE	ANNUAL AMOUNT
1 2 3 4 5	$ 100.00
6 7 8 9 0	$ 225.00
	$
	$
	$

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

COPY #2 – CFC OFFICE

Donor Appreciation Select appropriate item based on your annual contribution, as shown in "Total Gift" above.

☐ **BRONZE LEVEL** Annual contribution: 1 hour pay/month **Beverage Mug**

☐ **SILVER LEVEL** Annual contribution: 2 hours pay/month **CFC Coin**

☐ **GOLD LEVEL** Annual contribution: 3 hours pay/month **Smartphone Power Bank**

☐ **PINNACLE LEVEL** Annual contribution: $3,000+ **Eagle Figurine**

☑ Choose to decline my donor appreciation item. *The amount you contribute is entirely your decision. Please remember that no gift is too small and every gift does make a world of difference. Thank you!*

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address 1234 MAIN ST. DAYTON OH 45402

Personal Email Address MARCI@CROWS.COM

☑ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2016 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2016 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE Marci J. Goodman DATE Oct. 5, 2016

To pledge on-line, visit www.miamivalleycfc.org and follow the prompts.

OPM FORM 1654 REVISED MAY 2015

Copy #2
CFC Office regardless of pledge type
(payroll deduction, cash/check, special event)

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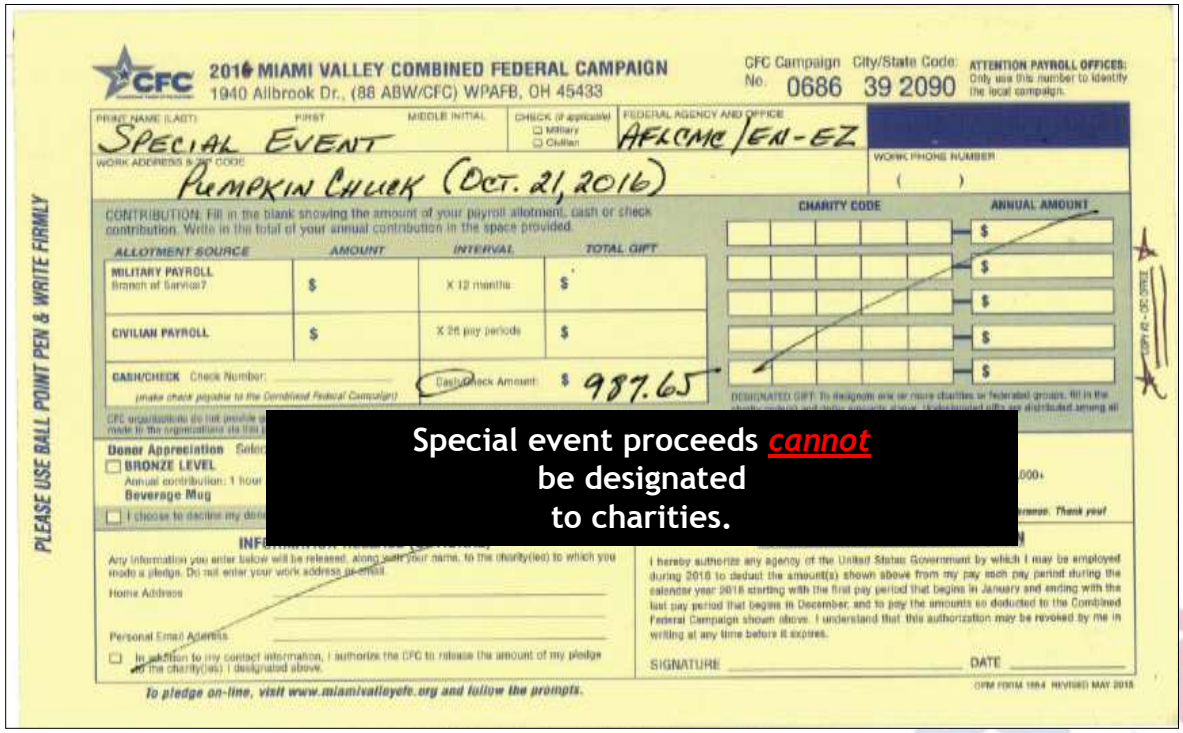
Special Event* Pledge Form



2016 MIAMI VALLEY COMBINED FEDERAL CAMPAIGN
1940 Allbrook Dr., (88 ABW/CFC) WPAFB, OH 45433

CFC Campaign No. 0686 City/State Code: 39 2090

ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

PRINT NAME (LAST) SPECIAL FIRST EVENT MIDDLE INITIAL
CHECK (if applicable) ☐ Military ☐ Civilian
FEDERAL AGENCY AND OFFICE AFLCMC/EN-EZ
WORK ADDRESS & ZIP CODE PUMPKIN CHUCK (OCT. 21, 2016)
WORK PHONE NUMBER ( )

PLEASE USE BALL POINT PEN & WRITE FIRMLY

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service?	$	X 12 months	$
CIVILIAN PAYROLL	$	X 26 pay periods	$
CASH/CHECK Check Number: (make check payable to the Combined Federal Campaign)		Cash/Check Amount:	$ 987.65

CHARITY CODE	ANNUAL AMOUNT
	$
	$
	$
	$
	$

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and enter amounts above. Undesignated gifts are distributed among all

Donor Appreciation Select
☐ BRONZE LEVEL
Annual contribution: 1 hour
Beverage Mug
☐ I choose to decline my dona

Special event proceeds *cannot* be designated to charities.

INFORMATION YOU MAY WANT TO RELEASE
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.
Home Address
Personal Email Address
☐ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

I hereby authorize any agency of the United States Government by which I may be employed during 2016 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2016 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE DATE

To pledge on-line, visit www.miamivalleyefc.org and follow the prompts.

OPM FORM 1964 REVISED MAY 2016

* **WPAFB only**: Follow 88FSS guidelines; complete Fundraiser Request Form and submit to 88FSS for approval (can take up to 20 days for approval)

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Electronic Giving Options

Electronic Giving Options

	myPay	Employee Express	CFC Nexus
Electronic Giving Options	myPay	EMPLOYEE EXPRESS	CFC NEXUS bringing everyone a little closer
Agencies served	Department of Defense (DoD); Veterans Administration (VA)	Dept. of the Interior, Dept. of Transportation, GSA, NARA, SSA	All other Federal agencies; one-time credit/debit card transaction
Link	PLEDGE HERE	PLEDGE HERE	PLEDGE HERE

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CFC Combined Federal Campaign

E-pledge

Visit www.miamivalleycfc.org
Page photos scroll

Click PLEDGE ONLINE! button
Follow the prompts

PLEDGE ONLINE!

Or…go directly to your agency's online payroll, accounting and benefits management system if myPay or EEX.

myPay

- Department of Veterans Affairs and DoD
- Transaction site only
  - ★ Search and select charities before logging into myPay
  - ★ Times out after 20 minutes
- **Military *must* enter 0686**
- Errors for completed pledges corrected with time keeper
  - * If pledge voided, donor must complete paper pledge form ***and*** notify CFC
- Encourage donors to print copy of pledge for personal record

QR Code

- Scan code with smartphone
- Direct to Miami Valley CFC pledge site
  - ★ Search charities
  - ★ Pledge
- Appears on poster, Charity List, table tents

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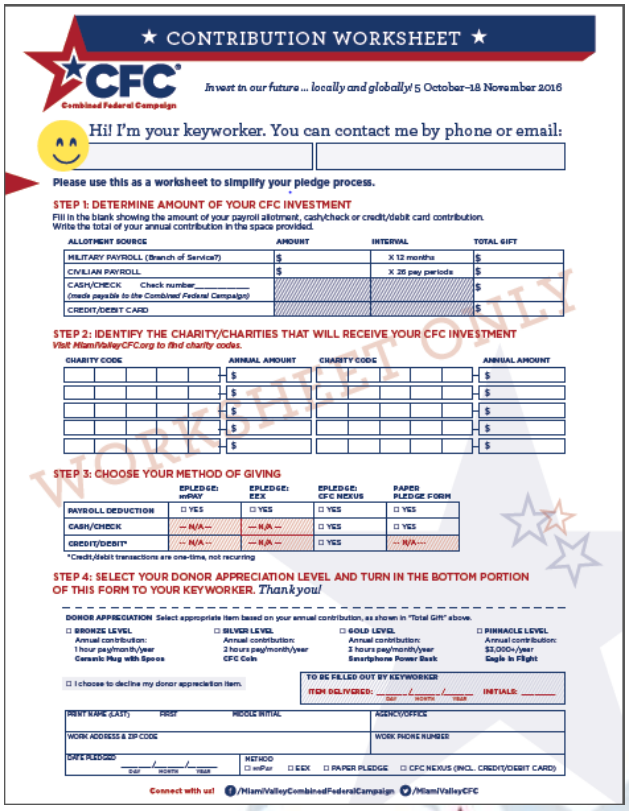
Miami Valley Combined Federal Campaign

Contribution Worksheet

- ★ <u>Enhances</u> communications… Keyworker ⟷ Donor
- ★ <u>Simplifies</u> pledge calculation
- ★ <u>Expedites</u> charity selection (*especially* for myPay donors!)
- ★ <u>Offers</u> donors opportunity to confirm donor appreciation giving level
- ★ <u>Provides</u> Keyworkers means by which to efficiently distribute donor appreciation items



★ CONTRIBUTION WORKSHEET ★

CFC Combined Federal Campaign

Invest in our future ... locally and globally! 5 October–18 November 2016

Hi! I'm your keyworker. You can contact me by phone or email:

Please use this as a worksheet to simplify your pledge process.

STEP 1: DETERMINE AMOUNT OF YOUR CFC INVESTMENT

Fill in the blank showing the amount of your payroll allotment, cash/check or credit/debit card contribution. Write the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL (Branch of Service?)	$	X 12 months	$
CIVILIAN PAYROLL	$	X 26 pay periods	$
CASH/CHECK Check number_____ *(made payable to the Combined Federal Campaign)*			$
CREDIT/DEBIT CARD			$

STEP 2: IDENTIFY THE CHARITY/CHARITIES THAT WILL RECEIVE YOUR CFC INVESTMENT

Visit MiamiValleyCFC.org to find charity codes.

CHARITY CODE	ANNUAL AMOUNT	CHARITY CODE	ANNUAL AMOUNT
	$		$
	$		$
	$		$
	$		$
	$		$

STEP 3: CHOOSE YOUR METHOD OF GIVING

	EPLEDGE: myPAY	EPLEDGE: EEX	EPLEDGE: CFC NEXUS	PAPER PLEDGE FORM
PAYROLL DEDUCTION	☐ YES	☐ YES	☐ YES	☐ YES
CASH/CHECK	--- N/A ---	--- N/A ---	☐ YES	☐ YES
CREDIT/DEBIT*	--- N/A ---	--- N/A ---	☐ YES	--- N/A ---

*Credit/debit transactions are one-time, not recurring

STEP 4: SELECT YOUR DONOR APPRECIATION LEVEL AND TURN IN THE BOTTOM PORTION OF THIS FORM TO YOUR KEYWORKER. *Thank you!*

DONOR APPRECIATION Select appropriate item based on your annual contribution, as shown in "Total Gift" above.

- ☐ **BRONZE LEVEL** Annual contribution: 1 hour pay/month/year; Ceramic Mug with Spoon
- ☐ **SILVER LEVEL** Annual contribution: 2 hours pay/month/year; CFC Coin
- ☐ **GOLD LEVEL** Annual contribution: 3 hours pay/month/year; Smartphone Power Bank
- ☐ **PINNACLE LEVEL** Annual contribution: $2,000+/year; Eagle in Flight

☐ I choose to decline my donor appreciation item.

TO BE FILLED OUT BY KEYWORKER
ITEM DELIVERED: ____/____/____ (DAY / MONTH / YEAR) INITIALS: _____

PRINT NAME (LAST) FIRST MIDDLE INITIAL	AGENCY/OFFICE
WORK ADDRESS & ZIP CODE	WORK PHONE NUMBER
DATE PLEDGED ____/____/____ (DAY / MONTH / YEAR) METHOD ☐ myPay ☐ EEX ☐ PAPER PLEDGE ☐ CFC NEXUS (INCL. CREDIT/DEBIT CARD)	

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WORKSHEET ONLY

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CFC Combined Federal Campaign

Donor Appreciation

Contribution levels

Bronze	1 hour pay/month
Silver	2 hours pay/month
Gold	3 hours pay/month and higher (up to $3,000)
Pinnacle	$3,000+ for the year

Invest in our future ... locally and globally!

Miami Valley Combined Federal Campaign

Donor Appreciation

Bronze Level

14 oz. ceramic mug

Silver Level

Antique brass and enamel CFC coin

Gold Level

Smartphone power bank
and iStand

Pinnacle Level

Eagle Figurine

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CFC Combined Federal Campaign

Reporting & Turn In

Invest in our future ... locally and globally!

- It is essential that results be <u>submitted frequently</u> to Miami Valley CFC throughout the campaign
  - ★ ***Check with your agency's Campaign Chair/ Co-chair for guidance!***
  - ★ *Picked up by your Loaned Executive*
  - ★ *Delivered to Miami Valley CFC*
  - ★ *By appointment*
- **At least 55% of each agency's goal should be achieved/turned in *<u>by Friday, October 28</u>***

CFC® Combined Federal Campaign

Reporting/Turn In

Acceptance of electronic pledging has significantly reduced paperwork for everyone!

Miami Valley CFC receives

Paper pledge forms: payroll deduction

- ★ Military — Copy 1 (white) and Copy 2 (yellow)
- ★ Civilian — Copy 2 (yellow)

Paper pledge forms: cash/check

- ★ Military — Copy 2 (yellow)
- ★ Civilian — Copy 2 (yellow)
- ★ Special events — Copy 2 (yellow)

Cash and checks

- ★ Pledges and special event proceeds

Checks payable to Combined Federal Campaign

Reporting/Turn In

Miami Valley CFC receives *(continued)*

CFC Nexus pledges

- ★ Hard copy of electronic pledges fulfilled by cash/check (must ***bring payment***, too!)

Time keeper/HR/CSR/payroll processor receives

- ★ White copy of **civilian** paper pledge forms for contributions fulfilled through payroll deduction
- ★ CFC Nexus document with wet signature and SSN for contributions fulfilled through payroll deduction (WPAFB only)

Donor retains

- ★ Copy 3 (pink) of paper pledge form

Encourage donors to print copy of their electronic pledge!

Reporting/Turn In

Miami Valley CFC will…

- ★ Ensure agency Chairs/Co-chairs receive login/password to access campaign reports
- ★ Upload electronic pledge results
- ★ Tabulate all paper pledges
  - * Take Air Force military paper pledges to Military Pay
- ★ Count cash, add up checks
  Please *have "Penny Wars" proceeds rolled/banded before delivering to CFC*
- ★ Make all bank deposits
- ★ Provide donor appreciation items

Invest in our future … locally and globally!

Invest in our future … locally and globally!

- Reference your *checklist for success*…often!
- Begin formalizing plans today
  ★ *Keep your agency Chair/Co-chair involved!*
- Invite beneficiaries and charity representatives to share their stories
- Involve your agency's senior leadership
- Strive for **100% contact**…promote e-pledge
- Know that your support and commitment are truly appreciated…***thank you***!

CFC®
Combined Federal Campaign

Critical Campaign Dates

Campaign material pick-up

Friday, September 23, 9:00 a.m.-3:00 p.m.

Miami Valley CFC Headquarters

WPAFB, Area A, Building 1, Door 22

Local campaign solicitation

Wednesday, October 5–Friday, November 18

55% of all agency goals achieved/turned in

Friday, October 28

Last day to submit pledges to CFC

Wednesday, November 30

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Miami Valley Combined Federal Campaign

2016 Community Events

Cruise-In for Charity
Sponsored by Kittyhawk AOC
Thursday, September 29
11:00 a.m. to 2:00 p.m.
WPAFB, Parking lot near Acquisition Complex

Charity Fair & Campaign Kickoff
Wednesday, October 5
11:00 a.m. to 1:00 p.m.
Wright State University's Nutter Center
Open to DoD, Federal and U.S. Postal Service employees working in the Miami Valley

Miami Valley CFC Golf Outing & Luncheon
Sponsored by AFRL/RQY
Friday, October 7
Rules: 8:30 a.m.
Shotgun start: 9:00 a.m.
Prairie Trace Golf Course & W-P Club
Cost to participate

Dayton VA Medical Center Kickoff
Tuesday, October 11
11:00 a.m. to 2:00 p.m.
Patient Tower Lobby

Miami Valley CFC Pumpkin Chuck
Sponsored by AFLCMC/EN
Friday, October 21
11:00 a.m. to 3:30 p.m.
Held on grounds of National Museum of the United States Air Force (enter from Airway Rd.)

Victory Celebration
Thursday, December 15
8:30 to 10:30 a.m.
Berry Room at Wright State University's Nutter Center
Cost to attend

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Invest in our future ... locally and globally!

Miami Valley Combined Federal Campaign

THANK YOU!

Please know that **your** commitment and support are *sincerely appreciated!*

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CFC Combined Federal Campaign