



Care For Causes



2016

**3 Rivers/Pennsylvania West Combined Federal Campaign
Keyworker Guide**

www.3riverscfc.org
(412)330-7667

LETTER FROM THE CHAIR



It is a privilege to serve as the Chairperson for the 2016 3 Rivers/PA West Combined Federal Campaign (CFC). As Federal workers, Postal service employees and Military personnel, our participation in the CFC is essential to the campaign which raises over \$177 million for charity annually.

The CFC offers federal personnel an easy way to support charitable organizations in their community. Participating charities depend upon contributions to provide essential services here at home and around the world. Whether you give by payroll deduction, check, cash, or credit/debit card, your pledge makes so much possible for so many.

This is an exciting year for our local campaign. We are proud to announce the merger with the Chambersburg Area CFC. The new CFC *region includes Federal and Military agencies and Post Offices in Adams and Franklin counties.

This year's campaign offers a wide choice of charities to choose from – more than 18,000 local, national and international charities are in our campaign this year. This includes charities outside our campaign area known as the “CFC All-Around Giving” option, implemented a few years ago, which is wildly popular, allowing personnel to pledge to charities in their hometown, or other locations they have a personal connection to. Only local charities that are in the 3 Rivers/PA West CFC are listed here in our print directory. To find a charity outside our campaign region, visit our website www.3riverscfc.org and click on the “Charity Look Up” tool. You can place the charity's code on your pledge card or donate online.

The 2016 local goal is to raise \$1.1 million and I encourage you to use e-pledge/online giving as it will make it easier than ever for you to support your chosen charities. Online giving will further reduce the 3 Rivers/PA West CFC's administrative costs so that even MORE of what you pledge goes directly to the charity or charities you support. Online pledging is available through DFAS MyPay, Employee Express (EEX) or CFC Nexus and includes ALL CFC charity codes.

On behalf of the 3 Rivers/PA West Local Federal Coordinating Committee (LFCC), we invite you to serve humanity this year by giving on behalf of the CFC and look forward to making more powerful and positive impacts in our own communities than ever before. We look forward to working with your agency CFC Campaign Manager and Keyworkers as we collectively do our best to make the impossible, possible for so many. Let's “Show Some Love” to our Causes!

Thank you for making a difference.

A handwritten signature in black ink that reads "Michael E. Whitelock". The signature is written in a cursive style and is positioned above a light grey rectangular background.

Mr. Michael E. Whitelock-I
U.S. Department of Housing & Urban Development
Chair of the 3 Rivers/Pennsylvania West CFC

*3 Rivers/Pennsylvania West CFC serves all federal and military agencies and U.S. post offices in the following counties: Adams, Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Fayette, Forest, Franklin, Green, Huntington, Indiana, Juniata, Lawrence, Lebanon, Mercer, Mifflin, Somerset, Venango, Washington, and Westmoreland Counties (PA); Brooke, Hancock, Marshall, Ohio and Wetzel Counties (WV) and Belmont, Monroe Counties (OH).

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REGIONAL EXECUTIVE COMMITTEE

CHAIR

Michael E. Whitelock-I, Field Environmental Officer, U.S. Department of Housing & Urban Development
TEL: 412-644-6932 E-MAIL: michael.e.whitelock@hud.gov

CO-CHAIR

Lori Blausner, Case Analyst, U.S. Office of Personnel Management (FIS)
TEL: 724-794-5612 x 5370 E-MAIL: lori.blausner@opm.gov

CO-CHAIR

Linda Reed, Administrative Officer, IRS-Pittsburgh Post of Duty
TEL: 412-404-9605 E-MAIL: linda.j.reed@irs.gov

Henrietta Burns-Weeden, Tax Compliance Officer, IRS-Pittsburgh Post of Duty
TEL: 412-404-9609 E-MAIL: henrietta.m.burnsweeden@irs.gov

LOCAL FEDERAL COORDINATING COMMITTEE

Patrick Arnold, Assistant Director, Department of Veteran's Affairs - Regional Office, Pittsburgh
TEL: 412-395-6008 E-MAIL: pat.arnold@va.gov

Lovetta Ford, Associate Director, VA Pittsburgh Healthcare System
TEL: 412-822-3325 E-MAIL: Lovetta.Ford@va.gov

Julianne Hostovich, Hearing Office Director, Office of Disability Adjudication and Review
TEL: 866-331-2291 x 23136 E-MAIL: Julianne.Hostovich@ssa.gov

Tamara Ivosevic, Executive Director, Pittsburgh Federal Executive Board
TEL: 412-395-6223 E-MAIL: Tamara.Ivosevic@opm.gov

Sarah B. Tarr, Program Analyst, OPM - Retirement Operations Center
TEL: 724-794-2005 x 3494 E-MAIL: Sarah.Tarr@opm.gov

Robert Willits, WG-2604-11 Electronic Equipment Inspector, Letterkenny Army Depot
TEL: 717-267-9091 E-MAIL: robert.w.willits.civ@mail.mil

Gina Woods, Administrative Support Assistant, Letterkenny Army Depot
TEL: 717-267-4192 E-MAIL: gina.m.woods7.civ@mail.mil

Jean Yeager, Executive Secretary, U.S. Army Corps of Engineer
TEL: 412-395-7103 E-MAIL: jean.m.yeager@usace.army.mil

HONORARY MEMBERS NON VOTING

George Buck, (ret) Executive Director, PGH Federal Executive Board
TEL: 412-271-1896 E-MAIL: george.buck@gmail.com

Lt. Col. (ret) Brian Schill, 171st Air Refueling Wing
TEL: 412-833-6229 E-MAIL: BLSchill@aol.com

Ginette Simpson, (ret) U.S. Postal Service
TEL: 724-244-5272 E-MAIL: ginettesimpson@comcast.net

THE COMBINED FEDERAL CAMPAIGN

MISSION

The Combined Federal Campaign (CFC) supports and promotes philanthropy through a program that is employee focused, cost-efficient and effective in providing all Federal Employees the opportunity to improve the quality of life for all.

SCOPE

Except for service relief drives, it is the only on-the-job fund raising campaign authorized for Federal civilian employees, Postal Service employees, and members of uniformed services. It is authorized and endorsed by Congress and the President of the United States.

PRIMARY GOAL

To achieve increased participation of Federal Employees in the CFC by soliciting 100% of the Federal workforce. To educate Federal Employees of the good work the approved charities do everyday; and to continue to create a culture for giving.

STRUCTURE

The Federal Agency Directors serve as the campaign's Executive Committee. The Executive Committee members annually appointed representatives who serve as the planning and overseeing regional campaign committee and campaign project officers who are responsible for running the installation campaign. The campaign is managed by a not-for-profit organization or federation (PCFO). It is responsible for conducting the campaign and distributing the funds within the established regulations. It is accountable to the Local Federal Coordinating Committee.

3 RIVERS/PENNSYLVANIA WEST CAMPAIGN REGION

The 3 Rivers/Pennsylvania West Combined Federal Campaign covers parts of Western Pennsylvania, Eastern Ohio and the West Virginia panhandle. We are the Federal Employee and Military annual fundraising effort representing hundreds of Local, National and International Charities. Our campaign region includes: Adams, Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Fayette, Forest, Franklin, Greene, Huntingdon, Indiana, Juniata, Lawrence, Mercer, Mifflin, Somerset, Venango, Washington, and Westmoreland Counties (PA). Brooke, Hancock, Marshall, Ohio, and Wetzell Counties (WV). Belmont and Monroe Counties (OH).

We have a diverse and wide spread area consisting of the U.S. Postal Service, the 911th Airlift Wing, Letterkenny, and other military units, the Veterans Administration and Hospitals, the IRS, FBI, FCI and many more.

CAMPAIGN ACHIEVEMENTS

Through the CFC, every person can impact the lives of the people in this community, across this country, and around the world. Last year, the campaign results were phenomenal. Nationally, the 2015 campaign collected more than \$170 million dollars. In 2015 3 Rivers/PA West CFC raised over \$840,000 for charity with over 2,000 donors!

3 RIVERS/PENNSYLVANIA WEST HEADQUARTERS

Amy Ervin
PCFO/CFC Campaign Coordinator
PO Box 110047
Pittsburgh, PA 15232

TEL: 412-330-7667
E-MAIL: threeriverscfc@verizon.net
www.3riverscfc.org

CFC FEDERATIONS AND ORGANIZATIONS

The CFC is divided into federations (an umbrella of organizations) and unaffiliated organizations. A federation is a group of charitable human health and welfare organizations established for the purpose of supplying common fundraising, administrative and management services to its members.

Additionally, there are national federations and organizations, international federations and organizations and local federations and organizations.

National organizations have programs in a minimum of fifteen states and apply directly to the Office of Personnel Management in Washington D.C. They are listed in the directory in the “National/International Agencies” section.

International organizations are present in several countries or in several parts of a foreign country. These organizations also apply directly to the Office of Personnel Management and are listed in the “International Agencies” section.

Local organizations help people in this CFC region. Local organizations apply to the Local Federal Coordinating Committee, the “board of directors” of our campaign. They too must meet OPM requirements for local eligibility. They are listed under the heading “Local Agencies” in the annual Campaign Directory.

All of the federations, their member organizations and the unaffiliated organizations in the campaign directory were found eligible to participate in this year’s campaign. Although the federations and organizations receive funds from the CFC, they do not run the CFC. The CFC is an independent fund drive for Federal Employees and is not affiliated in any way with any of the organizations or federations except as a conduit for Federal employee donations.

The description of a federation precedes the listing of its member organizations in the Campaign Directory.

Donors may give their money to a federation, to an organization under a federation, or to an unaffiliated organization.

DONOR DESIGNATIONS

Donors are encouraged to designate their gifts to specific organizations (up to 5 per donor form) OR to federations that are listed in the Campaign Brochure. Designating gifts allows donors to channel contributions to those organizations that best represent their interests or concerns. If one chooses to designate a gift to a federation, the contribution is used to support the work of the federation or is shared with its affiliated agencies in accordance with the federation’s policy. Designations may only be made to organizations that have been included in the Campaign Brochure. Write-ins are prohibited.

Undesignated Funds

Although donors are encouraged to designate their gifts to particular organizations or federations, and most do, it is not required. If one chooses to make a contribution, but does not want to specify where that contribution is to go, the contribution will still be accepted. These undesignated funds are then shared among all of the organizations listed in the Campaign Brochure in the same proportion that the organizations received designations.

Note: If an organization listed in the brochure receives no designations by any donor, that agency will not receive any of the undesignated money either. Those who designate, in effect, are voting for distribution of undesignated monies.

CFC CAMPAIGN INFORMATION

January 1 – September 30, 2016

Charity Application and CFC Promotion

October 1 – December 15, 2016

Campaign Solicitation

Friday, December 15, 2016

Close of Campaign

Friday, February 2017 (Date to be determined)

CFC Awards Event

2016 Campaign Theme

“SHOW SOME LOVE - CARE FOR CAUSES”

The CFC supports so many charities and their missions. Together, we can make someone’s life a little brighter. You can cure a disease, help the elderly, maybe even save a life. Please support your charities through the 3 Rivers/Pennsylvania West CFC and contribute today.

2016 Campaign Materials

Video – Annual CFC Video

Agency Speakers – Speakers are available to attend your group meeting. They tell personal testimonials and help prospective donors better understand the importance of their gifts and how lives are impacted.

Posters – Posters have a campaign message reminding donors to give and a thermometer to gauge success. These can be printed from www.3riverscfc.org under campaign materials.

CFC Agency Listing Brochure/Directory – This is a complete list of charities that have been found eligible to participate in the CFC. The brochure can be used as a reference guide for services throughout the year. Every person will have an opportunity to review the directory and take one with them. The CFC brochure list is also on the CFC web page www.3riverscfc.org.

Pledge Forms – CFC Pledge Forms should be distributed to each employee along with the Campaign Directory during group presentations or 1-on-1 solicitations. The forms must be properly completed and turned in to the keyworker. The CFC Pledge Form is also on the CFC web page www.3riverscfc.org.

Report Envelopes – Keyworker report envelopes are completed and turned in to your point of contact.

Awards – Special awards are given to donors at various levels of giving

- Silver Award Level – CFC Tape Measure/Level with Pen & Memo Pad (annual gift \$250 - \$999)
- Gold Eagle Club Level – 2016 U.S. Mint Presidential \$1 Coin Set for an annual gift of \$1000+

THE CAMPAIGN MANAGER/KEYWORKER PLAN

100% Awareness

Ensure that each person is informed of the benefits and value of contributing through the CFC. Ensure that each person is contacted and given the opportunity to participate in the CFC.

Attend All Campaign Activities

Keyworkers/Employee Coordinators should attend all trainings—the briefing, the kickoff, the agency fair, group meetings and the awards events.

Plan Your Campaign

Use the campaign plan provided in this guide.

Promote Your Campaign – Be Creative...

- Host kick offs • Events • Posters • Newsletter Articles • E-mail Reminders • Trivia Contests
- Gain leadership commitment - The CFC needs the endorsement and support of the agency directors, commanders and other leaders. Ask your Commander or Director to help with the following:
 - Send a letter or memo endorsing the CFC
 - Take part in the rally/kick off; give opening remarks
 - Make his/her pledge

Hold a Rally/Kick Off

- The “Rally” provides an opportunity to leave distractions behind and focus attention on the CFC. (This may be part of a regular staff meeting or Commander’s call.)
- Ask the Director or Commander to give opening remarks
- Elevate the emotions of your audience
- Use the video provided and invite a CFC speaker
- Give tangible reasons for supporting the CFC
- Group solicitation occurs at the conclusion of the rally. It is an effective and efficient use of solicitation time.
- Ask your audience to join you in supporting the CFC. You can expect the majority of those in attendance to turn their cards in before they leave.
- Give each person a CFC directory and pledge card. (Individual solicitation is necessary for those unable to attend the group solicitation.)

Collect All Pledge Forms

Collect and review all pledge cards to ensure the pledge card is legible on all copies, mathematical calculations are correct, thank you gift information is complete and legible and the release of name section is completed fully.

Prepare Keyworker Envelopes

Completely verify all cash, check and payroll deduction pledges and the totals of each. (Keep cash and check contributions with their corresponding pledge forms for verification).

Report Results

Report results on reporting envelope and turn in envelope in accordance with established procedures.

Distribute Gifts & Say “THANK YOU”

Distribute Contributor gift to all donors. Use CFC awards to say thank you.

REGIONAL CAMPAIGN STRATEGIC PLAN

Vision – The vision statement for the 3 Rivers/Pennsylvania West CFC is to grow the campaign. To create a positive charitable giving climate enabling federal Employees to significantly impact their local, national and international communities through an efficient campaign that employs choice, confidence and convenience for donors while enhancing their own personal significance.

Mission – To promote how a donation, no matter what size, has an impact

The purpose and values of the CFC of the 3 Rivers/PA West Region are to:

- Create a culture for giving
- Target untapped giving potential
- Develop campaign ownership in each federal agency
- Connect people to people
- Connect people to their values
- Connect people to their beliefs
- Make a difference
- Recognize and reward campaign team

Goals – The Goals of the 3 Rivers/PA West CFC are to:

- Provide 100% access to every employee (campaign coordinator, 1:25 Keyworkers, presentation to all employees)
- Run a three week campaign (get in, get out, get done!)
- Set target goals for each agency (participation, amount raised, per capita gift)
- Train
- Educate
- Motivate
- Market Campaign and the CFC vision
- Communicate
- Be accountable
- Recognize & celebrate
- Encourage online giving

6 Week Campaigns – 3 Week Solicitation & 3 Week Follow Up (LARGER AGENCIES):

- Week One – Rally/Kick Off Week
- Week Two – Solicitation Week
- Week Three – Solicitation Follow Up
- Week Four – Assess Participation
- Week Five – Mid Campaign Blitz
- Week Six – Final Push; Final Award Distribution

OFFICE CAMPAIGN PLAN

As you determine campaign strategies, keep these points in mind:

- Ensure strategies are consistent with overall agency campaign plan and goals
- Establish a campaign timetable, which will set the pace for your activities.
(This timetable should include details about important fund raising events and deadlines.)

Federal Agency: _____

Prepared by: (KEYWORKER) _____

Approved by: (YOUR EMPLOYEE CAMPAIGN COORDINATOR) _____

GOAL:

- Our goal is to raise: \$ _____

CONDUCT OF THE CAMPAIGN (Three week consolidated campaign):

- We plan to conduct our campaign from _____ to _____.
- Campaign posters will be displayed on _____ date.
- We plan to utilize _____ competitions.
- We plan to have a Group Presentation event on _____ at _____ (location).
- Each donor who wishes to contribute will turn in a pledge card to the keyworker at the conclusion of the presentation; keyworker will pick up pledge cards by _____ date after the presentation.
- Planned attendance will consist of _____.
- We plan to have speakers at the event:
 An agency Speaker An active member giving a testimonial Supervisor

Speaker's Name: _____ Charity: _____ Date: _____

RECOGNITION:

- Gold Eagle Club donors: How, when, and who will present these items? _____

REPORTS:

- Our first turn in will be _____ (date).
- Our next turn-in day is _____ (date).
- Our Final turn-in will be _____ (date).

PRESENTATION OUTLINE

Group Presentation

- The most efficient and effective way to ask
- Puts donors at ease, no one is singled out
- Easiest way to reach most people
- Video helps to “see” the charity missions
- Personal story of speaker engages the audience

The Planning

- Schedule an adequate sized meeting room
- Prepare an attendance roster and schedule your people for specific meeting times
- Confirm attendance of Commander or Director
- Schedule and queue the CFC video/Power Point Presentation
- Arrange for and confirm a guest speaker
- Pre-distribute CFC Brochure and pledge card
- Arrange to have a sample of awards or even a supply to give out at the rally

Presentation Agenda (Approximately 20 minutes)

- Campaign video/presentation as icebreaker (play as people arrive)
- Welcome & Remarks – Keyworker/Campaign Coordinator 1 min.
- Campaign video(s)/presentation 3 min.
- Remarks - supporting CFC by Commander or Director 3 min
- Introduce guest speaker 1 min.
- Remarks - CFC Speaker or testimonial from an employee 4 min.
- Remarks – Keyworker/ Campaign Coordinator 3 min.
 - Advantages of giving through CFC
 - Ease of payroll deduction
 - Explain online giving option (and brochure and pledge form option)
 - Donor recognition program
 - Ask your audience to join you in supporting CFC
 - Ask employees to complete and turn in their pledge forms before they leave. Suggested comment, “I hope you will review the listing of agencies, make your decision concerning your gift, complete your pledge card and give it to me now or donate using the online programs available. For those of you who would like more time, I’ll contact you within the next few days to collect your pledge card or assist with the online options.”
- Conclusion - Thank everyone. 1 min.

Campaign Strategies That Work For You

The key strategy for a successful campaign is to connect with your personnel and engage them. Below are suggestions on the best way to achieve this objective:

DO THIS...

- **Have your senior executive announce the CFC**
- **Contact every individual**
- **Keep the campaign period short**
- **Create pre-campaign publicity**
- **Hold a kick-off**
- **Use group presentations**
- **Encourage payroll deductions**
- **Be available to assist and answer questions**
- **Say “Thank You”**

DO NOT DO THIS...

- **Ask for 100% participation**
- **Start by saying “Well, it’s CFC time again.”**
- **Have supervisors directly solicit subordinates**
- **Contact individuals by mail or through their “in-basket”**
- **Promote a specific agency**
- **Do not develop a list of non-contributors**
- **“Arm twist.” Participation is completely voluntary**
- **Forget to follow-up with those persons missed**

AWARDS AND RECOGNITION

CFC AWARDS – OUR SMALL WAY OF SAYING THANKS

Every person, regardless of income or position, has the opportunity to be a leader when giving through the CFC. With a giving program based upon a percent of income and a payroll deduction plan that spreads a gift over 12 months giving is easy.

No one can or should tell someone how much to give, but a good rule of thumb in fundraising is to give one hour of pay per month. If you would like to calculate 1 hour's pay for yourself, multiply your gross annual salary by .006 (this is your annual gift), then divide this amount by 12 to determine your monthly military deduction or by 26 to determine your bi-weekly civilian deduction.



2016 3 Rivers/Pennsylvania West CFC Thank You Gifts
Donor MUST check award box on donor form to receive gift
(First come, first served)

Silver Award
Donation: \$250 - \$999
CFC Combo Tape Measure/Level with Pen and Memo Pad



Gold Eagle Award
Donation: \$1000 +
2016 U.S. Mint Presidential
\$1 Coin Proof Set
Features all four 2016 Presidential \$1 Coins in proof quality. United States Mint proof coins are extraordinarily bright, with sharp relief and a mirror-like background. The coins are then packaged in a protective lens to showcase and maintain their exceptional finish.



OBTAINING RECOGNITION ITEMS

The goal is to deliver the recognition awards as soon as possible. Recognition breeds participation in others. It is also your way of saying thank you and recognizing an individual's generosity.

SILVER LEVEL AWARD

Silver level donors (annual gift \$250 - \$999) will receive a CFC Tape Measure/Level with Pen and Memo Pad. Obtain this item from your Campaign Manager or CFC Regional Director.

GOLD EAGLE CLUB AWARD

For those donors who are motivated to give at higher levels, special recognition is well deserved. As a constant reminder of their generosity and enthusiasm a 2016 US Mint \$1 Coin Proof Set will be given for donors.

Requirements: Annual gift of \$1000+

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2016 UNIT AWARDS

Criteria: Unit award criteria is based on the regions previous performance as measured by Per Capita Gift (total amount raised divided by total assigned personnel), adding 5% to serve as a benchmark. This ensures that the benchmark shows an improvement over the previous year's performance, yet also levels the playing field to account for the differences in federal population at each location (and corresponding differences in salary).

Per Capita Gift is used because it incorporates BOTH average gift and participation; and, thus serves as a strong indicator that the whole unit has made a good effort in supporting the CFC.

Unit Awards will be presented for 3 levels of performance:

(Award will be given out at the Award Ceremony at the conclusion of the campaign)

Bronze Unit Awards will be given to groups that reach 75% of the benchmark, having made a significant contribution to the campaign.

Silver Unit Awards will go to those that reach 100% of the benchmark.

Gold Unit Awards will go to those that obtained 125% of the benchmark.

Unit Award Criteria

Bronze	Silver	Gold
\$42.00	\$56.00	\$70.00

How to use this information:

By using the values in the chart above, a keyworker can set a unit goal to strive for based on the number of people in his/her unit. For example, a keyworker the with 50 people in his/her federal agency that wanted to strive for the Gold Unit Award would need to raise \$3,500.00 (50 people x \$70.00).

*****2016 ALL-AROUND GIVING*****

CFC All-Around Giving is the ability to donate to any of the 18,000+ national, international, and local charities (not denied participation in the CFC) without regard to geographic boundaries. An example would be if you work in Pennsylvania and you want to donate to a Brooklyn, New York food pantry (and they are in the CFC), with All-Around Giving, this can now be achieved. Find ALL CFC charity codes at www.3riverscfc.org and use the "Charity Look Up" tool. You can place the charity code on your paper pledge card or donate online through MyPay, EEX or CFC Nexus.

The "All-Around Giving List" is a single nationwide list of ALL 18,000+ charities in the CFC and this list will only be made available to donors electronically. Please visit www.3riverscfc.org.

Please know that the print version of the CFC Charity List/Directory will continue to contain the national and international charity information provided by OPM and the 250+ local charities approved in the 3 Rivers/PA West CFC region.

PLEDGING

PAYROLL DEDUCTION

Encourage potential donors to give the easy way. . . contribute through payroll deduction. With payroll deduction, contributors can give a little more over a longer period of time. By doing so, they can make a significant contribution toward solving the many problems which impact so many lives.

- Convenient
- Effective January through December
- Renewable annually
- Cost efficient

Payroll deduction must continue for at least 3 months. A donor with an employment expiration before 3/31/17 can make a gift by cash, check or credit card. A donor who has an expiration of service between 4/1/17 and 12/31/17 and desires to use payroll deduction, should divide their desired total gift amount by the number of months/pay periods they will be contributing to determine their withholding amount. Enter this amount in the “AMOUNT” column then multiply it times the appropriate interval (12 or 26). This will calculate to a total annual gift higher than the donor’s desired total gift amount, but because the contribution will terminate with service, their amount withheld will equal their desired total gift amount.

NOTE:

The minimum military payroll deduction is \$2.00 per monthly pay period;

The minimum civilian payroll deduction is \$1.00 for each bi-weekly pay period.

CASH OR CHECK CONTRIBUTIONS

One time cash or check contributions may be made using the traditional pledge form. Check made to “CFC”.

CREDIT CARD CONTRIBUTIONS

Credit card contributions are authorized for this region. See page 17 for more information.

ONLINE GIVING

Give online through CFC NEXUS, MyPay Payroll (DFAS offices) and Employee Express EEX (select EEX offices). See page 16 for more information.

CONFIDENTIAL GIFTS

A donor may keep his or her contribution confidential. Have the donor keep the donor copy and place the rest of the pledge form in a sealed envelope marked “CONFIDENTIAL CFC GIFT.” Confidential gift envelopes are to be forwarded unopened to the CFC Office for further processing. Place the confidential gift in the Keyworker Report Envelope and note the gift on the report form.

PLEDGE COLLECTION

Collect the pledge forms. Keep the 3-part forms intact as you review them. Please check the pledges for legibility, completeness and accuracy. The forms must be properly completed before they are turned in to your point of contact. Instructions for verifying completeness of the pledge form are on Page 12. Once the pledge is verified, give copy #3 back to the donor for their records and turn copy# 1 (Payroll copy) and copy#2, (Central Receipt and Accounting copy) to your point of contact in the reporting envelope.

DONOR RECEIPTS

Ensure every donor receives the yellow copy of the CFC pledge form. This receipt may be retained by the donor for IRS allowed charitable gift deductions. If the donor contributed by check, a copy of the canceled check or a bank or credit union statement will serve as a sufficient record. If the donor contributed by cash, the donor will need a copy of the CFC pledge form.

THE PLEDGE FORM

Please check each pledge card for completeness and accuracy. The Following guide can be used to instruct donors in completing the form; and be used by Keyworkers as a checklist.

<p>Step 1 - Date, then Print name, work address, telephone number, and your Federal Agency.</p>	<p>Step 2 - Fill in the appropriate boxes for either military or civilian, the monthly / periodical deduction, and the total. Fill out the “Other” section if making a cash or check contribution.</p>	<p>Step 3 - If applicable, check the appropriate awards level donation boxes.</p>	<p>Step 4 - Fill in the 5 DIGIT CFC agency code number (as listed in the Agency Brochure or on the website www.3RiversCFC.org) and the annual amount of the designation to each (up to 5 are accepted).</p>
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FALL 2016 - 3 Rivers / Pennsylvania West Combined Federal Campaign
P.O. Box 110047, Pittsburgh, PA 15232, TEL: (412) 330-7667

CFC Campaign #: 0754 NFC City/State Code: **42 6600**
ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

PLEASE USE A BALL POINT PEN & WRITE FIRMLY
For a list of CFC agencies, visit our website at www.3RiversCFC.org

DATE OF CONTRIBUTION: _____

PRINT NAME (LAST) _____ FIRST _____ MIDDLE INITIAL _____
 CIVILIAN FEDERAL AGENCY AND OFFICE _____
 MILITARY _____

WORK ADDRESS & ZIP CODE _____ WORK PHONE _____

SSN / EMPLOYEE ID _____

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

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service? _____	\$ _____	X 12 Months =	\$ _____
CIVILIAN PAYROLL	\$ _____	X 26 Pay Periods =	\$ _____
OTHER \$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK (payable to CFC), Check Number: _____		

Charity Code _____ ANNUAL 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 GIFTS: To designate to 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. A complete list of CFC agencies can be downloaded from the CFC website: www.3RiversCFC.org

Please Check if Applicable - You MUST check the Award Level box and corresponding gift box below to receive a thank you gift: if you choose to decline your gift check here

Silver Award (\$250-\$999) Gold Eagle Club (\$1,000+)
 CFC Combo Tool 2016 Presidential Dollar Coin Set

Note: If preferred, you can choose a gift from a level lower than at which you pledged - just check the box for that item.

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 e-mail.

Home Address: _____

Personal E-Mail Address: _____

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

See reverse side for information on volunteer opportunities in your community

PLEASE INITIAL IF YOU MAKE ANY CHANGES

SIGNATURE _____ DATE _____

OPM Form 1654 Revised May 2016

COPY 1 - Payroll Office
COPY 2 - For Central Receipt/Point
COPY 3 - Contributor's Copy - Keep for Personal Tax Records

Copy #1 - Payroll Office
Copy #2- Central Receipt & Accounting
Copy #3 - Contributor Copy

<p>Step 5 - If you would like your name, HOME address, E-mail address and/or the amount of your pledge released to the agencies you designated funds to, fill out this section. If you do not fill out this section your information will not be released. This information will only be released to the agencies you have chosen - NO OTHERS.</p>	<p>Step 6 - Make sure the pledge form is signed and dated and that your social security number is provided if using payroll deduction.</p>	<p>Step 7 - Contributors keep copy #3 for their records. Keep copies #1 and #2 together, report the totals on the Keyworker Envelope and turn them into your CFC point of contact.</p>
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TOP 5 COMMON ERRORS

1. Illegible. If it is unreadable, the pledge may not be processed correctly.
2. Monthly gift is listed as the annual gift - when specifying your gift to each agency fill in the ANNUAL AMOUNT.
3. Designation to an invalid agency code. Pledges can only be made to agencies listed in this region's brochure.
4. Form isn't signed - payroll deduction can not be authorized if the form isn't signed.
5. Social Security Number is not provided - payroll deduction can not be authorized without the SSN.

REPORTING

The keyworker report envelope is used to record all contributions received by the Keyworker. Fill out the form completely as illustrated below:

Step 1

Make sure this ENTIRE top section is completed accurately.

Step 2

Provide a specific breakdown of pledges contained in this envelope.

Indicate the number of KNOWN cash, check, and payroll deduction contributions, and the total of each.

Add the total number of contributions and insert in the "Totals" column; do the same for the KNOWN monetary totals (some contributions may be in sealed "confidential" envelopes).

Step 3

Sign the Keyworker space. At the time the envelope is turned in, have the person receiving the envelope verify accuracy and sign.

Step 4

If applicable, indicate the number of each award level givers that are included in this envelope. These will be validated when you turn in this envelope and awards will be distributed accordingly.

3 RIVERS / PENNSYLVANIA WEST COMBINED FEDERAL CAMPAIGN (0754)

KEYWORKER REPORT FORM

THIS REPORT IS: FIRST _____ ADDITIONAL _____ FINAL _____

AGENCY OR INSTALLATION: _____

UNIT NAME: _____

UNIT CODE: _____

KEYWORKER: _____

TELEPHONE: _____

E-MAIL: _____

DATE PROCESSED

ENVELOPE #

Keyworker Instructions

- Fill in the summary information requested below for those contributions contained in this envelope. DO NOT include any information previously submitted. DO NOT include EEX, MyPay or Nexus (Except for EEX/MyPay/Nexus cash and check donations with corresponding payment attached).
- Place all completed pledge cards, cash, and checks in this envelope and deliver to your CFC Point of Contact.
- With your LE, Project Officer, Coordinator or Chairperson, validate the contents of this envelope, and sign at the bottom.
- Make a photocopy of the face of this envelope for your records.

METHOD OF PAYMENT	NUMBER OF DONORS	AMOUNT (\$)
U.S. CURRENCY	donors	\$
CHECKS	donors	\$
PAYROLL DEDUCTION	donors	\$
ENVELOPE TOTALS	Total donors	Total \$

# of CONFIDENTIAL DONATIONS Enclosed (not reported above)	Total donors
---	--------------

We have validated the contents of this envelope and confirm that it contains the cash, checks and payroll deduction amounts reported above.

Keyworker _____

LE/Coordinator _____

Chairperson _____

PCFO _____

Date _____

BATCH

1	2	3	4	5	6	7
8	9	10	11	12	13	14

# of donors in this envelope	# of gifts requested in this envelope	# of gifts delivered

Silver Award
\$250 - \$999

Golden Eagle Club
\$1,000+

DO NOT WRITE IN THIS SPACE

FOR USE BY CFC ACCOUNTING AGENT

Number: _____

Amount: _____

Processed: _____

Verified: _____

Payroll Deduction: _____

Cash Contributions: _____

Total: _____

KEYWORKER DONOR FORM TURN IN PROCEDURES

Pledges received from donors are to be turned in on a weekly basis to the designated Campaign Manager for immediate processing. This enhances donor confidence in the CFC process. Campaign Managers/Keyworkers are responsible for:

- 1) Verifying that pledge cards are legible and filled out completely and accurately.
- 2) Ensuring that cash and check contributions match the amounts indicated on the pledge forms.
- 3) Verifying the total pledge matches the amount designated to the charities.
- 4) Preparing pledge forms for keyworker envelope and turn-in:
 - a) White Copies are separated into cash, check, and payroll deduction.
 - b) Cash should be secured to the white copy of each pledge form with a paper clip or tucked between the top and second copy of the form. **DO NOT STAPLE CASH TO THE PLEDGE FORMS.**
 - c) Payroll Deductions must be signed, and include a Social Security Number. The white copies go in the white keyworker envelope.
 - d) The Yellow copies are for the donor for tax records – return to them if turned in.
- 5) The Keyworker Envelope should be completed with the keyworker's contact information at the top.
- 6) The total amount and number of donors for each Cash, Check, Payroll Deduction donation is recorded on a report form, along with the grand totals.
- 7) If a confidential contribution is received, it **SHOULD NOT** be recorded with any of the reported totals. Confidential envelopes should remain sealed until processed by the CFC Staff. Simply indicate the number of confidential donations (if any) in the "Number of Confidential Envelopes Enclosed" box as indicated.
- 8) Verify requests for all awards, and report the totals of each in the bottom right corner of the white keyworker envelope. Keep a record of the award recipients and the award they should receive.
- 9) Sign the report for where indicated. Make a copy of the face of the envelope (turn-in report) and keep for records. Turn in the keyworker report envelope to the assigned Campaign Manager for content verification. **DO NOT DROP OFF THE ENVELOPE AND LEAVE IT UNATTENDED.** The assigned Campaign Manager must verify content of the envelope and sign it in the presence of the keyworker to relieve the keyworker of responsibility for the report envelope and its contents. Pick up thank you gifts and awards as provided by the Campaign Manager as well as a new report envelope for the following week's turn-in.

TYPICAL PLEDGE AND REPORTING QUESTIONS

Can a donor give to more than 5 agencies?

Yes! But recommend online giving. Otherwise have them fill out multiple pledge forms indicating the CFC agencies that they want to contribute to, along with the annual amount for each. Combine all forms and turn in.

Will confidential donations be counted towards Unit Awards.

YES, the PCFO will update records to include confidential gifts. Many other anonymous factors also adjust a units total (pledges received or cancelled by mail, NSF or checks cancelled, and corrections made to turn ins).

Can a donor give to an agency in another CFC or one that isn't listed.

NO, contributions can only be made to the CFC agencies listed for this campaign. Tell donors to encourage those agencies to apply next year. applications available at www.3riversefc.org and updated annually in February for the Fall campaign.

Can a donor give a one-time contribution through payroll deduction?

No - Payroll is not set up for a one time payroll deduction.

Is a contribution tax deductible?

Yes! 100% of a contribution to any CFC agency is tax deductible when an individual itemizes.

What if a donor transfers to another area?

If someone transfers, the payroll deduction authorization that the donor gives here will follow donor.

What if a donor knows that they will not be at their job for an entire year?

Donor can give through payroll deduction if they know they will be in their job for at least three months.

ANSWERS TO FREQUENTLY ASKED CFC QUESTIONS

Why do people give through the CFC?

- They have received help from an agency supported through the CFC
- They know someone who has been helped
- They want to help others and make a difference. CFC is a convenient way to make a charitable contribution

Why should you give through the CFC?

- Each agency has been screened by a committee of Federal Employees ensuring legitimacy
- Charities are notified early in the year of what their revenue will be from CFC and can plan their programs accordingly.
- Payroll deduction is available only through CFC
- Your gift through CFC has a greater impact because it's combined with contributions from other Federal Employees
- CFC protects Federal Employees from year-round, in-the-workplace solicitation

Why isn't my favorite charity a member of the CFC?

In order to be eligible, an agency must meet the following criteria:

- Demonstrate that it is eligible to receive tax- exempt donations.
- Provide services that affect human health and welfare.
- Have an active volunteer board of directors.
- Receive an annual audit by an independent CPA if its revenues are over \$100,000 annually
- Produce an annual report and IRS 990 report which are available to the public
- Demonstrate substantial presence in our campaign area or in a campaign area contiguous to our region
- If your favorite agency is not listed, it may not have applied or was turned down for lack of compliance

Why should I support a campaign that includes organizations I don't like?

CFC does not make any political judgment as to the worth of an organization. That is up to you. CFC is a donor choice campaign: You decide where your money goes. Choice is the foundation of the CFC.

Who determines how my contribution will be used?

The Donor Does! By designating a gift to an agency(s), you ensure only that agency will receive the money.

How do I know that my money really gets to the agency I designate?

All designations are honored by regulation and each year the administrative agency (PCFO) undergoes two separate audits. A financial audit is conducted by an independent accounting firm and a compliance audit is conducted by the LFCC. Both audits include a review of designations to be sure they have been honored. Additionally, if you complete the "Release of Name" section on the pledge form, your name will be forwarded to your charities. They may acknowledge your pledge.

What if I don't designate to a charity?

Undesignated funds are distributed in the same proportion that agencies received designations. Consequently, organizations that did not receive any designations in this campaign area will not receive any undesignated money either, which means they receive nothing from this campaign. Because undesignated funds do mirror designations made by Federal Employees, it is possible that your contribution, if undesignated would go to support causes with which you disagree. To be sure that your money supports only those agencies that complement your views, we strongly encourage you to designate your contribution.

What if I can't afford to give right now?

Pledge your gift through payroll deduction and spread small payments throughout the year. Deductions begin January.

What does the percentage listed with each agency mean?

The number you see represents the fundraising and administrative costs for that agency. It includes the CFC campaign cost, which is often times is much lower than the general fundraising cost of the organization, thus reducing the overall fundraising cost for the agency. It is important to remember that, in most cases, a well-managed agency must spend some part of its money on overhead. If you want to learn more about their fundraising and administrative costs, feel free to contact the charity to learn more.

ONLINE GIVING OPTIONS

The 3 Rivers/PA West CFC is proud to offer THREE methods of making your CFC payroll deduction donation online. Making your donation online offers a variety of benefits including a charity search tool, verification of the charity codes you enter, mathematical accuracy, and increased privacy and confidentiality. All options at www.3riverscfc.org.

GIVING THROUGH EMPLOYEE EXPRESS (EEX)



Select Federal Agencies have the option to contribute to the CFC online by using Employee Express (EEX). Look for the CFC icon on EEX starting September. Not all EEX agencies are participating. A final list is below and is provided online at www.3riverscfc.org and in the CFC Directory.

During the CFC campaign season, the EEX System will allow users to start a CFC contribution, and to review and edit a pledge entered into the system. If you gave using EEX last year, that information is available to help you with this year's donation. Please note that your donation from last year does NOT automatically renew. You have to confirm your amount and charities for 2016 and select the "confirm" button to allow for payroll deduction in 2017.

If your agency participates in EEX and you are not already an EEX system user, you may subscribe by going to the EEX website (www.employeeexpress.gov) and requesting a PIN. All participating agencies have agreed that the use of EEX for CFC is strictly optional. No employee is required to use EEX to make his or her CFC donation.

Donations made through EEX do not need to be turned into the Campaign Manager/Keyworker. The CFC Director will notify the Campaign Manager when a donation is made for gift keeping.

LOCAL FEDERAL AGENCIES WITH EEX ONLINE GIVING:

DOE - Office of Inspector General
Environmental Protection Agency
Equal Employment Opportunity Commission
FAA
Federal Executive Board
Geological Survey
GSA
International Trade Administration

National Labor Relations Board
National Park Service
Office of Surface Mining
Office of the Solicitor (Field)
OPM
Railroad Retirement Board
Social Security Administration
U.S. Fish & Wildlife

GIVING THROUGH MY PAY (DFAS AGENCIES)



My Pay online giving is available to all federal employees paid via DFAS, including DoD Military and Civilian, Veterans Administration, Executive Office of the President, Department of Energy, Health and Human Services, and Broadcasting Board of Governors.

The 4 digit CFC code for the 3 Rivers/PA West CFC Region is **0754**. For an organization's pledges to be properly credited the donor MUST enter the LOCAL Federal Agency/Military Office for the office that the donor is located (Pittsburgh, Butler North, Central PA, Chambersburg Area, and West Virginia Panhandle region).

GIVING THROUGH CFC NEXUS



CFC NEXUS is an 11th generation OPM acknowledged online E-Pledging system designed specifically for the CFC community. This online e-pledge system surpasses paper pledging by a wide margin with robust real-time reporting for donor confidence. With secure online searchable charity catalog and pledging, year to year comparison of campaigns, and graphical analysis tools, CFC Nexus is a complete e-pledging package that is extremely efficient. We

encourage you to visit to learn more about this exciting new pledging program and demo the online pledging process at www.cfcnexus.org. Donors will pledge by going to www.3riverscfc.org.

How does CFC NEXUS ensure compliance with Federal Regulations?

CFC NEXUS goes through an annual approval process with OPM in order to process electronic pledges. We stay up to date with the Code of Federal Regulations to ensure that all activities and functions of CFC Nexus are compliant and legal.

What security features are in place and how is data stored?

Firewalls - CFC Nexus utilized state of art Internet technologies to ensure data transactions are safe. SSL certification by Versign, an industry leader in security, is employed for all areas of the site concerning pledging or the reporting of specific pledge information.

SSN/Employee ID Number - The SSN or EIN number entered by each donor is stored in the database only long enough for the payroll coordinator to process the pledge. Once processed, that sensitive data is wiped from the system and can not be recovered. While in the system, it is encrypted and secured in several different manners.

Long Term Data Storage - Data other than the SSN/EIN is stored for years with CFC Nexus.

Backups - Backups are made continuously throughout the campaign so even if the entire Internet goes down, CFC Nexus will still have the data you need.

Hosting - CFC Nexus server is hosted at one of the most secure hosting facilities in the world. It hosts many other government systems and is complete with armed guards, biometric scans, man traps, etc...

Can donors see pledges from past years?

Yes, Donors can log in to their account at anytime to view pledges they have made historically. Details can be printed out for their own tax purposes or they can click on charity links to get the latest details on those organizations.

What help or training is available?

For donors, we currently have snapshots of the process and instructions listed in the left menu. We provide video tutorials on making a pledge through NEXUS. If you have a question not addressed here, please let us know. info@cfcnexus.org.

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CREDIT CARD OPTION THROUGH NEXUS



On time Credit Card donations can be made on CFC Nexus through Visa, MasterCard, Discover, or American Express. The site is 100% secure and compliant with the Payment Card Industry standards, which means that no credit card information is stored on cfcnexus.org.

**All around us there are people who need your help.
Your support is their hope.**

What can your contribution do?



\$10 =

GIVE \$10 = GIVE NUTRITION

Your dollars provide a 50 pound box of food for a needy family.



\$30 =

GIVE \$30 = GIVE EDUCATION

Your contribution provides one day of early learning experiences for a child from a low-income, working family.



\$70 =

GIVE \$70 = GIVE EMPLOYMENT TRAINING

Your gift will provide five hours of employment skill building training to a person with a developmental disability.



\$125 =

GIVE \$125 = GIVE MEALS

Your dollars provide funding for a child to receive weekend food through the Backpack Program for an entire school year.



\$200 =

GIVE \$200 = GIVE MENTORING

Your contribution provides one month of mentoring to keep a high school teen in school and working toward a promising future.



\$500 =

GIVE \$500 = GIVE FUEL FOR FOOD

Your gift pays for fuel to pick up over 30,000 pounds of food donated by area grocers.

SINCERE THANKS TO OUR 2016 CORPORATE SPONSOR*

HIGHMARK

*The 3 Rivers/Pennsylvania West CFC acknowledge the sponsor's generous contribution, but this does not constitute an endorsement of any of the sponsor's products or services.



3 Rivers/Pennsylvania West Combined Federal Campaign

Phone (412) 330-7667

www.3riverscfc.org OPM: www.opm.gov/cfc