

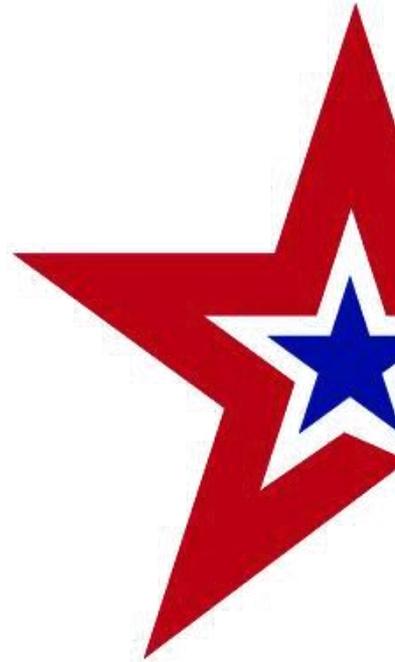


Coordinator Training

2016 Combined Federal Campaign

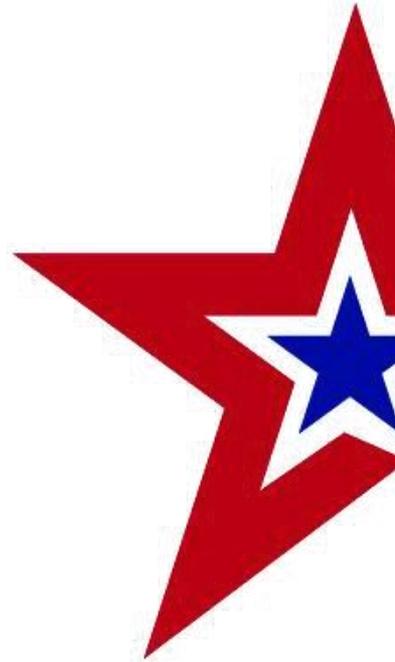
Coordinator Training

- ▶ Combined Federal Campaign Background
- ▶ Campaign Coordinator Role
- ▶ How to Create a Successful Campaign
- ▶ Generating Excitement for Donations
- ▶ Reporting Pledging
- ▶ Awards
- ▶ Questions



Combined Federal Campaign

- ▶ Annual fund-raising drive conducted by Federal employees in their workplace each fall
- ▶ Exclusively for:
 - Civilian Federal Employees
 - Military Personnel
 - Post Office



Combined Federal Campaign – Mission

- ▶ Support and promote philanthropy through a voluntary program that is employee-focused, cost-efficient and effective in providing all federal employees the opportunity to improve the quality of life for all.



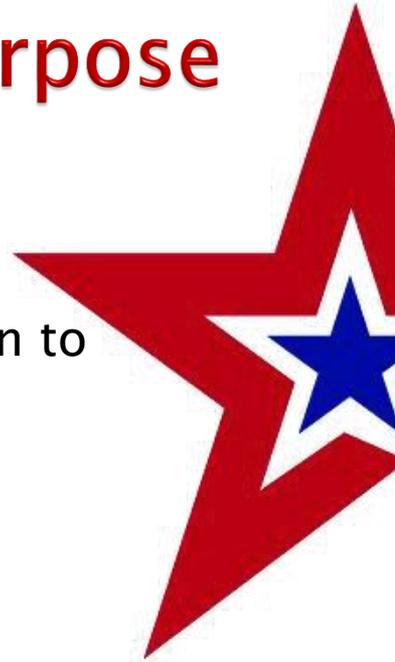
Combined Federal Campaign – History

- ▶ Prior to the 1950's, on the job fundraising in the federal workplace was a free-for all.
- ▶ 1961 – President Kennedy permitted fundraising in the Federal workplace.
- ▶ 1964 – The first COMBINED campaign was conducted.
- ▶ 1971 – President Nixon announced that the CFC would be the uniform fundraising method for the Federal Service.



Combined Federal Campaign – Purpose

- ▶ The CFC eliminates year-round solicitation
- ▶ Offers a donor the convenience of using payroll deduction to make charitable contributions.
- ▶ Only agencies that are pre-screened for eligibility are allowed in the campaign.



Where do YOU fit in?



Office of
Personnel
Management



Local Federal
Coordinating Committee

Reginald Jackson (Chair) – Internal Revenue Service
Luther Bennet – Federal Mediation & Conciliation Service
Ahasuerus A. Hope – Transportation Security Administration
Douglas Southall – Veteran's Administration



Principal Combined
Fund Organization
John Nazzaro – President



Combined Federal Campaign



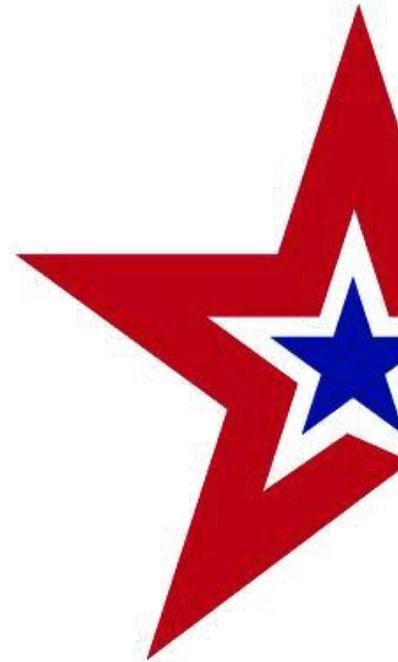
Loaned
Executives



Campaign
Coordinators

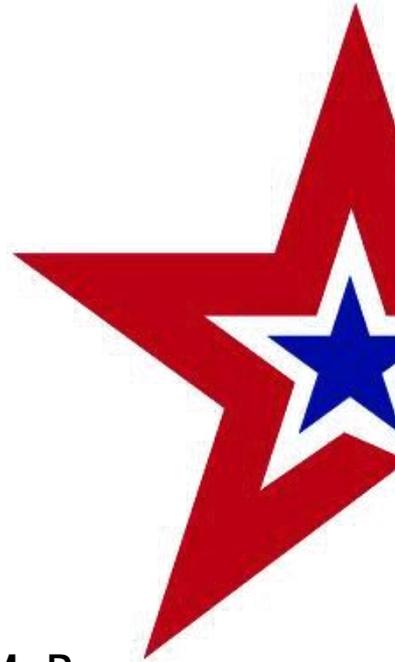


Keyworkers
(Committee Members)



Campaign Coordinator Role

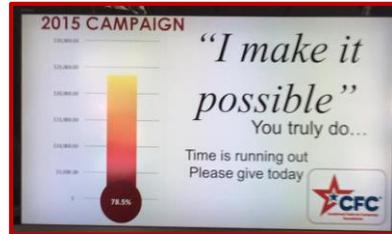
- ▶ Create Excitement
 - Rally or Kickoff
 - CFC Film and Charity Organization Speakers
- ▶ Educate Employees on Charities
 - Local and Universal Giving
- ▶ Encourage Designations
 - Cash/Check, Payroll, Employee Express, Nexus and MyPay
- ▶ Collect Pledges and Return to Campaign Office





Combined Federal Campaign of MidSouth

<https://www.facebook.com/cfcmidsouth/>





How to Create A Successful Campaign

2016 Combined Federal Campaign

Steps to a Successful Campaign

- ▶ **Step One: Secure Senior Management Support**
 - Receive a personal commitment from agency director for support
 - Management to endorse campaign at employee rallies or meetings
 - Encourage contributions at leadership level
- ▶ **Step Two: Review and Evaluate**
 - Review last year campaign and create a new campaign goal
 - Meet with your Sponsored Representative or Loaned Executive



Steps to a Successful Campaign

- ▶ **Step Three: Form a Committee of Keyworkers**
 - Select key personnel from various departments
 - Look for people who relate well to other employees
 - Want people who are enthusiastic and support the campaign
 - Key for larger offices
- ▶ **Step Four: Train Keyworkers**
 - Work with your Sponsored Representative or Loaned Executive



Steps to a Successful Campaign

- ▶ Step Five: Employee Kickoff or Rally
 - Most effective way to reach employees
 - Include your sponsored representative and CFC Video
 - Have an charity organization speaker
 - Utilize CFC Resources
 - Charity Listing Guide, Pledge Cards, Giving History
 - ASK EVERYONE TO GIVE – Most Important Part
 - Remember, you are asking for OTHERS
 - Personally contact each employee! Don't leave pledge card on their desk or mailbox!



Steps to a Successful Campaign

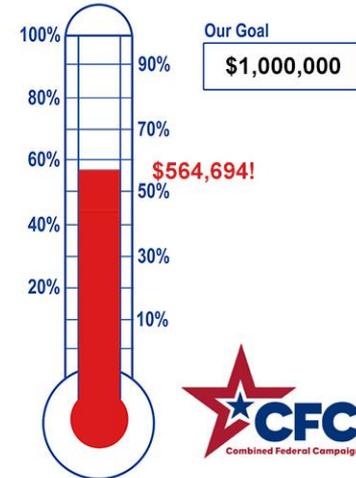
- ▶ Step Six: Publicize Campaign and Goals
 - Challenge the office – 100% contact
(different from participation)
 - Publicize progress often!



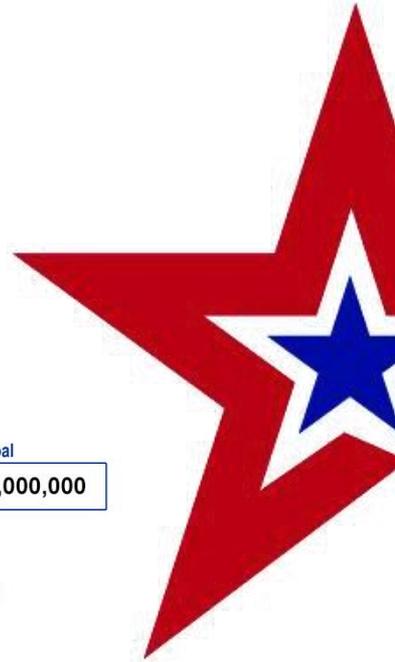
Campaign Barometer



Charity Organization
Speaker



Send Weekly Emails on
Progress!!!



We want to see how GREAT your campaign can be!!!

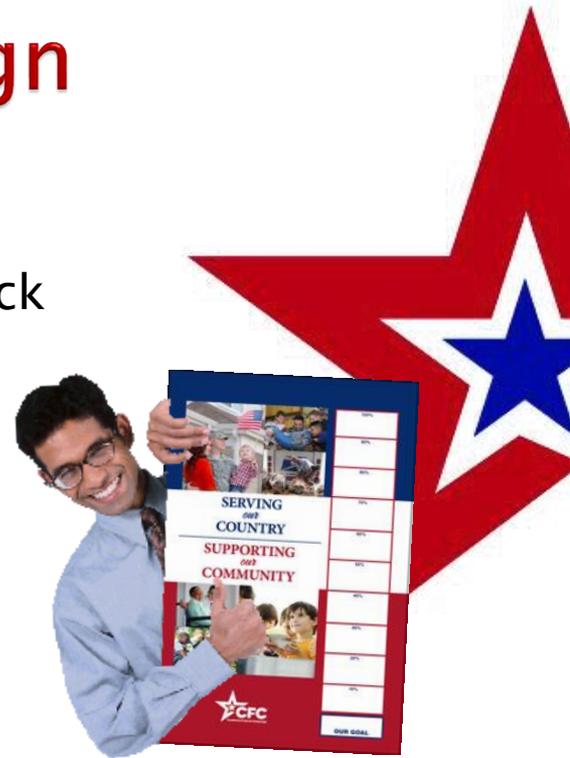


Show off your THERMOMETERS!!
Inside, outside or upside down!



Steps to a Successful Campaign

- ▶ Step Seven: Report Results Weekly
 - Turn in envelope, pledge cards and cash/check donations to Campaign Office
- ▶ Step Eight: Wrap Up and Thank You
 - Have an awards ceremony or celebration
 - Thank employees, committee members and volunteers for their participation
 - Evaluate your campaign
 - Make notes for 2017 campaign



When in Doubt ... Contact Your Campaign Office

(901)568-6153 or info@cfc-midsouth.org



Karen Smith-Clark
karen@cfc-midsouth.org



Normal Gilchrest
ngilchrest@heartaruw.org



Rachelle Maass
rmaass@heartaruw.org



Tools to Lead to Success

Online Tools – Website

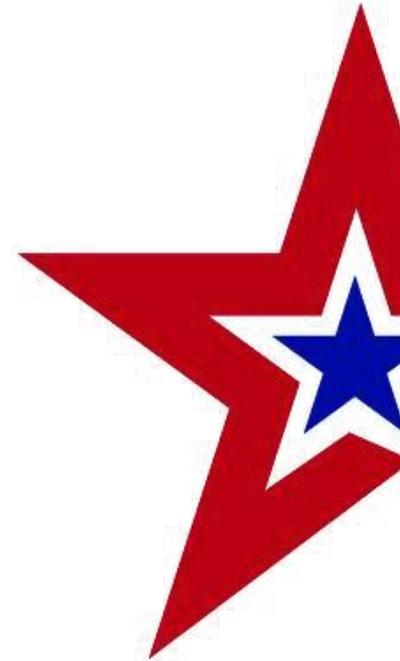
www.cfc-midsouth.org

► Coordinators Section

- Campaign Information
- Important Links
- Handouts/How to:



The screenshot shows the website's interface for coordinators. At the top left is the CFC logo (a red star with a blue star inside) and the text "Combined Federal Campaign of the Midlands". To the right is a photo of a diverse group of people. Below the logo is a navigation menu with links: Home, About Us, Contact, Coordinators, County Organizations, and Contact Us. The main content area includes a welcome message, a paragraph about the role of coordinators, and a "Thank you for accepting this important assignment" note. There are sections for "Important Links" with links to NEXUS, MyPay, and Employee Express. Below that is a "Coordinator Tools" section with three columns of links: "Your Dollars Make a Difference!" (with a sub-link for "Your Dollars Make a Difference Handout"), "Donor Authorization Form - 2015 Please fill out and return", and "Enable Donor Authorization Form How To Fill Out and Sign". At the bottom, there is a "2015 Campaign Coordinator Training" link and a footer with contact information and a disclaimer.



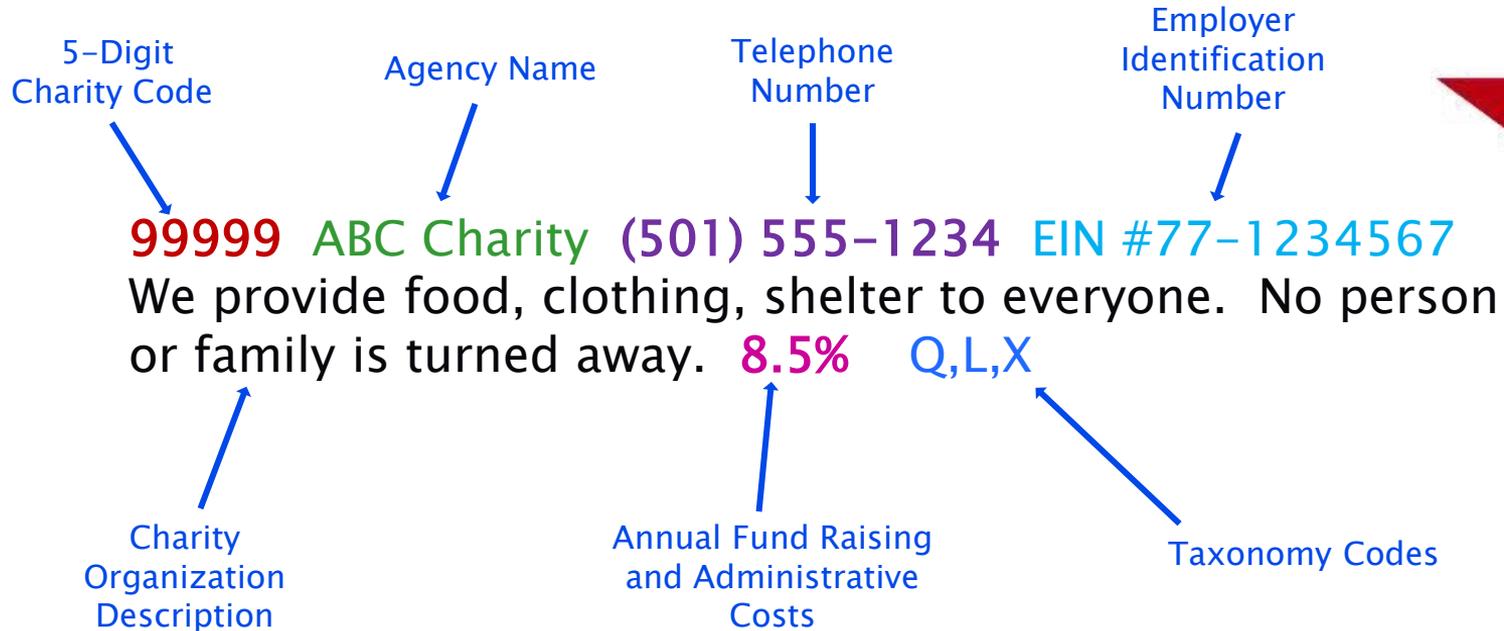


Running a Campaign – The Details

2016 Combined Federal Campaign

Charity Listing Guide

Running a Campaign – The Details

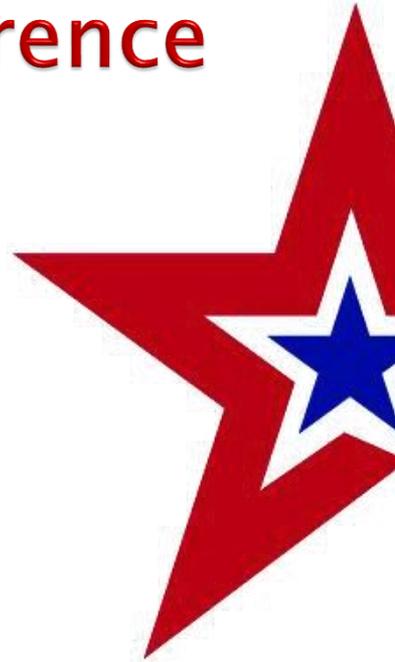


Charity Listing Guide Available on Website

The Campaign that Makes A Difference

Running a Campaign – The Details

- ▶ Create interest by sharing information
 - Statistics
 - Comments from Charity Organization Speakers
 - Frequently asked questions
- ▶ The Combined Federal Campaign of the Mid-South raises \$1.5M on average a year
 - Supporting over 140 local charity organizations



Receiving a Pledge Donation

Running a Campaign – The Details

- ▶ Donations are **ONLY** distributed to the Charitable Organization designated by the donor
 - Receive donation through Cash/Check, Payroll, Employee Express, Nexus and MyPay
- ▶ If a donor does not designate their gift will be shared by all agencies in brochure
 - The ‘undesigned’ contributions are proportional to the amount of donations that organization receives
 - If an agency received 3% of total CFC donations they will receive 3% of total ‘undesigned’ funds



Pledge Card – All Donors

Running a Campaign – The Details

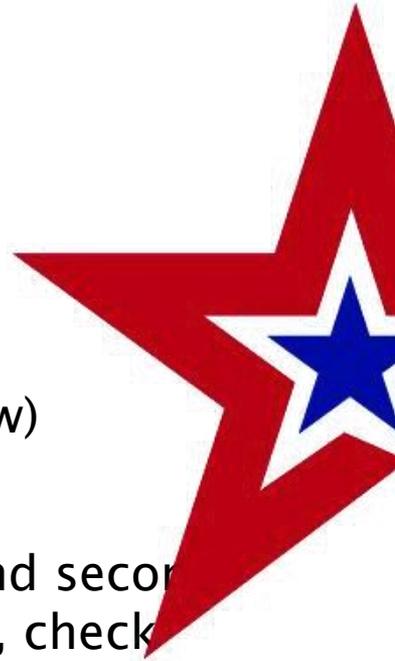
▶ Payroll Deduction

- Collect the original signed authorization and **SEND TO PAYROLL** (copy #1 /white)
- Second copy for the **Campaign Office** (copy #2 /yellow)

▶ Cash/Check Donations

- For cash contributors, collect original signed form and second copy (copy #1 /white & copy #2 /yellow) and the cash, check or money order
- Shred Copy #1 (white), second copy to **Campaign Office** (yellow)

▶ Donors **RETAIN** copy #3 (pink) for their records



Pledge Card

Running a Campaign – The Details, PLEDGE CARDS



Combination of

CFC of the Mid-South Donor Recognition

- ★ **SUPER EAGLE GIVER** - \$3,000 or more earns donors an eagle trophy and leadership pin.
- ★ **EAGLE GIVER** - \$1,000 to \$2,999 earns each donor a CFC umbrella and leadership pin.
- ★ **HERO GIVER** - \$500 to \$999 earns each donor a CFC cup/mug and leadership pin.

Subject to availability. The CFC reserves the right to substitute the award with an item of equivalent value.

NOTE: Donors can "opt out" of a donor recognition gift by checking the box under the heading "Incentive Award Option."

Go online for more charity information at www.cfcmidsouth.org

Use payroll deduction – it's the easy way for everyone to give!

SUGGESTED GIVING GUIDE

CIVILIAN		MILITARY	
Withhold per Pay Period (26)	Annual Gift Amount	Withhold per Pay Period (12)	Annual Gift Amount
\$1.00	\$26	\$1.00	\$12
\$5.00	\$130	\$5.00	\$60
\$9.50	\$247*	\$10.00	\$120
\$10.00	\$260	\$15.00	\$180
\$12.00	\$312	\$20.00	\$240*
\$14.00	\$364	\$25.00	\$300
\$16.00	\$416	\$30.00	\$360
\$18.00	\$468	\$35.00	\$420
\$19.50	\$507*	\$40.00	\$480
\$20.00	\$520	\$42.00	\$504*
\$25.00	\$650	\$50.00	\$600
\$30.00	\$780	\$60.00	\$720
\$35.00	\$910	\$70.00	\$840
\$40.00	\$1,040*	\$75.00	\$900
\$45.00	\$1,170	\$84.00	\$1,008*

What you choose to give is strictly voluntary.

**Indicates Club Level of Giving*

Pledge Card

Running a Campaign – The Details, PLEDGE CARDS

Personnel Information (Cannot Process without SSN)



COMBINED FEDERAL CAMPAIGN OF THE MID-SOUTH
P.O. Box 798, North Little Rock, AR 72115 (501) 376-4567

CFC Campaign No. 0800
City/State Code: 47 1620

ATTENTION PAYROLL OFFICES:
Use this number only to identify
the local campaign.

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	CHECK (if applicable) <input type="checkbox"/> Civilian <input type="checkbox"/> Military	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
WORK ADDRESS & ZIP CODE				WORK PHONE NUMBER ()	

PLEASE USE BALLPOINT PEN AND 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	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service?		X 12 months	\$		
CIVILIAN PAYROLL		X 26 pay periods	\$		
CASH/CHECK Check Number: <small>(make check payable to the Combined Federal Campaign)</small>		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.

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 _____

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.

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.

INCENTIVE AWARD OPTION

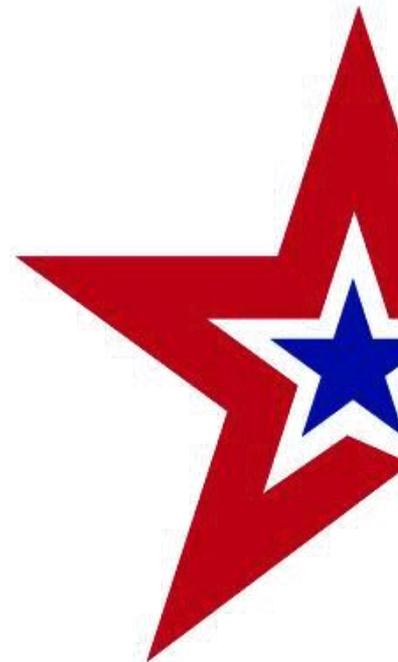
I do not wish to receive a CFC award for my contribution.

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 _____ DATE _____
OPM FORM 1654 REVISED MAY 2016

COPY #1 - PAYROLL OFFICE



Pledge Card

Running a Campaign – The Details, PLEDGE CARDS

Instillation or Agency Information

COMBINED FEDERAL CAMPAIGN OF THE MID-SOUTH
P.O. Box 798, North Little Rock, AR 72115 (501) 376-4567

CFC Campaign No. 0809 City/State Code 47 1620

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST) **Doe** FIRST **John** MIDDLE INITIAL **E.** FEDERAL AGENCY AND OFFICE _____

WORK ADDRESS & ZIP CODE _____ SOCIAL SECURITY NUMBER/EMPLOYEE ID **123-45-6789**

WORK PHONE NUMBER () _____

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	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service? _____		X 12 months	\$ _____		
CIVILIAN PAYROLL		X 26 pay periods	\$ _____		
CASH/CHECK Check Number: _____ <small>(make check payable to the Combined Federal Campaign)</small>		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.

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.

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 _____
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.

INCENTIVE AWARD OPTION
 I do not wish to receive a CFC award for my contribution.

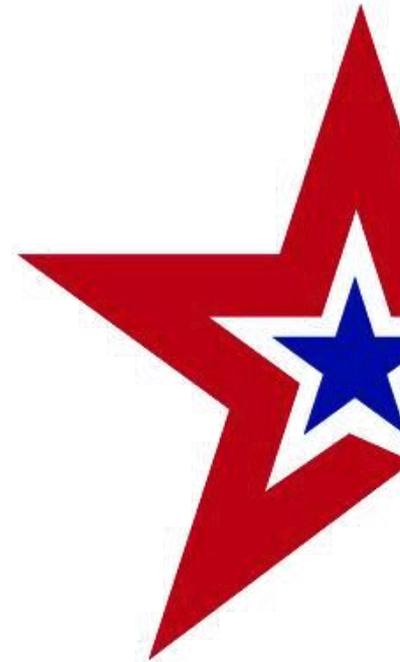
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SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MAY 2016

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE



Pledge Card

Running a Campaign – The Details, PLEDGE CARDS

▶ Promote Payroll Deduction

Determine Type and Gift Amount
Start at Total Gift, Divide Intervals and Fill in Amount
(Make Checks Payable to CFC)

CFC COMBINED FEDERAL CAMPAIGN OF THE MID-SOUTH
P.O. Box 798, North Little Rock, AR 72115 (501) 376-4567

CFC Campaign No. 0809 City/State Code 47 1620

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST) **Doe** FIRST **John** MIDDLE INITIAL **E.** CHECK (if applicable) Civilian Military FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID **123-45-6789**

WORK ADDRESS & ZIP CODE **123 Federal Way, Patriotic City, USA 63526** WORK PHONE NUMBER **(501) 555-2312**

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service?		X 12 months	\$ 120	1 2 0 0 0	100
CIVILIAN PAYROLL		X 26 pay periods	\$	1 5 5 5 5	20
CASH/CHECK Check Number: _____ <small>(make check payable to the Combined Federal Campaign)</small>		Cash/Check Amount: \$			

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.

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.

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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 _____
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.

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SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MAY 2016

COPY # - PAYROLL OFFICE

Enter 5-Digit
Code from Charity
Listing Guide

Designate Funds
between All Charities
Receiving Donations

ALL Donors > \$3000 to Campaign MUST Sign a
Donor Authorization Form

Pledge Card

Running a Campaign – The Details, PLEDGE CARDS



COMBINED FEDERAL CAMPAIGN OF THE MID-SOUTH
P.O. Box 798, North Little Rock, AR 72115 (501) 376-4567

CFC Campaign No. 0809 City/State Code 47 1620

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST) **Doe** FIRST **John** MIDDLE INITIAL **E.** CHECK (if applicable) Civilian Military FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID **123-45-6789**

WORK ADDRESS & ZIP CODE **123 Federal Way, Patriotic City, USA 63526** WORK PHONE NUMBER **(501) 555-2312**

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	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service?		X 12 months	\$ 120	1 2 0 0 0	100
CIVILIAN PAYROLL		X 26 pay periods	\$	1 5 5 5 5	20
CASH/CHECK Check Number: _____ <small>(make check payable to the Combined Federal Campaign)</small>		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.

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.

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 _____
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.

INCENTIVE AWARD OPTION
 I do not wish to receive a CFC award for my contribution.

PAYROLL DEDUCTION AUTHORIZATION
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SIGNATURE _____ DATE _____
OPM FORM 1654 REVISED MAY 2016

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

Incentive Award Option
(check if an incentive gift is NOT WANTED)

Authorize Payroll Deduction
(MUST have a Signature to Have a Payroll Deduction)

Information/Donation Amount Release to Charities,
Many Like to Thank the Donors
(Optional)

Pledge Card

Running a Campaign – The Details, PLEDGE CARDS

▶ Review all Pledge Cards for Accuracy

COMBINED FEDERAL CAMPAIGN OF THE MID-SOUTH
P.O. Box 798, North Little Rock, AR 72115 (501) 376-4567

CFC Campaign No. 0809 City/State Code 47 1620 ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST) **Doe** FIRST **John** MIDDLE INITIAL **E.** CHECK (if applicable) Civilian Military FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID **123-45-6789**

WORK ADDRESS & ZIP CODE **123 Federal Way, Patriotic City, USA 63526** WORK PHONE NUMBER **(501) 555-2312**

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	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service?		X 12 months	\$ 120	1 2 0 0 0	100
CIVILIAN PAYROLL		X 26 pay periods	\$	1 5 5 5 5	20
CASH/CHECK Check Number: _____ <small>(make check payable to the Combined Federal Campaign)</small>		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.

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.

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 555 Country Road
Suburb Area, State 55555
Personal Email Address John.Doe@gmail.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.

INCENTIVE AWARD OPTION
 I do not wish to receive a CFC award for my contribution.

PAYROLL DEDUCTION AUTHORIZATION
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SIGNATURE John Doe DATE 10.15.2016
OPM FORM 1654 REVISED MAY 2016

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

Look for those that donate >\$3000. Donor Authorization Form required.



Donor Authorization Form

Running a Campaign – The Details, DONOR FORM

- ▶ ALL DONORS DONATING > \$3000 MUST HAVE A FORM ON FILE

TOTAL CONTRIBUTION FOR 2016 CAMPAIGN: <input type="text"/>
DONOR SIGNATURE: _____
PRINTED NAME: _____
PLEASE COMPLETE ALL INFORMATION BELOW
<input type="checkbox"/> No, I would not like to be publically thanked as an Eagle Giver
<input type="checkbox"/> Yes, I would like to be publically thanked as an Eagle Giver (The listing only includes your name and federal organization, no address)
The following information will appear in the 2017 Combined Federal Campaign Charity Listing Brochure and the United Way Pillars Book.
Name (as you would like it to appear): _____
Agency or Installation: _____

Total Contribution

Signature Required

MUST select
YES or NO

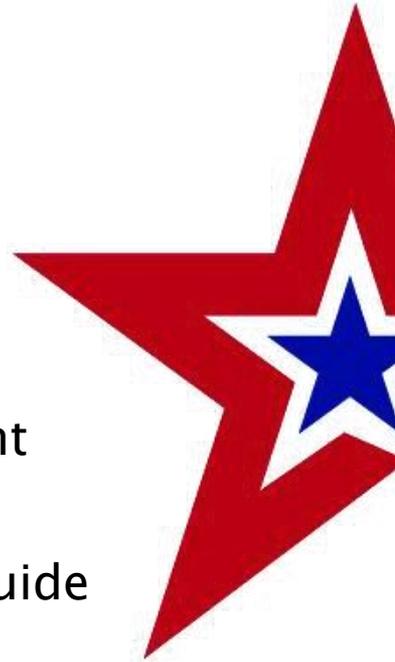


With permission, the names and federal offices will appear in the 2017 Charity Listing Brochure and United Way Pillars Book

Pledge Card, Common Errors

Running a Campaign – The Details, PLEDGE CARDS

- ▶ Illegible: Will not be processed correctly
- ▶ Payroll Forms not Taken to Payroll
- ▶ Total Gift Totaled Incorrectly
 - Confusion between monthly gift and total gift amount
- ▶ Invalid Agency
 - Designations can only go to agencies in the listing guide
 - Some agencies do not apply every year
- ▶ Pledge Card Not Signed
 - Payroll deduction cannot be processed through Payroll
- ▶ Social Security Number/Employee ID Not Provided



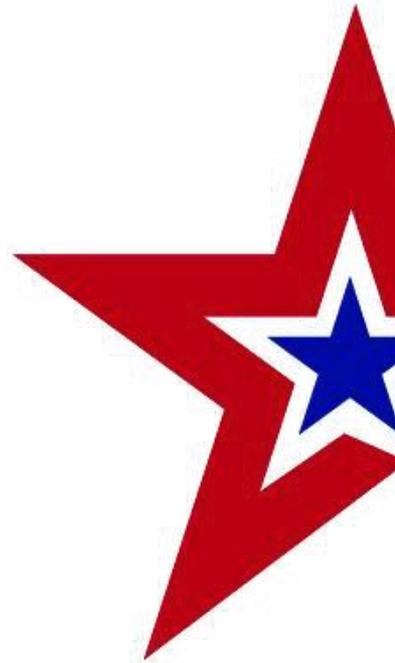
Donation Turn In Procedures

Running a Campaign – The Details

- ▶ September – End of Year Financials
- ▶ November – Thanksgiving
- ▶ December – Christmas

Find Pledges Early

It is hard to finalize pledges for people who are on leave or vacation!
Use or loose leave time!



Donation Turn In Procedures

Running a Campaign – The Details, REPORT ENVELOPE

- ▶ WEEKLY: Collect all Pledge Cards, Donations and Authorization Forms
 - Make sure all forms are legible and filled out completely and accurately (calculator not included)
- ▶ Fill out and submit Campaign Report Envelope

The image shows the 'COMBINED FEDERAL CAMPAIGN REPORT ENVELOPE' form. At the top left is the CFC logo. To the right is a 'BATCH #' field with 'Year' and 'Period' sub-fields. Below the title is the text 'FOR COMPLETION BY THE CONTRIBUTOR'. The form is divided into several sections: 'DONOR INFORMATION', 'CONTRIBUTION INFORMATION', 'REPORTING INFORMATION', and 'REMARKS'. The 'DONOR INFORMATION' section includes fields for name, address, and city. The 'CONTRIBUTION INFORMATION' section includes fields for amount, date, and type. The 'REPORTING INFORMATION' section includes fields for the contributor's name and address. The 'REMARKS' section is a large text area for additional information. At the bottom, there is a table for 'PLEASE DO NOT WRITE BELOW THIS LINE - ADDS USE ONLY' with columns for 'NAME', 'ADDRESS', 'CITY', and 'STATE'.

Do Not Use
PCFO Sections

Donation Turn In Procedures

Running a Campaign – The Details, REPORT ENVELOPE

▶ Complete Coordinator/Installation Specific Information

PLEASE COMPLETE ALL INFORMATION BELOW	
CFC COORDINATOR NAME:	<input type="text"/>
PHONE:	<input type="text"/>
EMAIL:	<input type="text"/>
INSTALLATION OR AGENCY:	<input type="text"/>
MAILING ADDRESS:	<input type="text"/>
CITY/STATE/ZIP:	<input type="text"/>
NUMBER OF EMPLOYEES ASSIGNED TO SOLICIT:	<input type="text"/>
NAME OF KEYWORKER (if different than above):	<input type="text"/>

} Coordinator Information

} Federal Agency Information

Number of
Employees in Total for
your Organization
(Determines Award Percentages)

Name of
Keyworker



Donation Turn In Procedures

Running a Campaign – The Details, REPORT ENVELOPE

- ▶ Fill out the Contribution Section with Payroll, Cash/Check and Total Gift Amount

CONTRIBUTIONS RETURNED IN THIS ENVELOPE (Enclose Yellow Copy of Pledge Card)	
PAYROLL DEDUCTION AMOUNT	\$ <input type="text"/>
FULLY PAID PLEDGES (Cash/Check)	\$ <input type="text"/>
TOTAL GIFT AMOUNT ENCLOSED	\$ <input type="text"/>
THIS REPORT IS <input type="checkbox"/> FIRST <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> FINAL	
ROLE OF THE KEYWORKER You are the key to the success of the CFC. Your positive attitude and enthusiasm will help assure a favorable response from the fellow employees you have been assigned to solicit. You are the official representative of the many worthy agencies that depend on the CFC to provide funds to help people in need in our community, our nation and around the world. Thank you for accepting this important assignment!	

Which Campaign Report Envelope is this?

Payroll Donations in THIS Envelope

Cash/Check Donations in THIS Envelope

Total Amount Donations in THIS Envelope

Remember, you are making a difference!!!

Donation Turn In Procedures

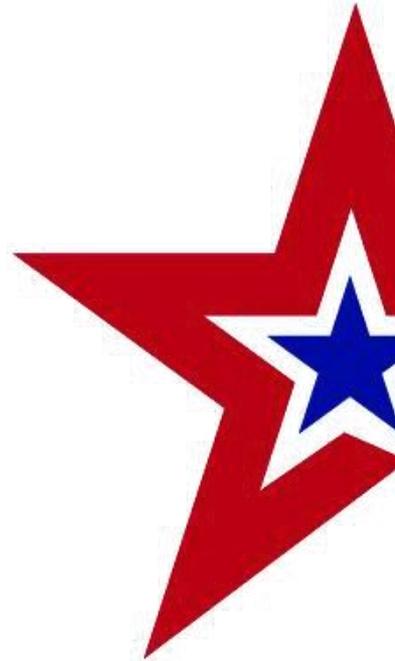
Running a Campaign – The Details, REPORT ENVELOPE

- ▶ Include **SIGNED** donor Pledge Cards
 - Include Copy #2 (Yellow) for both Payroll Deductions and Cash/Check Donations
- ▶ Include any Cash/Check Donations
- ▶ Include ALL Donor Authorization Forms

SUGGESTED CAMPAIGN PROCEDURES:

1. **PUT UP CFC POSTERS** and keep them displayed throughout the campaign.
2. **HAND OUT FORMS.** Give each person on your list a set of pledge forms and a contributor's brochure. Encourage giving through payroll deduction.
3. **SHOW CFC FILM.** Check with your agency head regarding a group meeting or rally to kick-off the campaign and show the CFC film.
4. **ENCOURAGE DESIGNATIONS.** Urge contributors to designate the federations or agencies of their choice to receive their contribution.
5. **COLLECT PLEDGES.** For those giving by payroll deduction, collect the original signed authorization form for **PAYROLL** (copy #1/white) and the attached copy for the **CFC OFFICE** (copy #2/yellow). For cash contributors, collect copy #2 and the cash, check or money order. Contributors **RETAIN** copy #3 (pink) for their tax records.
6. **FOLLOW UP.** Strive for maximum participation. Follow up on those on leave or travel status.
7. **CHECK RETURNS FOR ACCURACY.** Examine each pledge form for legibility, accuracy and completion. Resolve any apparent errors with the contributor.
8. **FILL IN THIS REPORT.** Please summarize all contributions returned in this envelope provided above. Use the reverse side of this envelope to list names of those contributors who qualify for awards.
9. **TURN IN THIS ENVELOPE** to the **CFC OFFICE** for your agency. Include all yellow copies and cash/check/money order contributions.
10. **FILE WITH PAYROLL.** Submit Signed Authorization Form to your **AGENCY'S PAYROLL OFFICE.**

Reference Report Envelope if Needed



Donation Turn In Procedures

Running a Campaign – The Details, REPORT ENVELOPE

► Determine Awards

- Fill in all award recipients for each Report Envelope

The image shows a screenshot of the 'CFC AWARDS' report envelope forms. The forms are organized into three categories: SUPER EAGLE GIVER (\$3,000+), EAGLE GIVER (\$1,000-\$2,999), and SUPERGIVERS (\$250-\$999). Each category has a 'TOTAL (#)' box and a table for listing recipients. The 'SUPER EAGLE GIVER (\$3,000+)' form is highlighted with a blue box. Annotations include: a blue arrow pointing to the 'Name of Each Award Recipient (One Per Line)' column, a blue arrow pointing to the 'TOTAL (#)' box labeled 'Total Number of Awards for Each Category', and a blue bracket on the right side labeled 'Each Donor >\$3000 Requires a Authorization Form on File'. A large red and white star is visible on the right side of the image.

CFC AWARDS
P.O. Box 795, Norm-Lite Road, Avonlea 72114 • Telephone: 601.376.4857 • Fax: 601.376.7027 • info@cmisouth.org
Agency or Installation Name: _____

SUPER EAGLE GIVER (\$3,000+)
ENCLOSE AN AUTHORIZATION FORM FOR EACH GOLDEN EAGLE AWARD

TOTAL (#)	Names	Auth. Form Enclosed?	YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

EAGLE GIVER (\$1,000-\$2,999)

TOTAL (#)	Names	Notes

SUPERGIVERS (\$250-\$999)

TOTAL (#)	Names	Notes

Annotations:

- Name of Each Award Recipient (One Per Line)
- Total Number of Awards for Each Category
- Each Donor >\$3000 Requires a Authorization Form on File

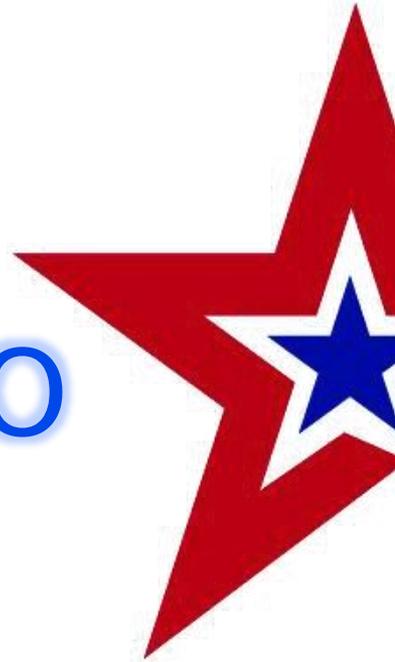
Donation Turn In Procedures

Running a Campaign - The Details

- ▶ For Payroll deductions,

**WHITE COPY GOES TO
PAYROLL**

Deductions cannot be made if a copy is not taken to payroll.
Locate your Payroll office NOW. Is it local or national?





Non-Gym Exercise

2016 Combined Federal Campaign



NEXUS PLEDGING AND PROCESSING

2016 Combined Federal Campaign

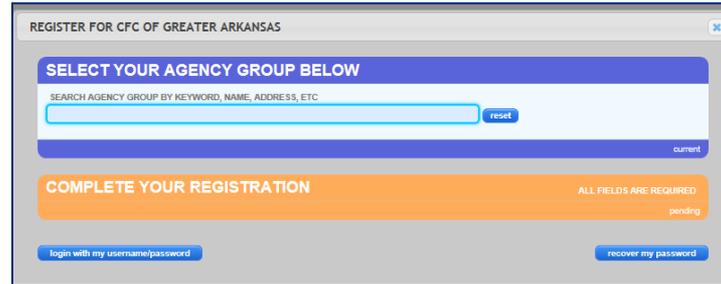
Donation Turn In Procedures

Running a Campaign – The Details, NEXUS

www.cfcnexus.org/_cfc_midsouth/



Look for the Logo!



Recover Password If Needed

CREATE YOUR LOGIN BY SEPT. 14th!
Email info@cfc_midsouth.org with your LOGIN to gain permission

NEXUS Registration

- ▶ www.cfcnexus.org/_cfc_midsouth
 - Visit the Website
 - Click Pledge Online
 - Register with your Federal Agency
 - Create a Login/Password
 - Follow the Prompts
 - Complete your Pledge Donation

Select Agency Group by List

REGISTER FOR CFC OF GREATER ARKANSAS

SELECT YOUR AGENCY GROUP BELOW

SEARCH AGENCY GROUP BY KEYWORD, NAME, ADDRESS, ETC

search by keyword

Courts	SHOW
DEA	HIDE
<input checked="" type="radio"/> Drug Enforcement Administration - ID:36 10825 Financial Centre Pkwy., Suite 200, Little Rock AR 72211	
DHS	SHOW
DOE	SHOW
DOI	SHOW
DOJ	SHOW
DOH	SHOW
DOL	SHOW
DOS	SHOW
DOT	SHOW
EEOC	SHOW

current

COMPLETE YOUR REGISTRATION ALL FIELDS ARE REQUIRED

pending

Donation Turn In Procedures

Running a Campaign – The Details, NEXUS

Main NEXUS Pledge Page

All NEXUS Donors will
Pledge with this Page Also

CFC NEXUS DEMONSTRATION
29 2nd Street NE Suite 205 • Minneapolis, MN 55413 • (655) 263-4321 ext 2 phone • 206-984-3018 fax
MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

SELECT A PLEDGE TYPE

PLEDGE TYPE

- Payroll Contribution
- Cash (one time)
- Check (one time)
- Credit / Debit Card (one time)
- Credit / Debit Card (recurring)
- e-Check / ACH (one time)
- e-Check / ACH (recurring)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION PENDING

RELEASE OF INFORMATION OPTIONS PENDING

CHARITY SELECTION AND ALLOCATION PENDING

QUESTIONNAIRE PENDING

DIGITAL SIGNATURE AND COMMENTS PENDING

TO MAKE A PLEDGE
Select a Pledge Type

Follow the Default
Steps to Enter Your
Information



Donation Turn In Procedures

Running a Campaign – The Details, NEXUS

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 • 206-984-3018 fax

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS PAYROLL TOOLS RACHELLE MAASS LOGOUT mobile

WELCOME TO

CFC NEXUS
CFC Nexus Demonstration Account
* test pledging *

YOU ARE LOGGED IN
You are logged in and may pledge.
MAKE A PLEDGE MY PLEDGES
PLEDGING IS ON

CAMPAIGN TOTALS
View

CONTACT CAMPAIGN
Contact

MY TOOLS
PAYROLL TOOLS
agency user roles
agency overview
comparison report
custom payroll download
process new pledges (single)
process new pledges (bulk)
view processed-completed pledges report
paper pledge batch creation

Two Ways to Process Pledges

SINGLE

One Pledge at a Time
(Cash/Check)

BULK

Multiple Employee Pledges
(Payroll Deduction)

Do Not ADD Paper Pledge
Form Pledges to NEXUS

Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Single Pledge Processing

- ▶ Single Processing Method
 - Locate Specific Pledge

CFC NEXUS DEMONSTRATION
20 2nd Street NE, Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 • 206-904-3018 fax
MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword

- 2015 Sample Federal Agency Group 1 (22 unprocessed pledges)
- 2015 Sample Federal Agency Group 2 (14 unprocessed pledges)
- 2015 Sample Federal Agency Group 3 (7 unprocessed pledges)

CFC NEXUS DEMONSTRATION
20 2nd Street NE, Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 • 206-904-3018 fax
MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword

- 2015 Sample Federal Agency Group 1 (22 unprocessed pledges)
 - Sample Federal Agency L (22 unprocessed pledges) 123 Maple Street Suite 300 Donation, MN 55408
- 2015 Sample Federal Agency Group 2 (14 unprocessed pledges)
- 2015 Sample Federal Agency Group 3 (7 unprocessed pledges)

Locate Specific Pledge (Green Circle)

CFC NEXUS DEMONSTRATION
20 2nd Street NE, Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 • 206-904-3018 fax
MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword

- 2015 Sample Federal Agency Group 1 (22 unprocessed pledges)
 - Sample Federal Agency L (22 unprocessed pledges) 123 Maple Street Suite 300 Donation, MN 55408
 - 1134700 Maass, Rachelle Payroll Contribution \$ 1,300.00 Wed Aug 26 2015
 - 1134696 Kim, Hansoo Cash (one time) \$ 65.00 Tue Aug 25 2015
 - 1134695 Kim, Hansoo Cash (one time) \$ 65.00 Tue Aug 25 2015
 - 1134687 ROMERO, JOSEPHCHRIS Cash (one time) \$ 5.00 Tue Aug 25 2015
 - 1134686 Hamby, Jarrod Payroll Contribution \$ 60.00 Tue Aug 25 2015
 - 1134680 Johnson, Calvin Payroll Contribution \$ 260.00 Tue Aug 25 2015
 - 1134679 C, J Payroll Contribution \$ 144.00 Tue Aug 25 2015
 - 1134676 Tancio, Ivan Payroll Contribution \$ 120.00 Mon Aug 24 2015
 - 1134675 Palacios, Christopher Payroll Contribution \$ 2,400.00 Mon Aug 24 2015
 - 1134669 Keller, Tim Payroll Contribution \$ 650.00 Fri Aug 21 2015
 - 1134668 Head, Richard Payroll Contribution \$ 520.00 Fri Aug 21 2015
 - 1134665 Cravalho, Brendan Payroll Contribution \$ 26.00 Fri Aug 21 2015
 - 1134656 Harris, Gwendolyn Cash (one time) \$ 2,500.00 Fri Aug 21 2015
 - 1134641 Santos, Amerita Cash (one time) \$ 10.00 Tue Aug 18 2015
 - 1134638 MAHI, MILENA Payroll Contribution \$ 72.00 Tue Aug 18 2015
 - 1134632 Honolulu, Feb Payroll Contribution \$ 624.00 Tue Aug 18 2015
 - 1134631 Honolulu, Feb Payroll Contribution \$ 572.00 Tue Aug 18 2015
 - 1134627 Nelson, Michele Cash (one time) \$ 200.00 Mon Aug 17 2015
 - 1134621 Weixel, Joel Cash (one time) \$ 345.00 Fri Aug 14 2015
 - 1134620 Weixel, Joel Payroll Contribution \$ 816.00 Fri Aug 14 2015
 - 1134581 Weixel, Joel Check (one time) \$ 500.00 Fri Jul 31 2015
 - 1134580 Weixel, Joel Cash (one time) \$ 300.00 Fri Jul 31 2015
- 2015 Sample Federal Agency Group 2 (14 unprocessed pledges)
- 2015 Sample Federal Agency Group 3 (7 unprocessed pledges)



Locate Specific Agency (Select Green Circle to Expand)

Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Single Pledge Processing

CFC NEXUS DONATION
 201 2nd Street NE Suite 209 - Minneapolis, MN 55413 - (651) 293-4321 ext 2 - 205-494-1018 fax

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword

- 2015 Sample Federal Agency Group 1 (22 unprocessed pledges)
- Sample Federal Agency L (22 unprocessed pledges)
- 1134700

123 Maple Street Suite 200
 Donation, MN 55405

Mass: Rachelle Payroll Contribution \$ 1,300.00 Wed Aug 20 2015

STEP 1 OF 2 - CLICK HERE TO PRINT THIS PLEDGE

CFC CFC CAMPAIGN NO **9999** CITY/STATE CODE **09 9999** ATTENTION! PAYROLL OFFICES
 Use this number only to identify the local campaign.

PLEDGE NUMBER: 1134700 PLEDGE DATE: AUG 26, 2015

LAST NAME, FIRST NAME	CIVILIAN	FEDERAL AGENCY / OFFICE	EMPLOYER ID
Rachelle, Mass	CIVILIAN	Sample Federal Agency L unit 10 (Donation)	123456789

WORK ADDRESS & ZIP CODE: 123 Maple Street Suite 200 Donation 55405 WORK PHONE NO: 111-222-5555

CONTRIBUTOR: If in the name showing the amount of your payroll allotment, each or other contribution, write in the date of your annual contribution in the space provided.

ACCRETION SOURCE	AMOUNT	INTERVAL	TOTAL DED.
CIVILIAN	\$30.00	26 pay periods	\$1300.00

LEADERSHIP DIVID: I would like to receive an incentive gift (if qualify) as recognition for my contribution.

RELEASE OF INFORMATION: I would like to remain anonymous. please do not release my information.

PAYROLL DEDUCTION AUTHORIZATION: I hereby authorize any agency of the United States Government by which I may be employed during 2015 to deduct the amount(s) shown above from my pay as well as any period during the calendar year 2015 starting on the first pay period that begins in December, and to pay the amounts so deducted to the designated Federal Reserve depository.

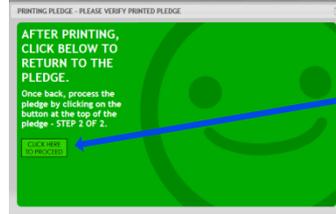
AUG 26, 2015

REVISIONS: No goods or services were provided in whole or partial consideration for any contributions made to the organization via this pledge card.

PAYROLL STATUS: Viewed

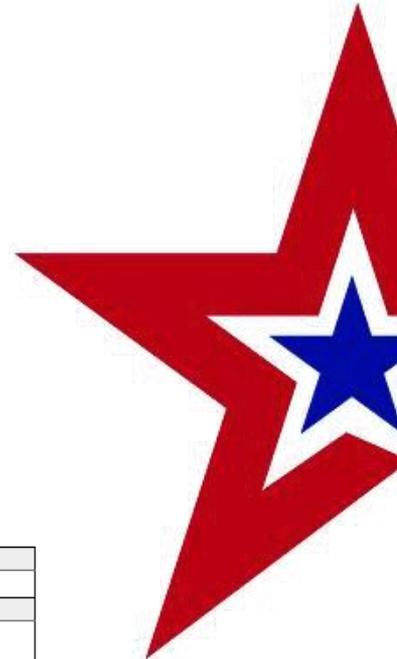
PLEDGE STATUS DEFINITIONS: Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge. Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge. Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction processing. This does not mean your pledge has been processed by payroll, only that the payroll coordinator has sent your pledge to HR to begin the payroll deduction process. For Credit Cards and eChecks - This pledge has been electronically processed. For Checks/Cash - This pledge has been received, please make sure the checks/cash have been

Select the Orange Bar to Print
 (Use Your Printer Setting to
 Print the Document)



Click to Proceed After
 Printing Pledge

PAYROLL STATUS	Viewed
PLEDGE STATUS DEFINITIONS	
Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge.	
Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.	
Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction processing. This does not mean your pledge has been processed by payroll, only that the payroll coordinator has sent your pledge to HR to begin the payroll deduction process.	
For Credit Cards and eChecks - This pledge has been electronically processed.	
For Checks/Cash - This pledge has been received, please make sure the checks/cash have been turned in with your pledge.	



Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Single Pledge Processing

CFC NEXUS DEMONSTRATION
 20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 283-4321 ext 2 • 208-994-3018 fax

CFC NEXUS

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS **LOGOUT**

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword **reset**

- 2015 Sample Federal Agency Group 1 (22 unprocessed pledges)
- Sample Federal Agency L (22 unprocessed pledges) 123 Maple Street Suite 300 Donation, MN 55406
- 1134700 Maass, Rachele Payroll Contribution \$ 1,300.00 Wed Aug 26 2015

STEP 2 OF 2 - CLICK HERE TO PROCESS THIS PLEDGE

CFC CFC CAMPAIGN NO **9999** CITY/STATE CODE **09 9999** ATTENTION PAYROLL OFFICE: Use this number only to identify the local campaign.

PLEDGE NUMBER: 1134700 PLEDGE DATE: AUG 26, 2015

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	EMPL/EMPLOYEE ID
Rachele, Maass	CIVILIAN	Sample Federal Agency L-unit.10 (Donation)	123456789
DONOR EMAIL: rmaass@heartarjw.org			
WORK ADDRESS & ZIP CODE		WORK PHONE NO.	
123 Maple Street Suite 300 Donation 55406		111-222-5555	
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or other contribution. Write in the total of your annual contribution in the space provided.			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL QFT
CIVILIAN	\$50.00	26 pay periods	\$1300.00
LEADERSHIP GIVING			
I would like to receive an incentive gift (if I qualify) as recognition for my contribution.			
RELEASE OF INFORMATION	PAYROLL DEDUCTION AUTHORIZATION		
I would like to remain anonymous, please do not release my information.	I hereby authorize any agency of the United States Government by which I may be employed during 2016 to deduct the amounts 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.		

Select the Orange Bar to Process Pledge
 DO NOT PROCESS WITHOUT PRINTING

Pledge will be Removed from Listing

PAYROLL - PROCESS NEW INCOMING PLEDGES

Expand the groups below to find and process pledges. Type in the search field to find a specific pledge.

search by keyword **reset**

- 2015 Sample Federal Agency Group 1 (21 unprocessed pledges)
- Sample Federal Agency L (21 unprocessed pledges) 123 Maple Street Suite 300 Donation, MN 55406
- 1134966 Kim, Hansoo Cash (one time) \$ 65.00 Tue Aug 25 2015
- 1134966 Kim, Hansoo Cash (one time) \$ 65.00 Tue Aug 25 2015
- 1134887 ROMERO, JOSEPHCHRIS Cash (one time) \$ 5.00 Tue Aug 25 2015
- 1134886 Hamby, Jarrod Payroll Contribution \$ 60.00 Tue Aug 25 2015
- 1134880 Johnson, Calvin Payroll Contribution \$ 260.00 Tue Aug 25 2015
- 1134979 C, J Payroll Contribution \$ 144.00 Tue Aug 25 2015
- 1134676 Tancico, Ivan Payroll Contribution \$ 120.00 Mon Aug 24 2015
- 1134675 Palacios, Christopher Payroll Contribution \$ 2,400.00 Mon Aug 24 2015

Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Bulk Pledge Processing

- ▶ Bulk Processing Method
 - Only for Payroll Deduction

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 - Minneapolis, MN 55413 - (855) 283-4321 ext.2 - 205-994-3018 fax

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - BULK UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.
(click to expand headers below)

2015 SAMPLE FEDERAL AGENCY GROUP 1	Sample Federal Agency L	unit.10 123 Maple Street	Donation, MN 55405	(12 unprocessed pledges)
2015 SAMPLE FEDERAL AGENCY GROUP 2	Sample Federal Agency O	759 Oak Avenue	HelpOthers, MN 55901	(6 unprocessed pledges)
2015 SAMPLE FEDERAL AGENCY GROUP 2	Sample Federal Agency P	318.4 012 Apple Lane	Provide, VA 98003	(5 unprocessed pledges)
2015 SAMPLE FEDERAL AGENCY GROUP 2	Sample Federal Agency Q			

Select Agency Group of Pledges
and Print Group of Pledges
(Scroll to See All Pledges)

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 - Minneapolis, MN 55413 - (855) 283-4321 ext.2 - 205-994-3018 fax

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - BULK UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.
(click to expand headers below)

2015 SAMPLE FEDERAL AGENCY GROUP 1 Sample Federal Agency L unit.10 123 Maple Street Donation, MN 55405 (12 unprocessed pledges)

STEP 1 - PRINT ALL PLEDGES LISTED BELOW

- OR -

STEP 1 - EXPORT ALL PLEDGES LISTED BELOW (CSV/EXCEL)

CFC CAMPAIGN NO: 9999 CITY/STATE CODE: 09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 1134686

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE
Jarrod, Hamby	MILITARY	Sample Federal Agency L unit.10 (Donation)
DONOR EMAIL jarrod.hamby1@navy.mil		
WORK ADDRESS & ZIP CODE 123 Maple Street Suite 300 Donation 55405		
CONTRIBUTION: Fill in the items showing the amount of your payroll allotment, cash or check contribution, V		
ALLOTMENT SOURCE	AMOUNT	
MILITARY	\$5.00	12 p

PRINTING PLEDGE - PLEASE VERIFY PRINTED PLEDGE

AFTER PRINTING, CLICK BELOW TO RETURN TO THE PLEDGE.

Once back, process the pledge by clicking on the button at the top of the pledge - STEP 2 OF 2.

Click to Proceed After Printing Pledge

Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Bulk Pledge Processing

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 283-4321 ext 2 • 208-984-3018 fax

CFC NEXUS

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS LOGOUT

PAYROLL - BULK UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.
(click to expand headers below)

2015 SAMPLE FEDERAL AGENCY GROUP 1 Sample Federal Agency L unit 10 123 Maple Street Donation, MN 55408 (12 unprocessed pledges)

DO NOT CLICK THIS BUTTON UNTIL ALL PLEDGES HAVE BEEN PRINTED COMPLETELY

-OR-

EXPORTED AND *SAVED TO YOUR DESKTOP*

STEP 2 - MARK ALL PRINTED/EXPORTED & SAVED PLEDGES AS PROCESSED

CFC CFC CAMPAIGN NO 9999 CITY/STATE CODE 09 9999 ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 1134686 PLEDGE DATE: AUG 25, 2015

LA BY NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Jarrod, Hamby	MILITARY	Sample Federal Agency L unit 10 (Donation)	123456789
DONOR EMAIL			
jarrod.hamby1@navy.mil			

Mark All PRINTED Pledges as Processed Pledges
DO NOT PROCESS UNTIL PRINTED

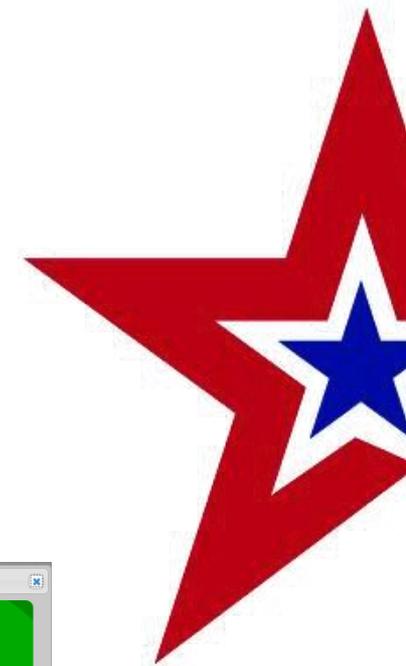
ALL PRINTED PLEDGES HAVE BEEN MARKED AS PROCESSED

ALL PRINTED/EXPORTED PLEDGES WERE PROCESSED!

Remember that Cash & Check pledges must still be processed using the Single Pledge Processing Tool.

CLOSE THIS MESSAGE BOX

Close Message Box After Processing Pledge



Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Review Processed Pledges

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 • 206-984-3018 fax

MAIN MENU TOUR CFC NEXUS PLEDGING MY PLEDGES & PROFILE MY TOOLS RACHELLE MAASS LOGOUT
mobile

WELCOME TO

CFC NEXUS
CFC Nexus Demonstration Account
* test pledging *

YOU ARE LOGGED IN
You are logged in and may pledge.
MAKE A PLEDGE MY PLEDGES
PLEDGING IS ON

CAMPAIGN TOTALS
View

CONTACT CAMPAIGN
Contact

MY TOOLS
PAYROLL TOOLS
agency user roles
agency overview
comparison report
custom payroll download
process new pledges (single)
process new pledges (bulk)
view processed-completed pledges report
paper pledge batch creation

View Processed Pledges



Donation Turn In Procedures

Running a Campaign – The Details, NEXUS Review Processed Pledges

(click to expand headers below.)

- 2015 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency L
unit 10
123 Maple Street
Donation, MN 55406
(6 processed pledges)

1 PLEDGE NO. 1134700
Wed Aug 26 2015
AMOUNT: \$1,300.00
PAYROLL CONTRIBUTION
- 2 PLEDGE NO. 1134599
Mon Aug 10 2015
AMOUNT: \$816.00
PAYROLL CONTRIBUTION
- 3 PLEDGE NO. 1134597
Fri Aug 07 2015

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Pledge details will be displayed in this area.

Select the Agency and Specific Pledge for Review

CFC NEXUS DEMONSTRATION

20 2nd Street NE Suite 2005 - Minneapolis, MN 55413 - (855) 263-4321 ext 2 - 206-984-3018 fax

CFC NEXUS

LOGOUT

PAYROLL - VIEW PROCESSED PLEDGES

(click to expand headers below.)

2015 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency L
unit 10
123 Maple Street
Donation, MN 55406
(6 processed pledges)

CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 1134700 PLEDGE DATE: AUG 26, 2015

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Rachelle, Maass	CIVILIAN	Sample Federal Agency L unit 10 (Donation)	
DONOR EMAIL: rmaass@heartaruw.org			
WORK ADDRESS & ZIP CODE		WORK PHONE NO.	
123 Maple Street Suite 300 Donation 55406		111-222-5555	
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
CIVILIAN	\$50.00	26 pay periods	\$1300.00
LEADERSHIP GIVING			
I would like to receive an incentive gift (if I qualify) as recognition for my contribution.			
RELEASE OF INFORMATION		PAYROLL DEDUCTION AUTHORIZATION	
I would like to remain anonymous, please do not release my information.		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 amount(s) 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.	
			AUG 26, 2016
		SIGNATURE	DATE
DISCLOSURE			
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.			
PAYROLL STATUS			
Processed			
PLEDGE STATUS DEFINITIONS			
Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge. Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge. Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction processing. This does not mean your pledge has been processed by payroll, only that the payroll coordinator has sent your pledge to HR to begin the payroll deduction process.			

Review the Payroll Status – Processed



Donation Turn In Procedures

Running a Campaign - The Details

- ▶ Print ALL NEXUS, MyPay and Employee Express Pledges

**PRINTED COPIES GO TO
PAYROLL**

Deductions cannot be made if a copy is not taken to payroll!
Locate your Payroll office NOW. Is it local or national?





MyPAY PLEDGING AND PROCESSING

2016 Combined Federal Campaign

Donations

Running a Campaign – MyPay Pledging

<http://www.dfas.mil>



Defense Finance
and Accounting Service

Providing payment services of the U.S. Department of Defense



Click **MyPay** logo in top right corner

Military Members	Retired Military & Annuitants	Civilian Employees	Contractors & Vendors
------------------	-------------------------------	--------------------	-----------------------

Leaving service?
Make your civilian transition easier. Learn more, [download the pdf today.](#)

myPay

Final Pay	Careers	Contact Us	Debt & Claims
Garnishment Information	Correct a Military Record	myPay Information	News & Stories

Interactive	Latest News & Events
-------------	----------------------

Defense Finance and Accounting Service

Like Page 92k likes

Coming this January...IRS 1095 forms to myPay! You'll need yours to report Affordable Care Act health insurance information on your 2015 federal income tax return. Opt now for electronic delivery to make sure your 1095 is secure

Login with CAC Card or Login ID

The screenshot shows the myPay website interface. At the top, there's a navigation bar with 'myPay' logo and a search bar. Below that, there are several sections: 'Log In' with fields for 'Login ID' and 'Password', and a 'Go' button; 'Important Information' with a notice about 'myPay Scheduled Maintenance August 15' and 'Stopping TSP Contributions'; 'AFFORDABLE CARE ACT' section with a notice about reporting 2015 federal income tax returns; and 'Action Required: Internet Explorer Users' with a notice about upgrading the browser. On the right side, there are 'Quick Links' and 'External Resources' sections. At the bottom, there's a 'System Availability' section with a red banner indicating 'RECURRING WEEKLY SYSTEM MAINTENANCE'.

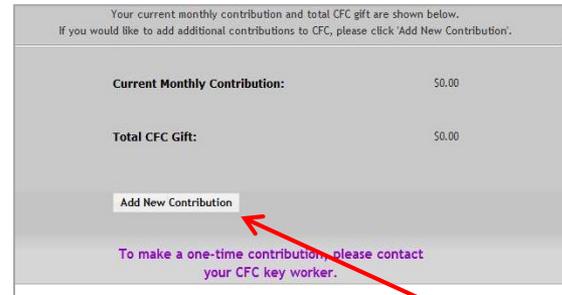
Donations

Running a Campaign – MyPay Pledging

30 Min per Session



Combined Federal Campaign Option added to MyPay Main Menu



DONOR Selects 'Add New Contribution'

Donations

Running a Campaign – MyPay Pledging

Screen will only show for **Active Duty**
Army, Navy and Air Force Personnel



Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

Find Campaign

Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign

All other donor's campaign information will automatically populate

Donors must provide the 4-digit campaign code

Campaign Code: 0809

An invalid code will yield an error message



Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

0995 Find Campaign

Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign

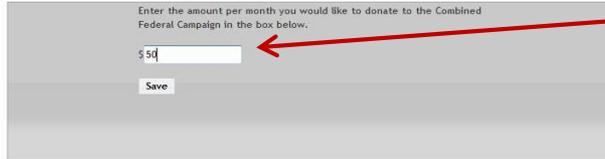
0995 CFC Overseas

Confirm Campaign

Confirm Campaign

Donations

Running a Campaign – MyPay Pledging



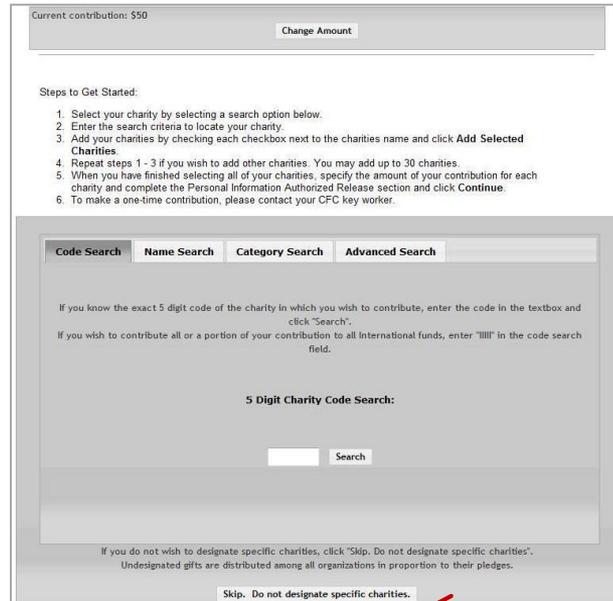
Enter the amount per month you would like to donate to the Combined Federal Campaign in the box below.

50

Save

Select donation amount
per pay period

Donors over \$833/mo. Must use
a paper pledge form



Current contribution: \$50

Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

Code Search Name Search Category Search Advanced Search

If you know the exact 5 digit code of the charity in which you wish to contribute, enter the code in the textbox and click "Search".
If you wish to contribute all or a portion of your contribution to all International funds, enter "1111" in the code search field.

5 Digit Charity Code Search:

Search

If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".
Undesignated gifts are distributed among all organizations in proportion to their pledges.

Skip. Do not designate specific charities.

SEARCH FOR CHARITY

1. Charity 5-Digit Code
2. Name of Charity
3. Type of Charity (Services Rendered)
4. Advanced Search (Administrative Costs or Keywords)

Skip Designating to a
Specific Charity

Donations

Running a Campaign – MyPay Pledging

Follow prompts to fill out Charity Name and Donations per Charity

Work Email Required

Amount Release to the Charity if Desired

Recognition Release:
YES to receive incentive gift
NO to 'opt out' of gift

Donor to Review and Confirm

Please review your contribution amounts and personal information.

Monthly Contribution: 550.00
Total CFC Gift: 5600.00

Charitable Distribution:

Charity Code	Charity Name	Contribution Per Month
11977	Animal Rights Institute	5.00
11646	Assistance Dog Institute	5.00
81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5.00
19800	Angel Canines for Wounded Warriors	5.00
10474	Animal Welfare Institute	5.00
99999	Undesignated	25.00

Personal Information Authorized Release

Work Email Address: john.smth.civ@mail.mil
Work Phone Number:
Work Street Address: (required) 4032002
Amount Release Authorization: Yes
Recognition Release Authorization: No
Contact Release Authorization: By Email
Home Email Address: john.smth@yahoo.com

Is this information correct?

To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

No Yes

For an organization's pledges to be properly credited the donor MUST enter the branch office name:

NAVY

Millington and Affiliates

TNAir

TNArmy

Do NOT Identify Specific Group or Unit

Donations

Running a Campaign – MyPay Pledging

No forms will be submitted to the Keyworker.

CFC - Confirmation Notification

myPay has saved your option. Your Earnings and Leave statement will be your confirmation. This action will be effective **January 1, 2014**.

[View Pledge Card as PDF](#)

Select Main to make additional changes. Select Exit if you are finished.

Donor to Print PDF for Record Keeping

CFC CFC Campaign Number 0995 City/State Code: _____ ATTENTION PAYROLL OFFICES: Use this number only to identify the local campaign.

Last Name, First Name, MI
LANTON DAVID F Civilian Federal Agency and Office Military

Work Street Address
4032002 Work Telephone Number

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$50.00	x 12 months	\$ 600.00
CIVILIAN PAYROLL	\$	x 26 pay periods	\$
CASH/CHECK	Check Number: _____	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 1 9 7 7	\$60.00
1 1 6 4 8	\$60.00
8 1 3 4 4	\$60.00
1 9 8 0 0	\$60.00
1 0 4 7 4	\$60.00

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

INFORMATION RELEASE (OPTIONAL)

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

Home Address: _____

Personal Email Address: john_smit@yahhoo.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 the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE ELECTRONIC DATE 8/23/2013

OPM 1654
Revised March 2013



Awards

2016 Combined Federal Campaign

Individual Level Awards

▶ Patriot Giver

- \$120 – \$249



CFC Mug or Cup and Leadership Pin

▶ Supergiver

- \$250 – \$499



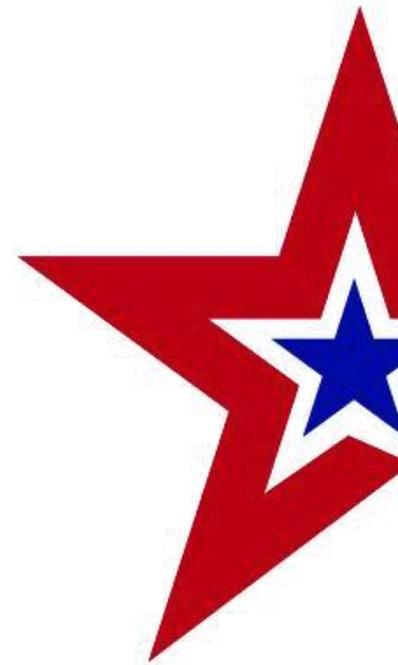
CFC Show the Love Umbrella and Leadership Pin

Individual Level Awards

- ▶ Golden Eagle
 - +\$3000, Include form



Eagle Trophy, CFC Mug or Cup, Show the Love Umbrella and Leadership Pin



Subject to Availability

With your help, we can touch lives.

Actions are Everything...



<https://www.youtube.com/watch?v=zcrulov45bl>

Be the one...

you can make the difference.

QUESTIONS??

