



Intermountain

Combined Federal Campaign
Campaign Coordinator Training 2011

Welcome!

Please take a drawing ticket



What is the Combined Federal Campaign?

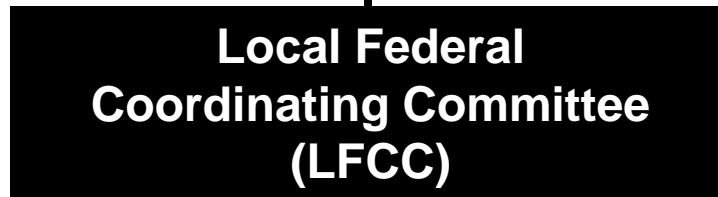
- The only authorized solicitation of employees in the federal workplace on behalf of charitable organizations.
- A donor designated pledge drive: You choose which charities your money goes to.
- The world's largest workplace giving campaign.
 - One of 208 campaigns around the nation
- 2011 campaign dates September 1 – December 15



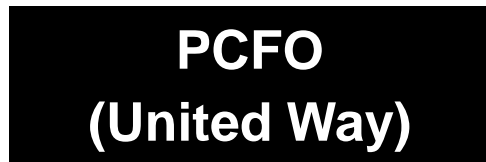
CFC Structure



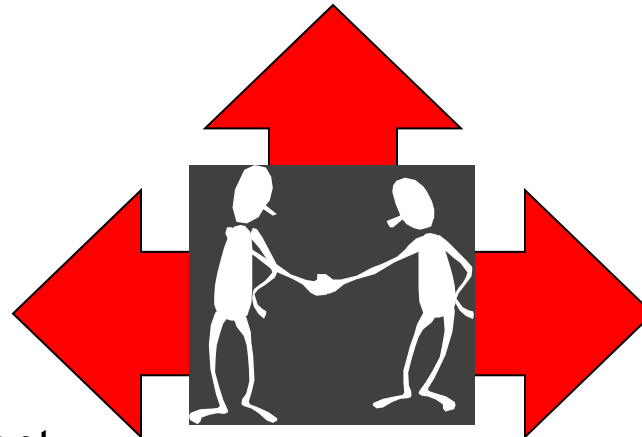
Sets Policy & Procedures



Local Campaign
Leadership & Oversight



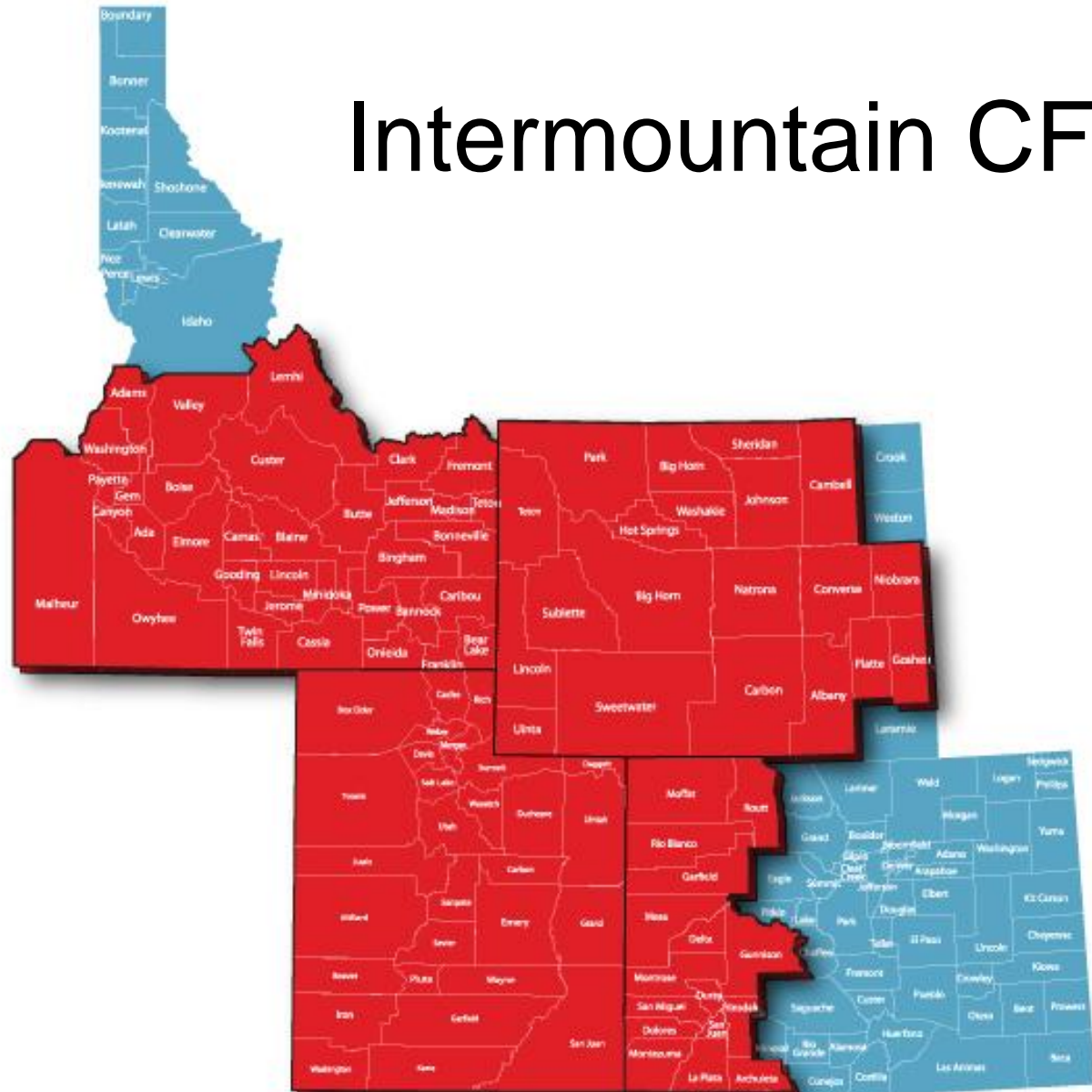
Fiscal & Promotional Agent



Partners in
Local Campaign



Intermountain CFC





Why Give Through CFC?

- Confidence: CFC charities must meet OPM's strict accountability standards
- Choice: Donors can support a wide variety of charities
- Convenience: Payroll deduction allows donors to give more over time.
 - 80% gave by payroll deduction in 2010
- Donations are tax deductible.



2010 Results

■ National CFC

- Over \$281,000,000.
- Average pledge \$276.00
- Participation rate 24.7%



2010 Results (cont.)

- Intermountain CFC
 - Almost \$2,600,000
 - Average pledge \$315 – almost \$40.00 over national average!!!
 - Participation rate 20%



Campaign Theme 2011:

50 Years of Caring



1961-2011



Intermountain CFC Goals

- \$3.2 Million

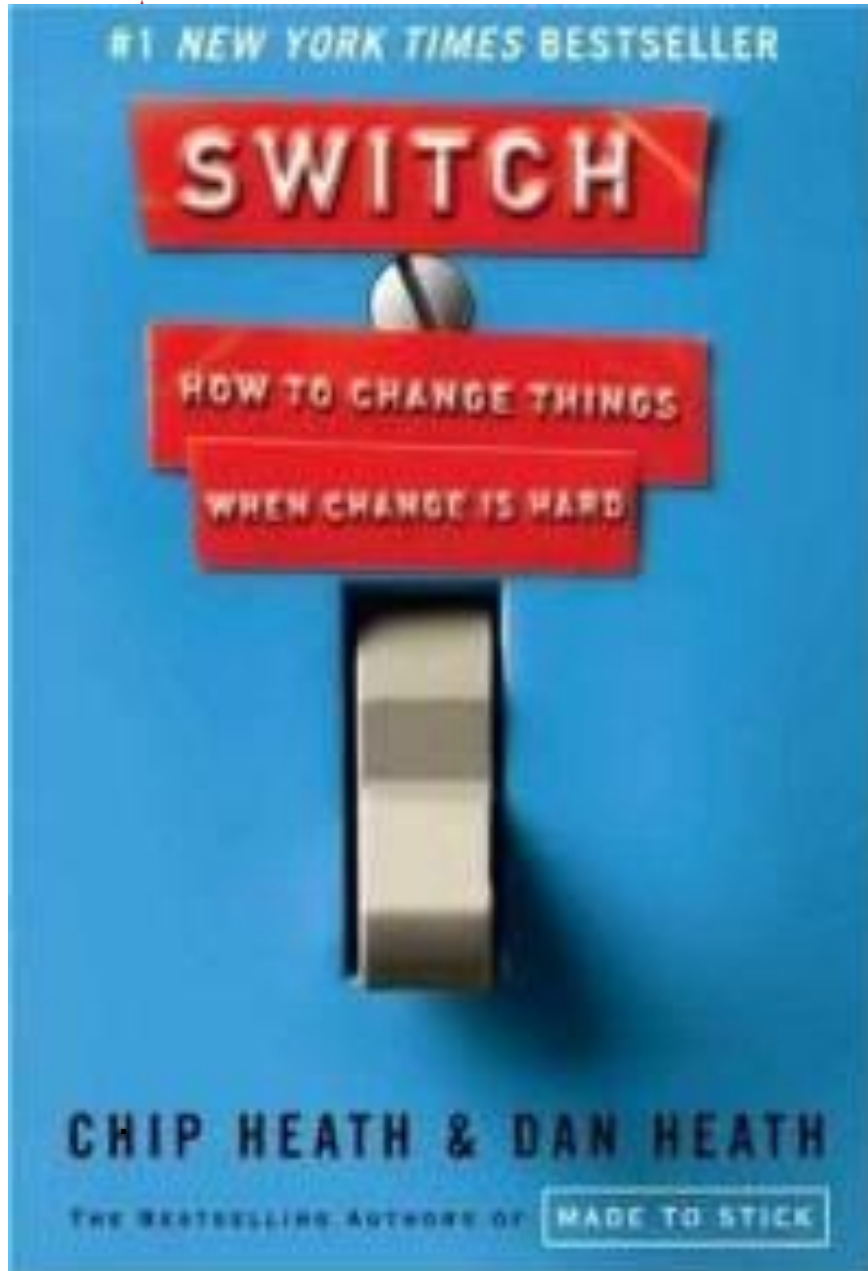
- 22% participation rate
 - Requires 2 percentage point increase over 2010

- **2011 = BEST YEAR EVER!!**



How can we reach our
goals?

CHANGE.



Basic Concepts:

For things to change, somebody, somewhere has to start acting differently.

You?

Your campaign team?

Agency management?

Donors?

CFC support staff?

Think about those people...



We all have two sides

- Emotional side called the elephant
 - Big & Powerful
 - Not easy to control
- Logical side called the rider
 - Loves data/statistic
 - Hold the reins

Sides are often at odds







1. Direct the Rider
2. Motivate the Elephant
3. Shape the Path



Direct the Rider

1. Find the Bright Spots





Direct the Rider

2. Script the Critical Moves





Direct the Rider

3. Point to the Destination.





Motivate the Elephant

1. Find the Feeling





SURGEON GENERAL'S WARNING: Smoking Causes Lung Cancer, Heart Disease, Emphysema, and May Complicate Pregnancy.



Smoking
causes fatal lung cancer



“I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

-- Maya Angelou



Motivate the Elephant

2. Shrink the Change





Motivate the Elephant

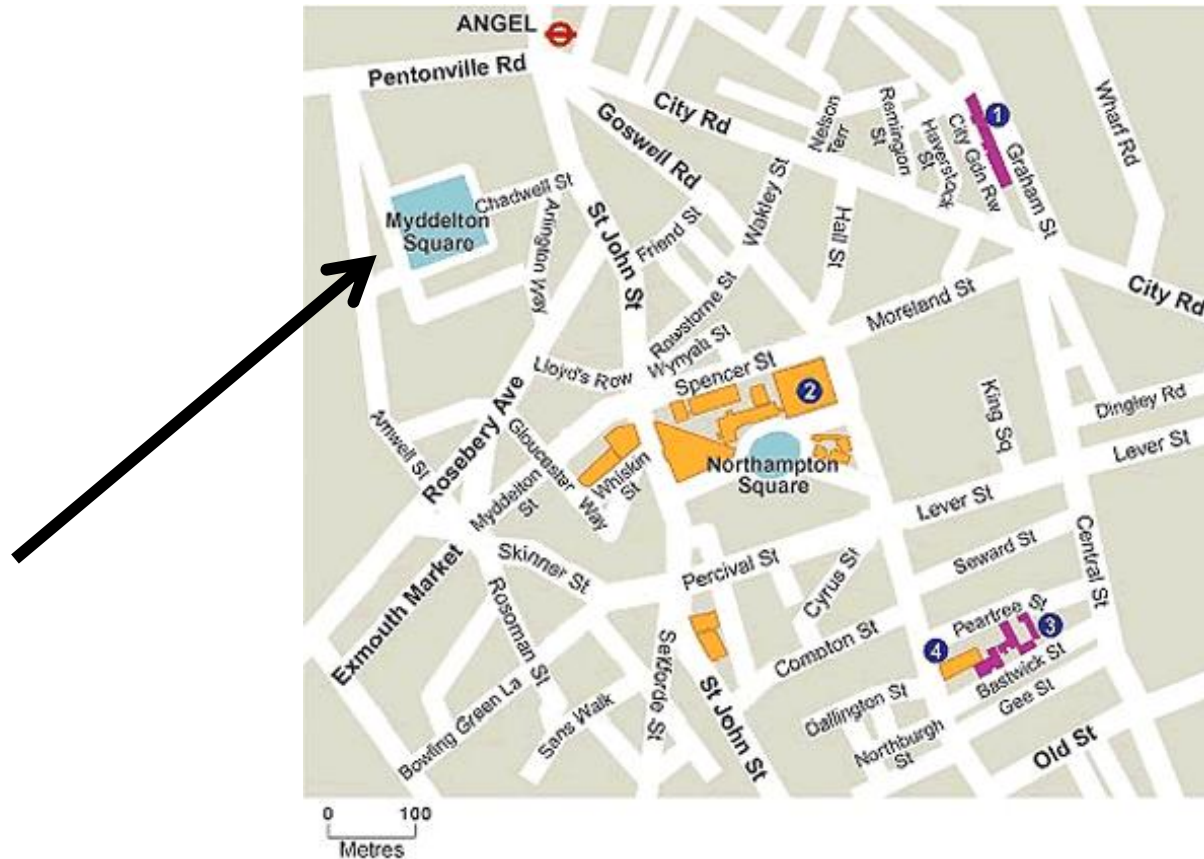
3. Grow your people





Shape the Path

1. Give 'em a map & directions





Shape the Path

2. Rally the herd





Shape the Path

3. Make the path **FUN!**





Time for some...





Why Change?

Your Change = Better Agency Campaign

Better Agency Campaign = Increased Participation

Increased Participation=Change in our communities, country and world.

Change in our communities= Better life for all of us



Now for some...





Seven Steps to Success

Campaign Coordinator Training Guide at
www.intermountaincfc.org → Campaign
Team → Coordinators & Loaned
Executives



Seven Steps to Success

- Step 1: Recruit your team
- Step 2: Develop a **FUN** plan
- Step 3: *Get management support



Seven Steps to Success

- Step 4: **MOTIVATE**
- Step 5: **ASK**
- Step 6: Report
- Step 7: **Thank!**



Donor Recognition

- Any donor/amount: CFC Keyboard Calendar





Donor Recognition (cont.)

- 1st-time Contributor (\$26 minimum)





Leadership Gifts

- Level 1 Gift (\$312-\$623)





Leadership Gifts

- Level 2 Gift (\$624-\$1,091)





Leadership Gifts

- Level 3 Gift (\$1,092 +)





Legacy Eagle Plaques

- Still offering year stickers for those who wish to complete their current Eagle plaques.
 - 312-623 = bronze
 - 624-779 = silver
 - 780-1091 = gold
 - >1,092+ = blue



Intermountain CFC Awards

- See handout. Please *Go for it!*





Intermountain CFC Prize Drawings!

- See brochure back page for details





INTERMOUNTAIN COMBINED FEDERAL CAMPAIGN

Central Receipt Point: 2955 Harrison Blvd. #201, Ogden, UT 84403

CFC Campaign City/State Code:
No. **0870 49 1350**

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

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	CHECK (if applicable) <input type="checkbox"/> Civilian <input type="checkbox"/> Military	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
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WORK ADDRESS & ZIP CODE	WORK PHONE NUMBER ()
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CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service?		X 12 months	\$
CIVILIAN PAYROLL		X 26 pay periods	\$
Cash/Check Amount: \$ _____ Check Number: _____		Date of Contribution: _____	
<small>(make check payable to the Combined Federal Campaign)</small>			

CHARITY CODE

ANNUAL AMOUNT

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

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

DONOR RECOGNITION

- \$312-\$623 per year
 \$624-\$1091 per year
 \$1092+ per year
 No thank you, I do not wish to be recognized

INFORMATION RELEASE (OPTIONAL)

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

Home Address _____

Personal Email Address _____

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

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed 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.

SIGNATURE _____ DATE _____



2 Types of Online Pledging



- Get there from www.intermountaincfc.org
- *New!* Credit Card giving via CFC Nexus!



Agencies:

- Bureau of Indian Affairs (BIA)
- BLM
- Bureau of Reclamation
- Comptroller of Currency
- DOI: Hearings & Appeals
- DOI: Regional Solicitor
- FAA
- Federal Highway Admin
- Federal Motor Carriers Safety Administration
- GSA
- IRS
- NASA
- National Park Service
- SEC
- Small Business Administration (SBA)
- Social Security Admin
- U.S. Fish & Wildlife
- U.S. Geological Survey (USGS)



Employee Express Demo

- <https://www.employeeexpress.gov/>
 - Login: 999999994
 - Password: Demo#444



CFC Nexus

- Go to www.intermountaincfc.org
 - Click on “CFC Nexus”





Pledge Processing

1. Collect paper pledges from donors
2. Print “Process” online pledges
 - Instructions for printing CFC Nexus pledges can be found at www.intermountaincfc.org/CampaignTeam/CoordinatorsLoanedExecutives
 - Employee Express pledges and credit card donations require **no** processing



Pledge Processing (cont.)

3. Send white copies to your payroll center.
Include paper pledges and copies of CFC Nexus online pledges for payroll deduction donations.



Intermountain CFC (0870)
 SW Idaho CFC Office
 2340 S. Vista Ave, Ste. 100
 Boise, ID 83705
 (208)336-1070 ext 116

CFC Batch #
 (CFC HQ use only)

Federal Agency Name: _____ **Total # Employees:** _____

Please check one: First Report Additional Report Final Report

Reporting Instructions

1. Fill in the summary information below for contributions contained in this envelope. DO NOT include online pledge information or any information previously submitted.
2. Separate payroll deduction pledge forms from cash/check forms. (Use rubber bands or paper clips.) Paper clip any checks and cash to the corresponding pledge form. NO STAPLES!
3. With your Loaned Executive, CFC volunteer or CFC staff member, validate the contents of this envelope.
4. Photocopy this envelope for your records.
5. Include pledge form **YELLOW COPIES ONLY** in this envelope. For payroll deduction pledges, submit the white form to your payroll center. The white pledge form copies for cash/check contributions do not need to be sent to the payroll center.
6. Contact your Loaned Executive for envelope pick-up or deliver to our address listed above.

Date of this report: _____

Do NOT include online pledge information here.

Type of Contribution	Number of Contributors	Total Amount
Payroll Deductions	#	\$
Cash/Checks	#	\$
Special Events/Fundraisers (Circle one)		\$
Confidential contributions	#	
TOTAL FOR THIS REPORT	#	\$

Coordinator Name (print): _____ Phone #: _____

Envelope Verifier Name (print): _____ Phone#: _____

(Do not write below this line)

To be completed by CFC Headquarters:

Date received: _____ Received by: _____

Deposit date: _____ Entry date: _____

Coin & Currency	S
Checks	S
Payroll Pledges	S
Grand Total	S



Pledge Processing (cont.)

4. Fill out the reporting envelope. Include only yellow copies of paper pledges.

- Separate pledges into cash/check and payroll deductions.
- Deposit cash using the Wells Fargo deposit sheet include yellow copy in the envelope.
- Contact your Loaned Executive (LE) for envelope pick-up.



If depositing with Wells Fargo...

- **Use the enclosed Wells Fargo deposit slip and directly deposit any cash/checks. MAKE SURE TO INCLUDE A COPY OF THE DEPOSIT SLIP INSIDE THE WHITE REPORT ENVELOPE.**
- **Use one deposit slip per envelope!**



CFC Events

■ Oct. 12th – Northern Utah CFC Kickoff

Hill Aerospace Museum:

7961 Wardleigh Rd,
Building 1955 Hill AFB, UT 84056

Charity Fair: 10 a.m. – 2 p.m.

Program: 11am – 12pm





CFC Events

■ Oct. 19th – Salt Lake area CFC Kickoff

255 South West Temple

Charity Fair: 10:30 – 11:30 a.m.

Program: 11:30am – 12:30pm





Have Fun! Don't Stress!





Bruce Jacobs

Intermountain CFC Director

2955 Harrison Blvd., #201
Ogden, UT 84403

801-399-5584 x 104

bjacobs@uwnu.org

801-452-1114 (cell)

This presentation available for download at www.intermountaincfc.org
Campaign Team → Coordinators & Loaned Executives



Thank You!