



2016 Potomac Combined Federal Campaign Key Worker Training – MCB-Quantico



Agenda



**What is the
Role Of
a Keyworker?**

- Registration
- Welcome and Introductions
- Guest Agency Speaker
- CFC at a Glance
- Marketing the Campaign/Best Practices
- The Paperwork
 - Online Giving
 - Brochures
 - Pledge Cards
 - Paper Pledge Turn-ins
- Changes for the 2017 Campaign
- Gifts and Incentives
- Questions and Wrap-up



CFC at a Glance

- Only workplace charitable fundraising campaign for Federal civilian and military employees. Is held once-a-year from September 1 to December 15.
- Established in 1961 by President JFK and administered and regulated by the Office of Personnel Management (OPM) (<https://www.opm.gov/cfc/>).
- Contributors are encouraged to designate to their favorite charity or charities through payroll deduction.
- Has over 20,000 non-profit charitable organizations worldwide.





Potomac CFC



Potomac CFC Results

- Number of Employees Solicited: 20,513

- In 2014 Campaign
 - Total Amount Raised \$ 837,766.20
 - Number of Donors 1,372
 - Participation Rate Overall 6.7%
 - Average Gift \$610.62

- In 2015 Campaign:
 - Total Amount Raised \$ 727,475.97
 - Number of Donors 1,263
 - Participation Rate Overall 6.2%
 - Average Gift: \$575.99



Potomac CFC

Quantico MCB



Number of Employees Solicited:

14,064

- 2014 Campaign:

- Total Amount Raised
- Number of donors
- Participation Rate
- Average Gift

\$ 462,961.10

900

6.40%

\$ 514.40

- 2015 Campaign:

- Total Amount Raised
- Number of Donors
- Participation Rate
- Average Gift

\$ 400,656.51

810

5.76%

\$ 494.64



Donation Breakdown



- **\$Locally, donors gave:**
 - **\$35,625 to Fredericksburg Area Food Bank**
 - **\$13,384 to King George Animal Rescue League**
 - **\$12,243 to SPCA**



The Gifts

- **All donated funds, minus administrative expenses, go directly to the organization specified. Administrative expenses are approved by the Local Federal Coordinating Committee (LFCC).**
- **Contributions are VOLUNTARY!**
- **Donors are encouraged to designate.**
 - **Individuals can donate to as many organizations as they wish, they just have to fill out additional pledge cards.**
- **Undesignated funds: the proportions are determined by the amount designated for each agency.**



The Key Worker's Role



- **You are the key to success of the campaign!**
 - Assist Lead keyworker in planning and organizing Department/agency events.
 - Contact each employee and follow-up to ensure everyone has a chance to donate. Use the Ways To Give Cards as a follow-up.
 - “Key” to collecting/reviewing pledge cards and turning in funds.
 - Encourage payroll deduction through MyPay (ePledge).
- **Your positive attitude will help ensure a favorable response from you co-workers.**
- **You are the official representative of the charities that depend on the CFC for funds.**
 - Agencies, in turn, help people in need in our community, our country and around the world.

**You are the
leader within
your organization**



Marketing the Campaign

- **Be creative and make it “fun” fundraising. Share creative special events on your organizations Facebook, Twitter, and/or website.**
- **Involve the minds of your co-workers; decide what’s best for your agency/unit and what makes your agency/unit special. The possibilities are endless get creative and make it fun!**
- **Send witty, inspiring, and short blasts that create excitement about the campaign.**
- **.Hang posters everywhere – lobbies, hallways, bathrooms, break rooms, elevators, etc.**





Marketing the Campaign (Cont'd)

- **Promote the campaign through the display of posters and other creative means of publicity you can develop.**
- **Use all hands and group meetings to provide CFC information. Be sure to coordinate this with your supervisor before hand.**
- **Use Guest speakers at kick-offs and other events.**
- **Sponsor special events for your departments/agencies. Money collected during a special event is considered undesignated unless an individual wants their portion designated to a charity or the agency wants to designate to one or more charities.**



Marketing the Campaign (Cont'd)

- Don't take objections personally.
- All donations are voluntary so PLEASE, never coerce or strong-arm.
- Encourage payroll deduction (MyPay)... It's the easiest way to give!
- Say "Thank You"!





Campaign BEST Practices

DO this ...

- ❖ **DO use special events to focus attention on the campaign.**
- ❖ **DO something different to spark interest in your campaign.**
- ❖ **DO publicize your office's activities – Get the word out!**
- ❖ **DO check ideas out with your agency/unit head.**
- ❖ **DO solicit ideas from co-workers.**
- ❖ **DO hold committee/staff meetings – make sure everyone's motivated and on the same page!**
- ❖ **DO have a Plan B!**
- ❖ **DO invite guest speakers.**
- ❖ **DO mingle – smiles are contagious!**



Campaign BEST Practices

DON'T do this ...

- ❖ **DON'T surprise your boss with an event on company time.**
- ❖ **DON'T do the same old thing – try something new!**
- ❖ **DON'T be shy!**
- ❖ **DON'T abuse civilian work hours – excused absences are limited and should be used sparingly. Otherwise, civilians will be required to take leave.**
- ❖ **DON'T go overboard – keep it modest.**



Special Event Ideas

- **Bowling Tournament**
- **Book Sale**
- **Bake Sale**
- **Pancake Breakfast**
- **Hotdog Lunch**
- **Pizza Lunch**
- **Executive Prison**
- **International Food Day**



Special Event Ideas

- **Chili Cook-off**
 - **Baby Picture Match Game**
 - **Ice Cream Sundaes**
 - **Penny Wars**
 - **Jean Day**
 - **Candy Cane (Thank You)**
- **When Turning-in money from special events fill out an pledge form with the name special event or the name of the event (Jean Day) and the complete the amount under the block for cash.**



Campaign BEST Practices

- **Communications**

- Highlight the CFC campaign on home agency pages and link to our website
- Include photos of employees and event(s) on Intranet
- Highlight Keyworker(s) on Intranet so potential donors know who is supporting the campaign in their agency
- Email daily inspirational stories and campaign goal updates

- **Events**

- Send out campaign reminders on pay day
- Start countdown activities
- Encourage competition in office(s)
- Place campaign thermometers, posters and table tents in high traffic areas
- Plan fun events like pizza parties, chili cook-offs, bake sales, ice-cream social





Campaign BEST Practices

Leadership Support:

- Request Leadership send out emails encouraging campaign participation (provide weekly status reports on campaign progress that can be incorporated in the message)
- Request campaign discussion during staff meetings



We need your support!



Ways to Give



- DoD Civilian and Military Personnel through your MyPay Account for Payroll Deduction at <https://mypay.dfas.mil/mypay.aspx>
- For Credit/Debit Card pledges use CFC Nexus at: https://www.cfcnexus.org/_potomaccfc/
- Paper copies for cash, check or payroll deduction



UNIVERSAL GIVING



- New to the CFC Campaign this year.
- Universal Giving Charity List will only be available online not in printed form. It will be available in searchable format on the OPM website: www.opm.gov/cfc
- Employees can give to any charity listed in the CFC universal giving book/list regardless of where the charity is located or where the employee is located.
- Meaning employees can give charities/ organizations outside the Potomac CFC area, as long as, they are participating in a CFC Campaign.
- Universal Giving is available by MyPay, CFC Nexus, and paper pledging.



Processing Pledges

- Double-Check
 - Check pledge cards for accuracy and illegibility. Check math to ensure total contribution – matches total amount entered for charities.
 - Make sure that cash and checks are attached to pledge forms.
 - Make sure all checks are made **payable to Potomac CFC**.
- Do
 - Detach the white copies and give to the payroll coordinator for your unit/agency or deliver to the base payroll office.
 - Return incorrect pledge cards to employees for correction.
 - Give the Yellow Copy to your Lead Keyworker
- Deliver (Lead Keyworkers)
 - Check totals on envelope.
 - Place only yellow copies and cash/check into envelope.
 - Only make one envelope for unit/agency per turn-in.
 - Take envelope to turn-ins for processing.



**Easiest Way
To Give for
Employee and Keyworker.**

Less Paperwork!



ePledge Process

UNCLASSIFIED//FOUO

https://mtmt.dfas.mil/?AccessString=MCTFSA%7eEMAIL&GID=e9c768b9-a166-4ca0-87cb-95cacebb1ee4&glo - Windows Internet Explorer



Main Menu

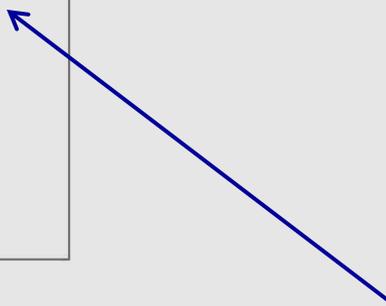
Exit

• 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Last Date myPay Accessed: 08/21/2013

Your Marine Corps Active Duty Pay Account

- Leave and Earnings Statement (LES)
- Last Pay Information
- Savings Deposit Program (SDP)**
 - SDP Statement / Withdrawal Request
- Pay Changes:**
 - Allotments
 - Combined Federal Campaign (CFC)
 - Correspondence Address
- Direct Deposit:**
 - Net Pay EFT
 - Travel EFT
- Taxes:**
 - Federal Withholding
 - State Withholding
 - Tax Statement (W-2)
 - Travel / Miscellaneous Tax Statement (W-2)
 - Turn on/off Hard Copy of W-2 and 1099-INT
 - SDP Tax Statement 1099-INT
 - Traditional TSP and Roth TSP
 - TSP Catch-Up - Traditional and Roth
 - Travel Voucher Advice of Payment (AOP)
 - Email Address
 - Security Questions for Password Resets
 - **Personal Settings Page** (Click here for details)



**Combined Federal Campaign
option added to MyPay Main Menu**

Trusted sites | Protected Mode: Off

100%



9:31 AM
8/23/2013

ePledge Process

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https://mtmt.dfas.mil/?AccessString=DJMSAA~DCPSZPV~DJMSAR~MCTFSA~DCPSZKA~RCPS~APSA~NAF~IGS~DJMS - Windows Internet Explorer



CFC

Main | Exit

Your current monthly contribution and total CFC gift are shown below.
If you would like to add additional contributions to CFC, please click 'Add New Contribution'.

Current Monthly Contribution: \$0.00

Total CFC Gift: \$0.00

Add New Contribution

To make a one-time contribution, please contact
your CFC key worker.

Donor selects
"Add New Contribution"

Done

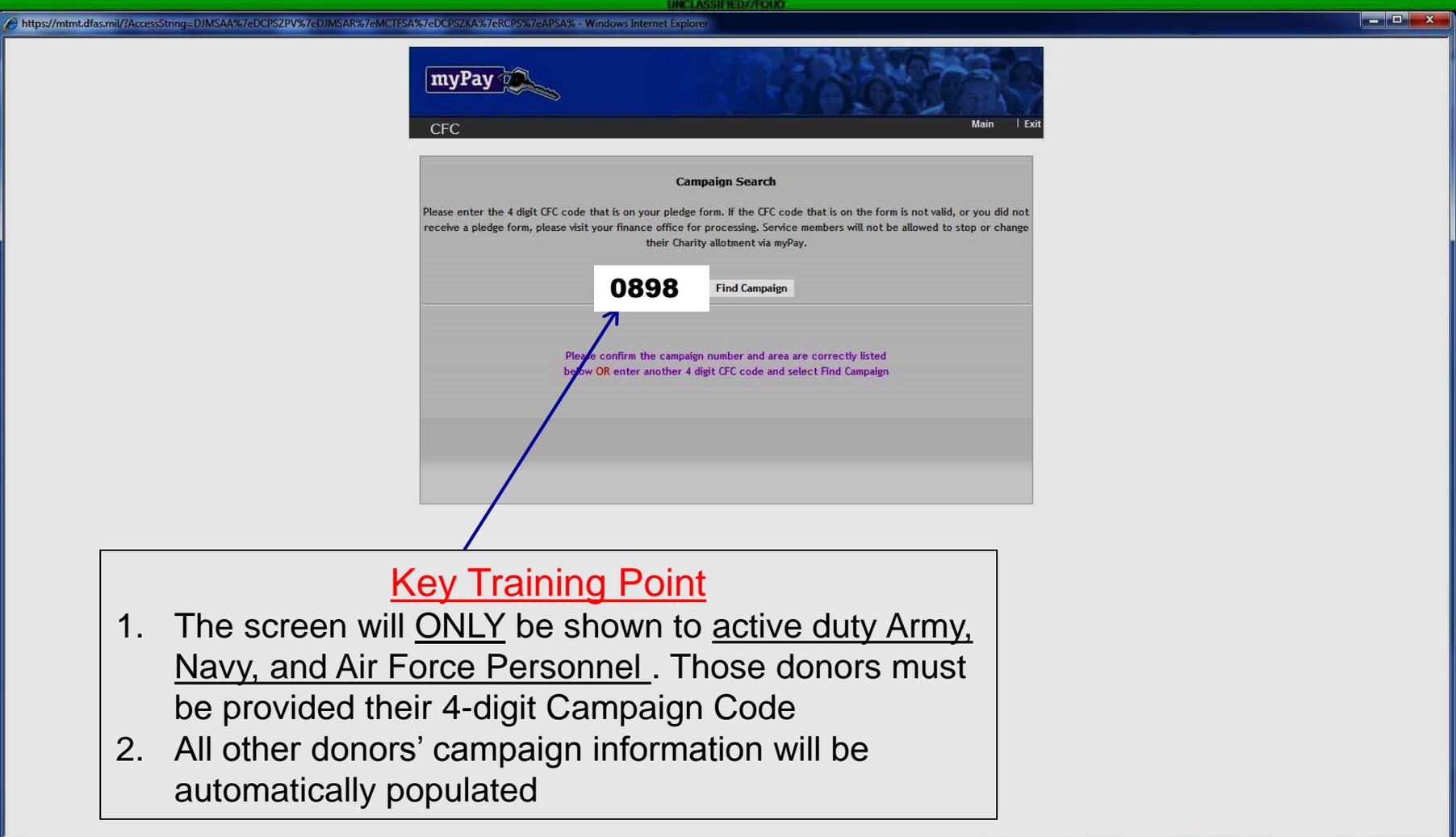
Trusted sites | Protected Mode: Off

100%



9:35 AM
8/23/2013

ePledge Process



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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCPS%7eAPSA% - Windows Internet Explorer

myPay

CFC Main | Exit

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.

0898 Find Campaign

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

Done Trusted sites | Protected Mode: Off 100%

9:41 AM 8/23/2013

Key Training Point

1. The screen will ONLY be shown to active duty Army, Navy, and Air Force Personnel. Those donors must be provided their 4-digit Campaign Code
2. All other donors' campaign information will be automatically populated

ePledge Process

https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCPS%7eAPSA% - Windows Internet Explorer

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myPay

CFC Main | Exit

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

\$50

Save

Done Trusted sites | Protected Mode: Off 100%

9:57 AM 8/23/2013

Donor selects donation **amount per pay period/month**

Key Training Point

Maximum allowable total donation for military personnel is \$833/month. For donations higher than that, military donors should use a paper pledge form

ePledge Process

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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

myPay 

CFC Main | Exit

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.

• Undesignated Contributions Per Month : \$50.00
• Designated Contribution Per Month : \$0.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11977	Animal Rights Institute	
<input type="checkbox"/>	11646	Assistance Dog Institute	
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	
<input type="checkbox"/>	10474	Animal Welfare Institute	

Continue Add More Charities Delete Selected

The donor enters the per pay period or per month donation amount

Done Trusted sites | Protected Mode: Off 100%

10:02 AM 8/23/2013

ePledge Process

Key Training Point

For an organization's pledges to be properly credited the donor **MUST** enter the **Command/Unit or Federal Agency/Office**
See next slide

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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

CFC Main | Exit

Current contribution: \$50

Personal Information

- Please complete the fields below. Work phone number or work email address and work street address are required.
- Please indicate if you wish to have your pledge amount released to your designated organizations.
- If you wish to authorize recognition, please indicate so in the Recognition Release Authorization field.
- Click address or email if you wish to release your contact information to your designated organizations.

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:

OR

Work Phone Number: (10 digits only, ex. _____)

Command/Unit Name (Alphanumeric field). Please enter your location or code provided by your campaign worker.

Amount Release Authorization: Yes No

Recognition Release Authorization: Yes No

If yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)

Contact Release Authorization: By Address By Email Neither

Home Email Address:

Pledge summary is displayed; undesignated funds are automatically calculated and displayed

Done

Trusted sites | Protected Mode: Off

10:05 AM
8/23/2013

MyPay List

Command/Unit Listing for Quantico

- Commanders Office
- G-1
- G-3
- G-4 & PCO/MRB
- GF
- G-6
- Chaplain
- Office of Counsel
- Command IG
- Comptroller
- Equal Opportunity Advisor
- DCAA
- DECA
- DLA
- Equal Opportunity Advisor
- BPO
- CDD
- DCAA
- DECA
- DLA
- HMX1
- H and S Bn
- HROM
- JNLWD
- LSSS
- MCM
- MCAF
- MCCDC
- MCCS
- MCESG
- MCIA
- MCIOC
- MCNAFAS
- MCNOSC
- MCOTEA
- MCRC
- MCSC
- MCU
- MCWL
- Manpower Reserve Affairs HQ
- Manpower Reserve Affairs MB
- Manpower Reserve Affairs MF
- Manpower Reserve Affairs MI
- Manpower Reserve Affairs MM
- Manpower Reserve Affairs MP
- Manpower Reserve Affairs MR
- Manpower Reserve Affairs RA
- Manpower Reserve Affairs WWR

MyPay List

Command/Unit Listing for Quantico (continued)

- NMMC
- Naval Health Clinic
- OAD
- OCS
- PAO
- PEO LS
- RCO
- RSU
- Safety Division
- SAPRO
- Security Battalion
- SJA
- TBS
- TECOM
- TECOM Trng Cmd
- VADDESS School
- WTBN
- 4th LAR

ePledge Process

UNCLASSIFIED//FOUO

https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTESA%7eDCPSZKA%7eRCPS%7eAPSA% - Windows Internet Explorer

myPay 

CFC Main | Exit

Please review your contribution amounts and personal information.

Monthly Contribution: \$50.00

Total CFC Gift: \$600.00

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.smith.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.smith@yahoo.com

Is this information correct?

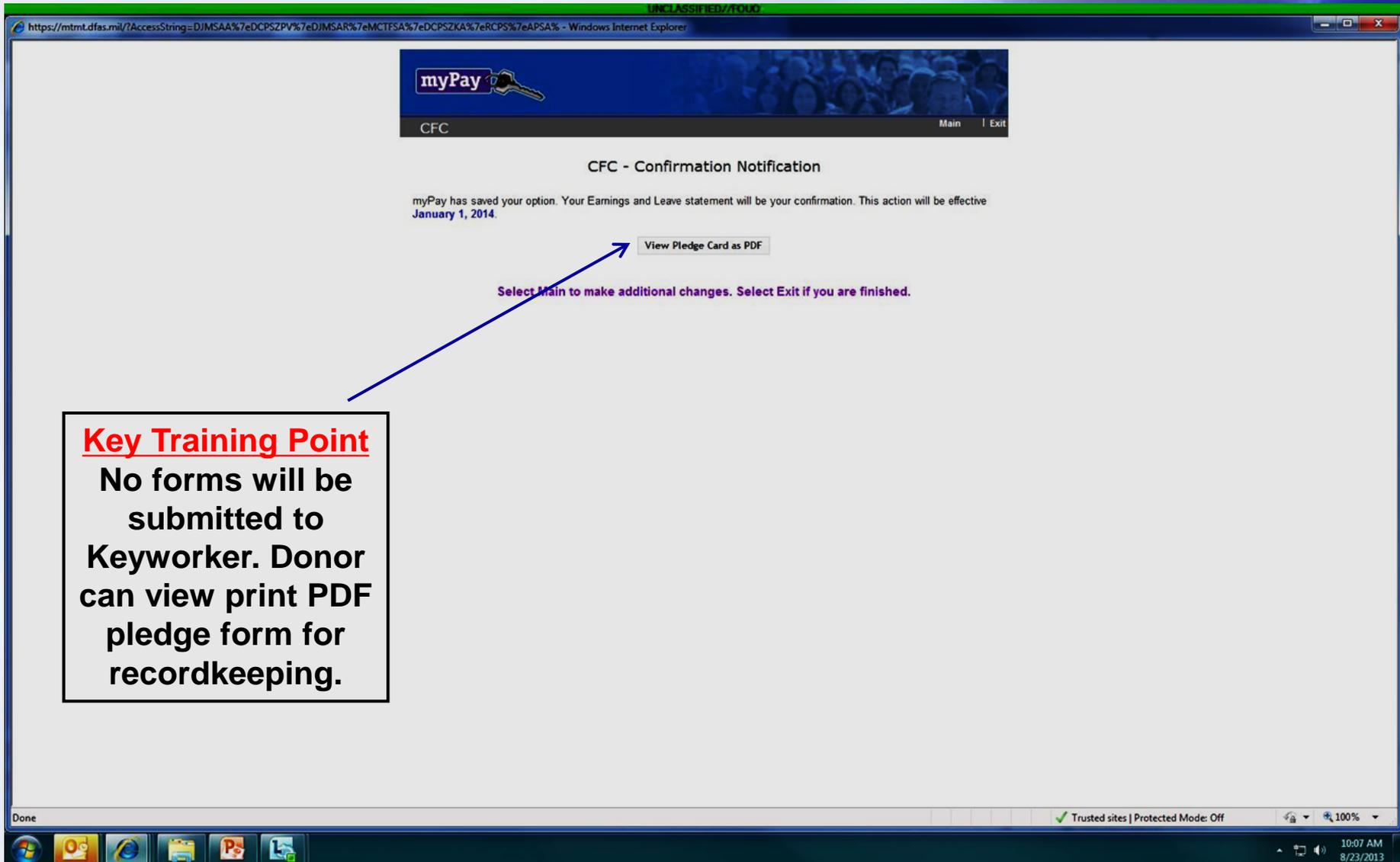
To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

Final review and opportunity for donor to confirm intent

Done Trusted sites | Protected Mode: Off   100%

 10:06 AM
8/23/2013

ePledge Process



The screenshot shows a web browser window with the URL <https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCPS%7eAPSA%7e>. The page header includes the myPay logo and navigation links for CFC, Main, and Exit. The main content area displays a confirmation message: "CFC - Confirmation Notification" and "myPay has saved your option. Your Earnings and Leave statement will be your confirmation. This action will be effective January 1, 2014." Below this message is a button labeled "View Pledge Card as PDF". A blue arrow points from a text box to this button. At the bottom of the page, there is a footer with the text "Select Main to make additional changes. Select Exit if you are finished." The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of 100%. The Windows taskbar at the very bottom shows the date and time as 10:07 AM on 8/23/2013.

Key Training Point

No forms will be submitted to Keyworker. Donor can view print PDF pledge form for recordkeeping.

ePledge Process

UNCLASSIFIED//FOUO

https://mtmt.dfas.mil/myPayPDF.aspx?globalid=999999991&PLoc=1&PNam=999999991_DJMSAA_CFC_34852b4 - Windows Internet Explorer



CFC Campaign Number 0995

City/State Code: _____

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

Last Name, First Name, MI
LAWTON DAVID P

Civilian
 Military

Federal Agency and Office

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 6	\$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 made a pledge. Do not enter your work address or email.

Home Address: _____

Personal Email Address: john.smith@yahoo.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

COPY #6 - CONTRIBUTOR'S COPY - KEEP FOR PERSONAL TAX RECORDS

Donor receipt copy. Up to five charities are listed on Page 1

Done

Unknown Zone | Protected Mode: Off



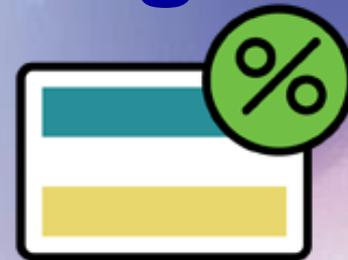
10:08 AM
8/23/2013



QUESTIONS?



Credit/Debit Pledge



**Credit Card
Giving**

Click here if you are having problems filling out the form fields.



MAKE A PLEDGE

1st time visitors to this CFC Nexus account, **register**.
Returning donors, please **login**.

[REGISTER](#) [LOGIN](#)

PLEDGING IS ON

ONLINE PLEDGE TOTALS

1 Pledges
\$25 Dollars
\$25 Average
(Tue, 03 Sep 2013 12:39:38 -0600)

View the Detailed Report

CONTACT THE CAMPAIGN

Contact us with any comments, questions, or suggestions about online pledging

SEARCH FOR CHARITIES

CHARITY SEARCH TOOL

enter a 5 digit code or name

LIST VIEW | PRINT

LIST NAME | SHOW ALL | SEARCH

- ▶ NATIN CARTER CENTER
- ▶ NATIN CENTER FOR SECURITY POLICY, INC.
- ▶ NATIN FLOWSHARES INSTITUTE, INC.
- ▶ NATIN RIGHT TO PLAY
- ▶ NATIN PLOUGHSHARES FUND
- ▶ NATIN JEWISH AID WORLDWIDE: AMERICA, IS
- ▶ NATIN ROOTS OF PEACE
- ▶ NATIN PEACE ACTION EDUCATION FUND
- ▶ NATIN JAPAN-AMERICA STUDENT CONFERENCE
- ▶ NATIN CENTER FOR NEW COMMUNITY
- ▶ NATIN PEACEFORCE, NONVIOLENT
- ▶ NATIN PHYSICIANS FOR PEACE FOUNDATION

HELP AND TRAINING

TOP REFERRERS

Each time you make a pledge, a referral email is sent allowing you to forward to your co-workers. **CLICK HERE** to view top referrers in this campaign.

WELCOME TO CFC NEXUS

LOGIN TO POTOMAC CFC

PLEASE ENTER YOUR LOGIN INFORMATION BELOW

LOGIN/USERNAME

PASSWORD

[click here to log in](#)

[sign me up as a new donor](#) [recover my username/password](#)

SEARCH FOR CHARITIES

HELP AND TRAINING

SEARCH FOR CHARITIES

100% of your donation goes to the charity of your choice.

100% of your donation goes to the charity of your choice.

HELP AND TRAINING

100% of your donation goes to the charity of your choice.

REGISTER FOR POTOMAC CFC



SELECT YOUR AGENCY GROUP BELOW

SEARCH AGENCY GROUP BY KEYWORD, NAME, ADDRESS, ETC

reset

- Dahlgren Naval Base** **SHOW**
- Ft. AP Hill** **SHOW**
- Other Federal Agencies** **SHOW**
- Quantico Marine Corps Base** **SHOW**
- Russell Knox Building** **SHOW**

current

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

pending

login with my username/password

recover my username/password

REGISTER FOR POTOMAC CFC



SELECT YOUR AGENCY GROUP BELOW

SEARCH AGENCY GROUP BY KEYWORD, NAME, ADDRESS, ETC

reset

- Dahlgren Naval Base** SHOW
- Ft. AP Hill** SHOW
- Other Federal Agencies** SHOW
- Quantico Marine Corps Base** HIDE
 - 4th LAR BN - ID:38**
Camp Upshur, Quantico VA 22134
 - BPO - ID:29**
3250 Catlin Avenue, Quantico VA 22134
 - CDD - ID:74**
3300 Russell Road, Quantico VA 22134
 - Chaplain - ID:31**
Bldg. 3019, Quantico VA 22134
 - Command IG - ID:162**
3250 Catlin Avenue, Quantico VA 22134

current

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

pending

login with my username/password

recover my username/password

REGISTER FOR POTOMAC CFC



SELECT YOUR AGENCY GROUP BELOW

YOU SELECTED: DAHLGREN SCHOOL - ID:105

change

completed

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

TITLE/RANK TYPE

-- none --

FIRST NAME

first name

LAST NAME

last name

EMAIL

youremail@domain.com

CONFIRM EMAIL

youremail@domain.com

USERNAME/LOGIN
case sensitive

username / login

PASSWORD
case sensitive / min 6 characters

password

CONFIRM PASSWORD
case sensitive / min 6 characters

password confirm

click here to complete your registration

current

login with my username/password

recover my username/password

MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

Credit / Debit Card (one time)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION

PENDING

RELEASE OF INFORMATION OPTIONS

PENDING

CHARITY SELECTION AND ALLOCATION

PENDING

QUESTIONNAIRE

PENDING

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

Credit / Debit Card (one time)

CARD TYPE

-  Mastercard
-  Visa

EXPIRATION

(MM/YYYY)

CARDHOLDER FIRST NAME

(as appears on card)

CARDHOLDER ADDRESS I

(street address only tied to card)

CARDHOLDER CITY

CARDHOLDER ZIP

TOTAL PLEDGE AMOUNT

CARD NUMBER

(no spaces or dashes)

This charge will show up on your statement as the Potomac CFC. All donations by credit card are final - NO REFUNDS.

CREDIT CARD VERIFICATION (CVV)

CARDHOLDER LAST NAME

(as appears on card)

CARDHOLDER ADDRESS II

(apt. or unit #, etc.)

CARDHOLDER STATE

-- Select a State -- 

CARDHOLDER PHONE NUMBER

format (xxx-xxx-xxxx) USE HYPHENS

format (xxx-xxx-xxxx) USE HYPHENS

TOTAL PLEDGE AMOUNT

\$.00

Whole numbers only, decimal points are not allowed.

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

(amount equals the **amount per pay period x pay period**. In the next step this amount will be allocated among the charities you select.)

during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 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.

service opportunities near your home or office, across the country, or overseas. Just go to www.volunteer.gov, enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

RELEASE OF INFORMATION TO CHARITIES**RELEASE INFORMATION**

- Yes, release my name and contact information to my charities.
- No, I do not want to release my name and contact information to my charities.

If yes, complete your address, contact email address, or the release of designation amount.

ADDRESS I
(do not include unit/apt# here)

ADDRESS II
(suite #, apt #, unit#, etc)

CITY

STATE

ZIP

EMAIL
(lower case letters only)

AMOUNT Release pledge amount

RECOGNITION AWARD

- NO - I do not want a recognition award.
- YES - I would like to receive a recognition award from my CFC.

TRIBUTE OPTION

- n/a
- In Honor Of
- In Memory Of



LOOKUP TOOL

SEARCH ONLY CHARITY LOOKUP TOOL

CHARITY SEARCH TOOL

TYPE SEARCH TERMS (5 DIGIT CODE,CHARITY NAME,ETC) THEN ENTER

NO SEARCH FILTERS

SEARCH OPTIONS



Search for charities by entering a charity code or any keyword.



STEP 2 - CHARITY SELECTION AND ALLOCATION

select a charity from the list below. click the + icon to expand

[CLICK HERE TO SWITCH TO SEARCH MODE](#)

NTEE

+ ADD UNDESIGNATED

+ ADD INT UNDESIGNATED

Medicinal Disciplines

(there are 440 charities in this ntee category)



CHARITIES WITHIN THIS NTEE CATEGORY:

- + NATNL AARON DIAMOND AIDS RESEARCH CENTER
- + NATNL ACCORDIA GLOBAL HEALTH FOUNDATION
- + NATNL ACOUSTIC NEUROMA ASSOCIATION
- + INTNL AFGHAN HEALTH AND DEVELOPMENT SERVICES
- + NATNL AFRICA AIDS CHILDREN'S RELIEF FUND
- + INTNL AFRICA AIDS WATCH
- + INTNL AFRICA FIGHTING MALARIA INTERNATIONAL, INC.

ALLOCATE \$520 TO THE CHARITIES YOU HAVE ADDED BELOW.

Perfect, you are done!

PEREGRINE FUND, THE

DELETE

(5 digit code 10639) [AFR: 12.8%](#)

\$ 154

HAWK MOUNTAIN SANCTUARY ASSOCIATION

DELETE

(5 digit code 12054) [AFR: 26.6%](#)

\$ 233

A CHILDREN'S BRAIN TUMOR CURE

DELETE

(5 digit code 90687) [AFR: 9.6%](#)

\$ 133

3 CHARITIES ADDED

DISTRIBUTE
REMAINDER
EVENLYCLEAR
ALL
FIELDS

ALLOCATION TOTAL: \$520

TOTAL AMOUNT: \$520

REMAINING: \$0

STEP 3 - QUESTIONNAIRE

QUESTIONNAIRE

 YES, I'll answer a few questions to help

You must distribute your total donation amount in order to submit your pledge.

MY PLEDGES

1
PLEDGE NO. 167624
Wed Aug 03 2011
AMOUNT: \$520.00
WORLD CONTRIBUTION

**You may view, email, or print any of
you past pledges.**

1
Select a pledge from the list on the left.

listed in chronological order. The newest pledges are at the top.

Pledge details will be displayed in this area.



MY PLEDGES

1

PLEDGE NO. 167624
Wed Aug 03 2011
AMOUNT: \$520.00
 PAYROLL CONTRIBUTION



EMAIL THIS PLEDGE TO MYSELF



PRINT THIS PLEDGE

Pledge Number 167624

CFC	CFC Nexus Demo (9999)	CFC City/State Code	09 9999
------------	-----------------------	----------------------------	---------

Donor Information

Donor Name	Jane Doe	Donor Email	jane.doe@cfcnexus.org
-------------------	----------	--------------------	-----------------------

Pledge Information

Division/Unit Name (city)	Date of Pledge
Sample Federal Agency X (HelpOthers)	Wed Aug 03 2011

Allotment Source	Amount	Interval	Total Gift
CIVILIAN	\$20.00	x26 pay periods - biweekly	\$520.00

Charities Designated

Organization ID	Amount
(10639) Peregrine Fund, The (EIN:23-1969973)	\$154.00
(96687) A Children's Brain Tumor Cure (EIN:26-0295572)	\$133.00
(12054) Hawk Mountain Sanctuary Association (EIN:23-1392700)	\$233.00
TOTAL PLEDGE:	\$520.00

Pledge Status

Payroll Status:	Viewed
------------------------	--------

Pledge Status Definitions

- Pending:** Payroll Coordinator/Administrator has not seen this pledge.
- Viewed:** Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.
- Processed:** 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



Reports

Click here if you are having problems filling out the form fields.



MAKE A PLEDGE

1st time visitors to this CFC Nexus account, **register**.
Returning donors, please **login**.

[REGISTER](#) [LOGIN](#)

PLEDGING IS ON

ONLINE PLEDGE TOTALS

1 Pledges
\$25 Dollars
\$25 Average
(Tue, 03 Sep 2013 12:39:38 -0600)

View the Detailed Report

CONTACT THE CAMPAIGN

Contact us with any comments, questions, or suggestions about online pledging

SEARCH FOR CHARITIES

CHARITY SEARCH TOOL

LIST VIEW SEARCH

- ✓ MATCH CARTER CENTER
- ✓ MATCH CENTER FOR SECURITY POLICY, INC.
- ✓ MATCH FLOWSHARES INSTITUTE, INC.
- ✓ MATCH RIGHT TO PLAY
- ✓ MATCH PLOUGHSHARES FUND
- ✓ MATCH JEWISH AID WORLDWIDE: AMERICA, IS
- ✓ MATCH ROOTS OF PEACE
- ✓ MATCH PEACE ACTION EDUCATION FUND
- ✓ MATCH JAPAN-AMERICA STUDENT CONFEREN
- ✓ MATCH CENTER FOR NEW COMMUNITY
- ✓ MATCH PEACEFORCE, NONVIOLENT
- ✓ MATCH PHYSICIANS FOR PEACE FOUNDATION

HELP AND TRAINING

TOP REFERRERS

Each time you make a pledge, a referral email is sent allowing you to forward to your co-workers. **CLICK HERE** to view top referrers in this campaign.

POTOMAC CFC

Shannon Park Drive • Fredericksburg, VA 22408 • (540)373-0041 , ext. 318 phone • (540)373-0356 fax

- MENU
- PLEDGING
- PAYROLL
- REPORTS
- MY PLEDGES & PROFILE

PAYROLL REPORT

Agency Group	Agency	Pledges	Dollars
+ Dahlgren Naval Base	[EXPAND DETAILS]	411	\$319,741
+ Ft. AP Hill	[EXPAND DETAILS]	27	\$10,305
+ Other Federal Agencies	[EXPAND DETAILS]	46	\$13,108
+ Quantico Marine Corps Base	[EXPAND DETAILS]	964	\$367,757
+ Russell Knox Building	[EXPAND DETAILS]	236	\$143,941

		Pledges	Total Dollars
2013 CAMPAIGN TOTALS		1684	\$ 854,853.

Download



GROUP TOTALS BY Agency Group

- +
- +
- +
-

Agency Group/Agency (click for details)	Pledges	Dollars	Avg.
Dahlgren Naval Base	277	\$223,844.50	\$808.
Ft. AP Hill	19	\$12,174.00	\$640.
Other Federal Agencies	68	\$18,003.00	\$264.
Quantico Marine Corps Base	433	\$178,604.64	\$412.
BPO	4	\$1,126.00	\$281
CDD	17	\$4,948.00	\$291
Command IG	2	\$170.00	\$85
Comptroller	3	\$1,560.00	\$520
DLA	1	\$1,300.00	\$1,300
G3	2	\$84.00	\$42
G4 & PCO/MRB	1	\$300.00	\$300
GF (G5)	3	\$1,472.00	\$490
H and S Bn	8	\$468.00	\$58
HMX1	5	\$1,380.00	\$276
JNLWD	4	\$2,390.00	\$597
LSSS	3	\$59.00	\$19
Manpower Reserve Affairs MF	2	\$336.00	\$168
Manpower Reserve Affairs MI	3	\$1,742.00	\$580
Manpower Reserve Affairs MM	36	\$5,889.00	\$163
Manpower Reserve Affairs MP	5	\$2,110.00	\$422
Manpower Reserve Affairs RA	2	\$660.00	\$330
Manpower Reserve Affairs WWR	6	\$1,170.00	\$195
MCAF	58	\$2,919.08	\$50
MCCDC	6	\$1,200.00	\$200
MCCS	25	\$7,287.50	\$291
MCESG	2	\$1,020.00	\$510
MCIA	6	\$2,470.00	\$411
MCIOC	5	\$1,792.00	\$358
MCNAFAS	4	\$2,730.00	\$682
MCOTEA	6	\$3,160.00	\$526
MCRC	4	\$3,176.00	\$794
MCSC	69	\$71,737.06	\$1,039
MCU	16	\$6,471.00	\$404

GROUP TOTALS BY Agency Group

- +
- +
- +
-

Agency Group/Agency (click for details)	Pledges	Dollars	Avg.
Dahlgren Naval Base	277	\$223,844.50	\$808.1
Ft. AP Hill	19	\$12,174.00	\$640.7
Other Federal Agencies	68	\$18,003.00	\$264.7
Quantico Marine Corps Base	433	\$178,604.64	\$412.4
BPO	4	\$1,126.00	\$281.5
CDD	17	\$4,948.00	\$291.0
Command IG	2	\$170.00	\$85.0
Comptroller	3	\$1,560.00	\$520.0
DLA	1	\$1,300.00	\$1,300.0
G3	2	\$84.00	\$42.0
G4 & PCO/MRB	1	\$300.00	\$300.0
GF (G5)	3	\$1,472.00	\$490.6
H and S Bn	8	\$468.00	\$58.5
HMX1	5	\$1,380.00	\$276.0
JNLWD	4	\$2,390.00	\$597.5
LSSS	3	\$59.00	\$19.6
Manpower Reserve Affairs MF	2	\$336.00	\$168.0
Manpower Reserve Affairs MI	3	\$1,742.00	\$580.6
Manpower Reserve Affairs MM	36	\$5,889.00	\$163.5
Paper Pledge			
 PAYROLL	7	\$ 960.00	\$ 137.1
 CHECK	1	\$ 200.00	\$ 200.0
 CASH	10	\$ 111.00	\$ 11.1
myPay Pledge			
 PAYROLL	18	\$ 4,618.00	\$ 256.5
Manpower Reserve Affairs MP	5	\$2,110.00	\$422.0
Manpower Reserve Affairs RA	2	\$660.00	\$330.0
Manpower Reserve Affairs WWR	6	\$1,170.00	\$195.0
MCAF	58	\$2,919.08	\$50.3
MCCDC	6	\$1,200.00	\$200.0
MCCS	25	\$7,287.50	\$291.5
MCESG	2	\$1,020.00	\$510.0



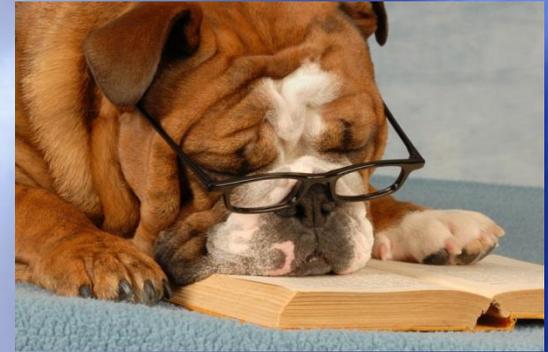
The Paperwork



Just Getting Prepared



Brochure



- Use the 2016 Potomac CFC brochure.
- Or the online brochure at www.potomaccfc.org
- 3 Sections: Local/ National/ International.
- Use 5 digit code to designate agency.
- Cannot “*write-in*” an agency that is not included in the 2016 CFC campaign.
- Each agency must meet a strict set of guidelines in order to be listed in the brochure.
- The % at the end of each 25 word statement is the administration cost of the agency (AFR).
- Taxonomy Codes are included.
- Great resource for answering questions!

What is that organization's five digit code?



Pledge Cards



- **Keyworker should review pledge cards for accuracy and legibility.**
- **Ensure military branch of service is completed.**
- **Minimum Contribution (for Payroll Deduction) MyPay or Paper Copy Pledges**
 - **Military Personnel is \$1.00 per month**
 - **Civilian Personnel is \$1.00 per pay period**
- **Make checks payable to the Potomac CFC**
- **For Paper Pledges: Yellow Paper Copy goes in envelope.**
- **For Paper Pledges: White Copy goes to payroll processing office (Payroll Deduction Only). If cash or check, white copy goes back to employee.**
- **For Paper Pledges: Military Personnel Payroll Deductions require: Full SSN and signature/date.**
- **For Paper Pledges: Civilian Personnel Payroll Deductions require: Full SSN or Employee ID Number and signature/date.**



Report Envelope and Turn Ins (Lead Keyworkers Only)

- Complete the Report Envelope (Paper pledge forms only).
- Attend Turn-ins
- Turn-in **YELLOW COPY** only.
- White copy goes to payroll processing office - not in envelope
- Separate Military and Civilian, Payroll, Cash and Checks
- Keep Checks with the Pledge Cards
- Keep Cash with Pledge Cards
- Stay until a representative has verified the accuracy of the Report Envelope.
- Collect incentives at the Turn-in.
- Keep track of incentives - don't forget to give incentives to donors!





Turn-in Dates Lejeune Hall 1100-1300 Hours

SEPTEMBER

- September 21

OCTOBER

- October 5
- October 19

NOVEMBER

- November 2
- November 16
- November 30

DECEMBER

- December 7
- December 14
- December 21





The Fun Stuff





CFC Events



**September 1st –
Dodgeball Tournament**

**November 10th –
Skeet Shooting**

**October 6th – Golf
Tournament**

December – ?

**Let's Get This
Campaign Going!**





Incentives

**There is no set gift!
Every donation counts!**

Lapel Pin



**Gift of
All Donors**



Incentives



**CFC Giant Magnet
Clip**

**Gift of
\$260 - \$1,4999**



Incentives



**CFC Carabiner
Flashlight**

**Gift of
\$1,500 - \$3,999**



Incentives

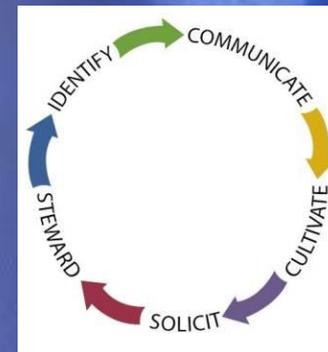


Trunk Organizer

**Gift of
Over \$4,000**



Points to Remember



- Learn about the CFC
- Use the 2016 Brochure for information
- Encourage Online Giving at www.potomaccfc.org
- Make your own gift first
- Organize a group meeting/event
- If a group is not possible, begin making one-on-one requests for a contribution (September 1 – December 15)
- Say “Thank You” – Use Thank You card
- Review pledge cards for accuracy and readability
- Attend the Bi-Monthly Turn-Ins
 - First turn-in date is September
- Give out incentives
- Collect any old brochures/pledge cards and recycle them

DISTRIBUTE MATERIALS

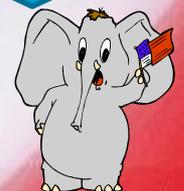


Each Keyworker's Tool Kit Contains:

- **1 Ways to Give Poster**
- **Charity Books (Based on # of Employees)**
- **Pledge Cards (Based on # of Employees)**
- **Ways To Give Card (Based on # of Employees)**
- **1 MyPay Guide w/Unit-Organizational Listing**
- **1 Keyworker Job Description**
- **1 Tips for Effective Keyworker**
- **1 What Your Gift Can Do**
- **1 CFC Special Events Checklist**
- **1 Special Event Ideas List**
- **Sample E-Mails**



Distribute materials carefully based on number of potential contributors to avoid running out too early.





2017 CFC Changes



- The 2017 Combined Federal Campaign will have the following changes:
 - The Potomac CFC and the N. Shenandoah Valley CFC will join with the National Capital Area CFC to be one campaign.
 - OPM has contracted for a Central Campaign Administrator (CCA) starting with the 2017 campaign.
 - CCA contract was awarded to the Give Back Foundation.
 - The CCA will handle charity applications, assign charity codes (for new organizations), maintain CFC website, collect fees, process pledges, disburse payments to charities and prepare campaign results.
 - All CFC applications will be submitted electronically (only) via the CFC Website developed by the CCA.
 - There will be a non-refundable application fee.
 - A listing fee if you are approved.
 - And possibly a disbursing fee.
 - These fees will be paid up front.
 - OPM is hoping to have fee schedule available in the October 2016 timeframe.





2017 CFC Changes (Cont'd)

- The Local Federal Coordinating Committee (LFCC) can hire a Outreach Coordinator (OC) to handle the marketing materials/events or they can handle this themselves.
- The CCA will have a **online giving system** which will be for all federal employees.
- This online pledging system will be electronic checks, credit cards (to include recurring payments) and payroll deductions.
- MyPay **will not** have an CFC pledge module in 2017.
- Completed pledge forms and/or cash/checks **will not** handled by Outreach Coordinator nor Keyworkers.
- There will **no cash** pledges.
- Only check or payroll pledges.





2017 CFC Changes (Cont'd)

- Paper pledges will be mailed to the CCA by the employee making the pledge.
- There will be **no special events** only educational events.
- **NO** pledge forms or money can be collected at these events.
- There will be **no undesignated pledges** starting with the 2017 campaign.
- Universal Giving (All Around Giving) will continue in future campaign years.
- OPM will be providing more information as the year goes along.





2017 CFC Changes (Cont'd)

- Employees will be able to setup favorite charities in online system which they will be able to give to year after year without re-entering charity information.
- If charity organization is removed from the campaign during the year; the online system will send an e-mail to employee asking where they would like their pledge to go (employee will be able to pick another charity).
- Employees will not be able to change the amount of the pledge during the year.
- When an employee leaves the federal government the CFC pledge will stop to the charity.



2017 CFC Changes (Cont'd)



- There will be no undesignated pledges.
- In five (5) years starting with the 2022 campaign the CFC will not have pledges with checks, paper pledge forms or books
- There will be one CFC website in 2017 which donors can make e-pledges and search for charities.
- New hires to federal government will be able to make pledge to CFC at the time they are hired.
- Online e-giving system opens on CFC website - September 2017
- Questionable whether there will be any incentives in future campaign years.
- All existing incentives will be given out this year or donated.
- CCA will answer questions from employees on pledge issues.
- When a employees leaves the federal government the CFC pledge will stop to charity.



Where Do I Go From Here?

We're here to
Help!



- **If you need further assistance contact:**

Capt Manuel Sanchez-Maldonado, MCBQ Campaign Chairperson
(703) 784-2909

Manuel.sanchez-maldo@usmc.mil

Sharon Patrick, Potomac CFC

540-373-0041 ext. 318

spatrick@rappahannockunitedway.org

Website: www.potomaccfc.org

Potomac Combined Federal
Campaign (CFC)

FACEBOOK





Any questions?

Thank you for your time!