

# 2016 Arizona Combined Federal Campaign



## Unit Coordinator/Key Worker Training Guide

[www.cfcaz.org](http://www.cfcaz.org)

*This Training is sponsored by:  
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*Sponsorship does not constitute federal endorsement.*



## Introductions

Congratulations on being selected as a Campaign Coordinator (CC), Unit Coordinator (UC), or Key Worker (KW) for this year's Combined Federal Campaign. You were selected because of your ability to get the job done, and to do it well! The Combined Federal Campaign offers you the opportunity to demonstrate your organizational skills while helping to build a stronger, healthier and more responsive community. The Information in this guide will help you conduct a successful campaign.

A **Campaign Coordinator** is responsible for the entire campaign. They are in charge of planning the campaign and all activities including training and rallies. They are responsible for turning in all pledge cards to the agency's payroll office and turning in all envelopes to the Principal Combined Fund Organization (PCFO). They are responsible for reporting the campaign's progress to their agency's head and the PCFO. The CC is the primary contact for the PCFO.

Depending on the size of an agency will determine if it will need **Unit Coordinators**. If an agency has multiple departments or units, it will need Unit Coordinators. Unit Coordinators are responsible for the campaigns within their departments or units. They will report to the Campaign Coordinator and their Department Heads on how their campaign is doing. They are responsible for the collection of pledge cards from their department/unit and turning them into the Campaign Coordinator.

**Key Workers (KW)** are responsible for contacting personnel. They are the ones who will ensure 100% contact is made. Key Workers will answer any questions that a potential donor may have. They are responsible for turning in all pledge cards to the UC or CC.

If you have any questions after reading this guide and receiving your training, please contact any one of the people listed below. Your campaign committee and local coordinators stand ready to assist you at any time.

YOUR PRIMARY POINTS OF CONTACT FOR ASSISTANCE	
NAME/PHONE	
NAME/PHONE	

<b>PCFO STAFF</b> * 520-903-9000 - PHONE 520-903-9002 - FAX	<b>CARLA SMITH</b> <b>ANGELINE ESPINOZA</b>	<b>*EXT 255</b> <b>*EXT 235</b>
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E-Mail: [csmith@unitedwaytucson.org](mailto:csmith@unitedwaytucson.org)  
[cfcz@unitedwaytucson.org](mailto:cfcz@unitedwaytucson.org)

## About the Combined Federal Campaign (CFC)

The mission of the CFC is to support and to promote philanthropy through a voluntary program that is employee-focused, cost-efficient, and effective in providing all Federal employees the opportunity to improve the quality of life for all.

The CFC was created in 1961 to coordinate the fundraising efforts of various charitable organizations so that the Federal donor would only be solicited once in the workplace and have the opportunity to make charitable contributions through payroll deduction. Federal employees continue to make the CFC the largest and most successful workplace philanthropic fundraiser in the world. Continuing a long-standing tradition of selfless giving, in 2015, Federal employees raised over \$177 million and over \$8 billion to date for charitable causes around the world.

### Structure of the CFC

The Office of Personnel Management (OPM) regulates the CFC and provides guidance and oversight to the CFC which is made up of 125 local campaigns that organize the annual fundraising effort in Federal workplaces in the United States and abroad.

Each local campaign is managed by a Local Federal Coordinating Committee (LFCC), which serves as a "Board of Directors". The LFCC is comprised of Federal employees and representatives of labor unions and is responsible for the oversight of the local CFC. In conformance with CFC regulations and policies, the LFCC makes admission determinations for local charities and selects a Principal Combined Fund Organization (PCFO) to administer the day-to-day operations of the campaign and to serve as its fiscal agent. Arizona CFC's PCFO is United Way of Tucson and Southern Arizona.

## About the Arizona Combined Federal Campaign (CFC)

The Arizona CFC covers the entire state of Arizona with the exception of Maricopa County. In 2015 our campaign raised over \$1,548,000 for charitable causes around the world. This year's goal is \$1,630,000 which is a 5% increase over what was raised in 2015. The table below has a few of the campaign's statistics.

<b>2015 ARIZONA CFC</b>			
<b>Total Dollars:</b>	\$1,548,901	-9.5%	<i>(decrease from last year)</i>
<b>Total Designated Dollars:</b>	\$1,530,786	98.8%	
<b>Total Undesignated Dollars:</b>	\$18,115	1.2%	
<b>Payroll Deduction:</b>	\$1,488,866	96.1%	
<b>Cash/Checks:</b>	\$60,035	3.9%	
	<b>2015</b>	<b>2014</b>	
<b>Avg. Payroll Deduction:</b>	\$381	\$393	
<b>Avg. Cash Contribution:</b>	\$148	\$94	
<b>Avg. Contribution:</b>	\$359	\$340	
<b>Per Capita Contribution:</b>	\$32	\$35	
	<b>2015</b>	<b>2014</b>	
<b>Total No. of Contributions:</b>	4317	5038	
<b>Participation:</b>	8.9%	10.4%	
<b>AFR:</b>	13.9%	13.2%	



## About the 2016 Campaign

The theme for 2016 is **Show Some Love**. Research has shown that givers tend to be more loyal to causes and issues than to a particular organization or institution. A great example is the Ice Bucket Challenge. So this campaign we are focusing more on giving to the causes that you are passionate about than to a particular organization.

This campaign will be using social media in hopes of engaging more of the federal community. We will be using the hashtag #ShowSomeLoveCFC. There will be activities throughout the campaign tied into our social media (See schedule below). We are also asking that if you are having any events to take pictures (if permitted) and share them with us. So we can put them on our social media pages.

2016 ARIZONA CFC SOCIAL MEDIA SCHEDULE		
DATE	EVENT	DESCRIPTION
9/21/2016	<b>Show Some Love Online</b>	Change your profile picture to represent the Show Some Love mark. Encourage your network to do the same for the rest of the month of September.
10/11/2016	<b>Show Your Cause</b>	Share the charitable cause(s) you are passionate about by posting a photo of yourself holding your own cause sign.
10/24-11/1/2016	<b>Show Some Moves Dance Challenge</b>	Encourage your followers to post videos of their best dance moves to increase excitement about the campaign. Use the hashtag #ShowSomeMovesCFC
11/1-11/15/2016	<b>Online Super Star Challenge</b>	The agency/unit with the highest dollar amount of online pledges (Nexus, EEX, and myPay) at the end of the challenge will be the keeper of the roaming plaque for the year. Progress will be tracked on social media.
11/14-11/21/2016	<b>Random Act of Kindness</b>	Encourage your followers to complete a random act of kindness for someone else and then post about it on social media.
11/16-11/30/2016-	<b>Showing Some Love Back</b>	Thank you statements from charitable organizations will be posted on Facebook.
11/29/2016	<b>Giving Tuesday</b>	Celebrate this International day of giving by encouraging donors to make their pledge on 11/29/16 and bring the greatest number of pledges within one 24-hour period.
12/5-12/15/2016	<b>Final Push</b>	This is the final countdown of the campaign it is not too late to Show Some Love!

## How to Plan a Successful Campaign

Every unit/agency within the local Combined Federal Campaign (CFC) is unique and every agency/unit small or large has the potential for a fulfilling and successful campaign. These steps will help you develop a campaign plan that will put you on the path to success.

### Know your campaign

This manual will familiarize you with all of the campaign materials and procedures designed specifically for this year's CFC. Know your unit's/agency's campaign history. The "Tracker" supplies a two year campaign history with information about the amount of donations made, the number of givers, participation rates, average gifts, and more. Additional years of information are available upon request.

### Secure top level Command/Department Head support

When a Commander/Department Head endorses the campaign the per capita gift increases. Support from the top leadership will make your job easier and your campaign more successful. Find out what resources are available and strive for the following commitments.

- Command/Management allows time for you to coordinate the campaign
- Command/Department Head writes a letter endorsing campaign
- Command/Management speaks at employee meetings and/or key events
- Time is allocated for campaign related activities and incentives

### Develop a campaign plan

Departments who set a goal raise more per employee.

- Develop a timeline for your campaign. Keep it short and sweet. The most successful campaigns kick off with an event like a rally that generates enthusiasm and focus, and concludes within two or three weeks depending on the size of your agency. Our campaign period is September 1, 2016 until December 15, 2016.
- Identify the culture of your agency and choose strategies that are tailored to your unique culture.
- Review the strengths of past campaigns and establish a challenging campaign goal with your agency that focuses on potential/maximizing participation. Do not set 100% participation goals.
- Look at previous participation levels in the campaign

### Recruit a Team

Using a team means an increase in per capita giving. Having others assist you with the campaign will make it fun and easy for everyone involved. Here are some tips for recruiting you committee. ***(We recommend 1 key worker for every 25 employees.)***

- Make sure to include representation from all areas of your organization
- Include Command/Members of management on your team to work with Leadership Giving (see step 4)
- Recruit people who believe in the CFC and will help others get excited about the campaign
- Assign roles, responsibilities and accountabilities
- Train your team

### Promote your campaign

The number one reason given as to why a person did not contribute through the CFC is, "I wasn't asked." Educating your employees about the value and the work of our CFC organizations is the best way to gain their support. Your CFC representative is an excellent source for any materials and assistance you may need.

- Offer organization tours/speakers to your employees. Contact the CFC office to arrange those events.
- Utilize charity guides, posters and CFC Videos.
- Use technological resources, such as intranet, email, websites, and social media to pass along information about the CFC campaign to all employees (where permissible). The Arizona CFC utilizes a few avenues of social media. You can visit our website at [www.cfcaz.org](http://www.cfcaz.org).
- Always ensure 100% contact. Every employee must be given the opportunity to give.

## Kick off your campaign

Inviting and organization speaker to the rally means per capita gifts increase dramatically. A kick off rally can help bring fun into your campaign. Use the table below as reference to plan your CFC Kick Off

### The CFC Kick Off

	Agenda Item	Presenter	Time Required
<b><i>Include each of these activities in your kick off.</i></b>	Welcome/opening remarks	CFC Manager	1-2 minutes
	Endorsement (1-3 minutes)	Agency Head or Commanding Officer	1-3 minutes
	CFC Overview – what CFC is, how it works, pledging methods, incentive items, etc.	CFC Manager	2-5 minutes
<b><i>Pick one or more of these activities to include in your kick off.</i></b>	CFC Video (3 minutes)	CFC Manager, via computer/projector	3 minutes
	Charity speaker (ask them to bring a recipient of their services, if at all possible!)	Invited guest charity (make sure the organization is on the 2016 CFC Charity List)	5-7 minutes
	Federal employee speaker	A work colleague or family member	5-7 minutes
	FUN(d)raising activity: Choose from among the various FUN(d)raising activities at	CFC campaign team	15-30 minutes
<b><i>DO THIS!</i></b>	Closing comments (be sure to say “thank you!”)	CFC Manager, Agency Head, or Commanding Officer	1-2 minutes

## Reporting

Establish a turn-in schedule for completed pledge cards from your Key Worker. A daily schedule is best, but if geographic separation, or work schedules do not permit, at least keep informed of campaign status by weekly telephone/email reports and turn-in Key Worker envelopes.

## Follow through

Follow up with anyone who had questions or was unsure about donating. Regardless of your job on this year’s campaign, your enthusiasm, dedication and conscientious efforts are keys to success for your organizational campaign.

## Say thank you!

Everyone likes to feel appreciated and acknowledged for a contribution. After the campaign has concluded, it is important to thank everyone for supporting our community through CFC.

- Conduct a special celebration with food and words of thanks from leadership. Do not forget to invite everyone that played a role in your success.
- Send a note letting employees know how much the CFC appreciates their gifts.

## Solicitation Methods

There are two types of solicitation methods that have proven effective in past campaigns, one-to-one solicitation, and group solicitation. Each method has advantages and disadvantages. The method or combination of methods you use for your solicitation will depend on your organization's structure, personnel, and Commander/Agency Head's wishes.

### GROUP SOLICITATION:

In a group solicitation, executives and employees are notified in advance of a group meeting at which they will be asked for their contributions to the CFC. After hearing the CFC information and seeing the campaign film, everyone attending is asked to make a contribution using the CFC pledge card provided or utilizing Employee Express if your agency is a participating agency. Solicitation takes place prior to the conclusion of the meeting. Pledge cards are collected as people leave the meeting whenever possible.

#### Benefits of Group Solicitation

- Presents CFC story uniformly to the entire work force.
- Flexible method and can accommodate work schedule of entire organization.
- Shortens the total campaign period.
- Reduces the number of key workers needed.
- Removes prospective contributors from the distractions of the work area.
- Especially effective in a highly cohesive, group-oriented organization.

#### Disadvantages of Group Solicitation

- Requires one-to-one follow-up with those not returning pledge cards who attended group presentation.
- Requires one-to-one solicitation of those who did not attend the group presentation.

#### Steps to Successful Group Solicitation

- Set the dates and times for your group solicitations and determine which employees are to attend. (Plan solicitations according to employees schedule, i.e. swings, graveyard, etc.)
- Distribute pledge cards and campaign brochures at the presentation. Have leadership show support of CFC at presentation and have co-workers give personal testimony. Explain the giving guideline.
- Ask for a gift at the guideline or ask for an increase above last year's gift. The biggest reason for not giving is not being asked to give.
- Answer any questions or concerns. People are always more generous when they understand why they are giving. Thank all participants--presenters as well as employees. Collect completed pledge cards.
- Follow-up one-to-one with those not returning pledge cards that attended the presentations. Say "Thank You" for time and listening.
- Ensure 100 percent of the employees are offered the opportunity to contribute. Solicit those not attending presentation and say "**Thank You**" for time and listening.

### ONE-TO-ONE SOLICITATION:

This can be a very effective approach because each employee is asked to contribute by a fellow worker. It allows contributors time to ask questions and hear, first hand, about community needs and services that are available. Successful one-to-one solicitation requires 100 percent contact with all personnel by well-trained, knowledgeable Key Workers who are skilled in asking for a pledge.

#### Benefits of One-To-One Solicitation

- Allows solicitors to tailor CFC message to individual employees.
- Educates contributor about the CFC.
- Can help an employee with personal challenges since the solicitor can refer him/her to an agency for assistance with the problem.
- Gives the solicitor an opportunity to ask for an increased contribution over last year.
- Gives the solicitor an opportunity to address a non-contributor's objections.

#### Disadvantages of One-To-One Solicitation

- Requires 1 Key Worker for every 10-20 employees in a large, single-location organization. If the organization is spread out over many different buildings or locations, more Key Workers are required.
- Takes a longer campaign period and requires more organization.
- Is sometimes difficult for a Key Worker to approach fellow employees and ask for a contribution.

### **Steps to Successful One-To-One Solicitation**

- If you have shift workers, have Key Workers assigned to each shift. Ensure 100% of the employees are offered the opportunity to contribute. Introduce yourself, make opening comments, and establish rapport with the employee.
- Once a level of comfort is established, share your information about CFC.
- Explain the giving guideline, how the guideline was established, and how it is used.
- Ask for a gift at the guideline or ask for an increase above last year's gift. The biggest reason for not giving is not being asked to give.
- Answer any questions or concerns. People are always more generous when they understand why they are giving.
- Have employee fill out pledge card at this time and collect the pledge card.
- Regardless of your success, say **"Thank You"** for their time and for listening.

## PLEDGING

The CFC accepts two types of donations, payroll deductions and one-time cash/check donations.

### Payroll Deductions

With this option, federal employees can elect to give a specific dollar amount per pay period. The majority of federal contributors select this method because it enables them to spread out their contribution throughout the year. Many employees find this method is easier on their monthly budget and enables them to give more generously.

Payroll contributions do not begin to accrue until the first pay period of the following calendar year. For example, if a donor signs up to give \$5 per pay period in October 2016, the first \$5 will not be withheld until the first paycheck of 2017.

### One-Time Contributions

Federal employees who prefer to give a one-time contribution may do so via check or cash. Checks should be made payable to "Arizona Combined Federal Campaign," **not** to the contributor's selected charity. If you receive checks, *please submit them quickly to Arizona CFC* so the contributor does not have to wait for weeks for the check to clear! Please note that the donor's bank statement may indicate that the check was cashed by United Way of Tucson and Southern Arizona, which serves as the Principal Combined Fund Organization (PCFO) for Arizona CFC. United Way will **not** keep the money! It will be passed to the donor's selected charities. Please keep all cash and checks in a secure location until you are ready to submit it to Arizona CFC. Be sure that the cash and check totals match the pledge cards and the total written on the Key Worker envelope.

Arizona CFC has four different ways that Federal Employees can make contributions.

**Pledge Cards** may be used to make either a contribution through payroll or a one-time cash/check contributions. Pledge Cards have three parts: the original (white) copy, a second (white) copy, and third (yellow) copy.

**CFC Nexus** is a private (i.e. non-government) tool CFC uses to enable federal employees to give online. Any federal employee may register an account with CFC Nexus and use this tool to make a payroll contribution. CFC Nexus is **not** tied directly to any federal payroll center; therefore, all CFC Nexus payroll contribution pledges must be printed and processed in a similar manner as pledge card. After a CFC Nexus pledge is entered, it can be edited, if employees want to change their CFC Nexus pledge they must submit request via email to [cfcaz@unitedwaytucson.org](mailto:cfcaz@unitedwaytucson.org).

**Employee Express (EEX)** is a government human resources (HR) tool to which many federal agencies subscribe. Federal employees should already have an EEX account if they work for the Department of Interior, Department of Transportation, General Services Administration, Social Security Administration, and several others departments and agencies. Payroll contribution pledges are the only type of CFC pledge EEX enables, and only between September 1 and December 15. After a payroll contribution pledge is submitted via EEX, it may be edited until December 15, at which point it is locked in. Employee Express pledges do *not* require any processing by the CFC Manager.

**myPay** is also a government human resources (HR) tool to which many federal agencies subscribe. Federal employees should already have a myPay account if they work for any branch of the military, the Department of Energy, the Department of Veterans Affairs, the Department of Health and Human Services, the Environmental Protection Agency, and a few others. myPay only accepts payroll contribution pledges, and only between September 1st and December 15th. After a myPay pledge is made, it cannot be altered without the employee contacting his or her federal payroll center directly (usually in writing).

# PLEDGE CARDS

CFC ACCOUNT NUMBER	PRINT LAST NAME	FIRST NAME	MI	<input type="checkbox"/> CIV/FED <input type="checkbox"/> MILITARY	SSN/Employee ID
RANK/GRADE <small>(Optional)</small>	FEDERAL AGENCY AND OFFICE	WORK ADDRESS & ZIP CODE			WORK PHONE NUMBER ( )

Fill out information completely. Remember to press firmly and print clearly.

2016 Arizona Combined Federal Campaign    Tel: 520-903-9000    CFC Campaign No. 0051    ATTENTION PAYROLL OFFICES:  
 330 N. Commerce Park Loop, Ste 200    Fax: 520-903-9002    City/State Code 04 0530    Only use this number to identify the local campaign.  
 Tucson, AZ 85745    www.cfcaz.org    Email: cfcaz@unitedwaytucson.org    Revised July 2016    OPM 1854

CFC ACCOUNT NUMBER	PRINT LAST NAME	FIRST NAME	MI	<input type="checkbox"/> CIV/FED <input type="checkbox"/> MILITARY	SSN/Employee ID				
RANK/GRADE <small>(Optional)</small>	FEDERAL AGENCY AND OFFICE	WORK ADDRESS & ZIP CODE			WORK PHONE NUMBER ( )				
X BOX	MILITARY PAYROLL	TOTAL	X BOX	MILITARY PAYROLL	TOTAL	Payroll Deduction Contribution: Check a box or fill in the blank showing the amount of your payroll allotment. Write in the total of your annual contribution in the space provided. Minimum \$1.00 per pay period.	X BOX	CIV/FED PAYROLL	TOTAL
	\$ X 24 pay periods	\$		\$ X 12 pay periods	\$			\$ X 26 pay periods	\$
	\$ 42.25 X 24 pay periods	\$ 1,014.00		\$ 84.50 X 12 pay periods	\$ 1,014.00		\$ 39.00 X 26 pay periods	\$ 1,014.00	
	\$ 31.50 X 24 pay periods	\$ 756.00		\$ 63.00 X 12 pay periods	\$ 756.00		\$ 29.00 X 26 pay periods	\$ 754.00	
	\$ 21.00 X 24 pay periods	\$ 504.00		\$ 42.00 X 12 pay periods	\$ 504.00		\$ 20.00 X 26 pay periods	\$ 520.00	
	\$ 10.50 X 24 pay periods	\$ 252.00		\$ 21.00 X 12 pay periods	\$ 252.00		\$ 10.00 X 26 pay periods	\$ 260.00	
	\$ 5.00 X 24 pay periods	\$ 120.00		\$ 10.00 X 12 pay periods	\$ 120.00		\$ 5.00 X 26 pay periods	\$ 130.00	

PLEASE USE BALL POINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

MILITARY BRANCH:  USAF  USA  USN  USMC  USCG  PHS

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

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

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

**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.

**PAYROLL DEDUCTION AUTHORIZATION**

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CHECK → APPLICABLE BOX:	<input type="checkbox"/> NO GIFT DESIRED	<input type="checkbox"/> PACESETTER \$120 \$249.99	<input type="checkbox"/> DOUBLE PACESETTER \$250 \$499.99	<input type="checkbox"/> LEADERSHIP \$600 \$749.99	<input type="checkbox"/> CHARGE BANK	<input type="checkbox"/> EAGLE AWARD \$750 \$999.99	<input type="checkbox"/> EAGLE COIN & HOLDER OR <input type="checkbox"/> EAGLE COIN ONLY	<input type="checkbox"/> DOUBLE EAGLE AWARD \$1,000+ <input type="checkbox"/> EAGLE STATUE	2016 YEAR TAB
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X BOX	MILITARY PAYROLL	TOTAL	X BOX	MILITARY PAYROLL	TOTAL	Payroll Deduction Contribution: Check a box or fill in the blank showing the amount of your payroll allotment. Write in the total of your annual contribution in the space provided. Minimum \$1.00 per pay period.	X BOX	CIV/FED PAYROLL	TOTAL
	\$ X 24 pay periods	\$		\$ X 12 pay periods	\$			\$ X 26 pay periods	\$
	\$ 42.25 X 24 pay periods	\$ 1,014.00		\$ 84.50 X 12 pay periods	\$ 1,014.00		\$ 39.00 X 26 pay periods	\$ 1,014.00	
	\$ 31.50 X 24 pay periods	\$ 756.00		\$ 63.00 X 12 pay periods	\$ 756.00		\$ 29.00 X 26 pay periods	\$ 754.00	
	\$ 21.00 X 24 pay periods	\$ 504.00		\$ 42.00 X 12 pay periods	\$ 504.00		\$ 20.00 X 26 pay periods	\$ 520.00	
	\$ 10.50 X 24 pay periods	\$ 252.00		\$ 21.00 X 12 pay periods	\$ 252.00		\$ 10.00 X 26 pay periods	\$ 260.00	
	\$ 5.00 X 24 pay periods	\$ 120.00		\$ 10.00 X 12 pay periods	\$ 120.00		\$ 5.00 X 26 pay periods	\$ 130.00	

Military payroll  
Check or write in the amount per pay period. (Please check your math.)

One time cash or check pledges have a minimum of \$20.00

Civilian payroll  
Check or write in the amount per pay period. (Please check your math.)

103695 UNICOM GRAPHIX, INC. 1-800-999-5791

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

List the five-digit code for each charitable organization you wish to support and the annual gift to each. All designations must add up to the total gift amount. (Please check your math.)

2017 Arizona Combined Federal Campaign  
 330 W. Commerce Park Loop, Ste 200  
 Tucson, AZ 85745 ☆ www.cfcaz.org  
 Tel: 520-903-9000  
 Fax: 520-903-9002  
 Email: cfcaz@unitedwaytucson.org

CFC Campaign No. 0051  
 City/State Code 04 0530

ATTENTION PAYROLL OFFICES:  
 Only use the number to identify  
 the local campaign.  
 Revised July 2016 OPR 31654

CFC ACCOUNT NUMBER	PRINT LAST NAME	FIRST NAME	MI	<input type="checkbox"/> CIV/FED <input type="checkbox"/> MILITARY	SSN/Employee ID
RANK/GRADE	FEDERAL AGENCY AND OFFICE	WORK ADDRESS & ZIP CODE			WORK PHONE NUMBER

X BOX	MILITARY PAYROLL	TOTAL	X BOX	MILITARY PAYROLL	TOTAL	X BOX	CIV/FED PAYROLL	TOTAL
\$	X 24 pay periods	\$	\$	X 12 pay periods	\$	\$	X 26 pay periods	\$
\$ 2.25	X 24 pay periods	\$ 1,014.00	\$ 84.50	X 12 pay periods	\$ 1,014.00	\$ 39.00	X 26 pay periods	\$ 1,014.00
\$ 3.50	X 24 pay periods	\$ 756.00	\$ 63.00	X 12 pay periods	\$ 756.00	\$ 29.00	X 26 pay periods	\$ 754.00
\$ 2.00	X 24 pay periods	\$ 504.00	\$ 42.00	X 12 pay periods	\$ 504.00	\$ 20.00	X 26 pay periods	\$ 520.00
\$ 1.50	X 24 pay periods	\$ 252.00	\$ 21.00	X 12 pay periods	\$ 252.00	\$ 10.00	X 26 pay periods	\$ 260.00
\$ 5.00	X 24 pay periods	\$ 120.00	\$ 10.00	X 12 pay periods	\$ 120.00	\$ 5.00	X 26 pay periods	\$ 130.00

**PLEASE USE BALL POINT PEN AND WRITE FIRMLY**

**MILITARY BRANCH:**  USAF  USA  USN  USMC  USCG  PHS

**CHARITY CODE ANNUAL AMOUNT**

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

**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 \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

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

**PAYROLL DEDUCTION AUTHORIZATION**

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CHECK APPLICABLE BOX:**  NO GIFT DESIRED  FACESETTER \$120 - \$249.99  DOUBLE FACESETTER \$250 - \$499.99  LEADERSHIP \$500 - \$749.99  CHARGE BANK  EAGLE AWARD \$750 - \$999.99  EAGLE COIN & HOLDER  EAGLE COIN ONLY  DOUBLE EAGLE STATU  EAGLE AWARD \$1,000 +  2016 YEAR TAB

**COPY #1 - PAYROLL OFFICE**

**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 \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

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

Signify whether you wish for your name, HOME address, email address, and/or pledge amount be released to the charities you selected. This information will only be released to your selected charities.

**PAYROLL DEDUCTION AUTHORIZATION**

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Form must be signed and dated.



# Key Worker Envelope

**NO MORE THAN 25 FORMS PER ENVELOPE**

**KEYWORKER ENVELOPE**  
# \_\_\_\_\_



**DO NOT WRITE IN THIS SPACE**  
(FOR CFC ACCOUNTING USE ONLY)  
Audit Inits \_\_\_\_\_ Dep Inits \_\_\_\_\_  
Data Entry \_\_\_\_\_ Dep Total \_\_\_\_\_  
Verified \_\_\_\_\_ Comitors \_\_\_\_\_

Combined Federal Campaign  
330 N Commerce Park Loop Ste 200  
Tucson, AZ 85745-2792  
520-903-9000 ext 255  
cfcaz@unitedwaytucson.org

**ARIZONA COMBINED FEDERAL CAMPAIGN #0051**

CFC Acct. # \_\_\_\_\_ Agency Name: \_\_\_\_\_ # of EE \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Key Worker Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRIBUTIONS ENCLOSED**

# by Payroll Deduction \_\_\_\_\_ \$ \_\_\_\_\_

# by Cash \_\_\_\_\_ \$ \_\_\_\_\_

# by Check \_\_\_\_\_ \$ \_\_\_\_\_

# in Sealed Envelopes \_\_\_\_\_

Total # of Contributions \_\_\_\_\_ \$ \_\_\_\_\_

**NUMBER OF CONTRIBUTORS**

# of Contributors (\$20-\$119) \_\_\_\_\_  
*All Other Contributors Giving Less Than \$200*

# of Contributors (\$120-\$249) \_\_\_\_\_  
*Flowers*

# of Contributors (\$250-\$499) \_\_\_\_\_  
*Double Flowers*

# of Contributors (\$500-\$749) \_\_\_\_\_  
*Leadership*

# of Contributors (\$750-\$999) \_\_\_\_\_  
*Eagle*

# of Contributors (\$1,000 & Above) \_\_\_\_\_  
*Double Eagle*

**ROLE OF A KEYWORKER:**

You are the key to success of the CFC. Your positive attitude and enthusiasm will help ensure a favorable response from the fellow employees you have been assigned to solicit. You are the official representative of the many worthy agencies that depend on the CFC to provide funds to help people in need in our community, elsewhere in the nation and around the world. Thank you for accepting this assignment.

**SUGGESTED CAMPAIGN PRACTICES**

- PUT UP CFC POSTERS** and keep them up throughout the campaign.
- HAND OUT FORMS.** Give each person on your list a set of pledge forms. Encourage giving by payroll deduction. It makes giving easier. Charity list at [www.cfcaz.org](http://www.cfcaz.org)
- GROUP MEETING.** Check with your project officer or agency head regarding a meeting or rally to kick-off your campaign. Use CFC Presentation.
- SET THE PACE** by giving generously yourself before you collect the pledges of your fellow employees.
- ENCOURAGE DESIGNATIONS.** Urge contributors to designate the federations or agencies of their choice to receive their contribution.
- COLLECT PLEDGES AND CASH.** For those giving by payroll deduction, collect the original signed pledge form (Copy #1) as well as the CFC Office Copy (Copy #2). For cash contributions, collect the CFC Office Copy (Copy #2) and the cash, check or money order. The Contributor's Copy (Copy #3) should be kept by the contributor for their tax records.
- SAY THANK YOU!** Thank every Contributor for their pledge.
- CHECK PLEDGE FORMS FOR ACCURACY.** Examine each form for legibility, accuracy and completion. Resolve any apparent errors with the contributor.
- FILL IN THIS REPORT ENVELOPE.** Please summarize all contributions returned in this envelope in the spaces provided. It is important to fill in all the areas. This will assure your envelope is ready for processing.
- TURN IN THIS ENVELOPE** to your Unit Coordinator who will then forward the Payroll Authorization Copy (Copy #1) of pledge forms to your payroll office and the remaining copies of the pledge forms along with the cash, checks and money orders to your Campaign Coordinator or the CFC Office.

**DO NOT PUT MYPAY OR NEXUS PAYROLL DEDUCTION PLEDGE CARDS IN THIS ENVELOPE. TURN THEM INTO YOUR PAYROLL OFFICE.**



Leave this blank

**ARIZONA COMBINED FEDERAL CAMPAIGN #0051**

CFC Acct. # \_\_\_\_\_ Agency Name: \_\_\_\_\_ # of EE \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Key Worker Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Fill out agency information completely. CFC Account number can be found on the "Tracker."

**NO MORE THAN 25 FORMS PER ENVELOPE**

**KEYWORKER ENVELOPE**

# \_\_\_\_\_



**DO NOT WRITE IN THIS SPACE**

(FOR CFC ACCOUNTING USE ONLY)  
 Audit Info \_\_\_\_\_ Cap Info \_\_\_\_\_  
 Date Entry \_\_\_\_\_ Cap Total \_\_\_\_\_  
 Verified \_\_\_\_\_ Corrections \_\_\_\_\_

Combined Federal Campaign  
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 Tucson, AZ 85745-2792  
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Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Key Worker Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRIBUTIONS ENCLOSED**

# by Payroll Deduction \_\_\_\_\_ \$ \_\_\_\_\_  
 # by Cash \_\_\_\_\_ \$ \_\_\_\_\_  
 # by Check \_\_\_\_\_ \$ \_\_\_\_\_  
 # in Sealed Envelopes \_\_\_\_\_  
 Total # of Contributions \_\_\_\_\_ \$ \_\_\_\_\_

**NUMBER OF CONTRIBUTORS**

# of Contributors (\$20-\$119) \_\_\_\_\_  
*All Other Contributors Giving Less Than \$120*  
 # of Contributors (\$120-\$249) \_\_\_\_\_  
*Peacekeepers*  
 # of Contributors (\$250-\$499) \_\_\_\_\_  
*Double Peacekeepers*  
 # of Contributors (\$500-\$749) \_\_\_\_\_  
*Leadership*  
 # of Contributors (\$750-\$999) \_\_\_\_\_  
*Eagle*  
 # of Contributors (\$1,000 & Above) \_\_\_\_\_  
*Double Eagle*

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<b>CONTRIBUTIONS ENCLOSED</b>		<b>NUMBER OF CONTRIBUTORS</b>	
# by Payroll Deduction _____	\$ _____	# of Contributors (\$20-\$119) _____	_____
# by Cash _____	\$ _____	<i>All Other Contributors Giving Less Than \$120</i>	
# by Check _____	\$ _____	# of Contributors (\$120-\$249) _____	_____
# in Sealed Envelopes _____		<i>Peacekeepers</i>	
Total # of Contributions _____	\$ _____	# of Contributors (\$250-\$499) _____	_____
		<i>Double Peacekeepers</i>	
		# of Contributors (\$500-\$749) _____	_____
		<i>Leadership</i>	
		# of Contributors (\$750-\$999) _____	_____
		<i>Eagle</i>	
		# of Contributors (\$1,000 & Above) _____	_____
		<i>Double Eagle</i>	

Complete Contribution Enclosed side with the total amounts for payroll deductions, cash, and check pledges. For the Number of Contributors side fill in the number of contributors at each giving level. The total number of contributions should equal the total number of contributors listed.

**DO NOT PUT MYPAY OR NEXUS PAYROLL DEDUCTION PLEDGE CARDS IN THIS ENVELOPE. TURN THEM INTO YOUR PAYROLL OFFICE.**

Only the CFC Copy of a pledge cards filled out by hand should be returned in this envelope. Nexus pledge cards should be turned into your payroll office. The yellow copies and myPay copies are for the employees records



