



### 2016 CFCNCA Charity Outreach Program

The Combined Federal Campaign (CFC) is the **only** authorized workplace charitable giving drive for employees in the Federal workplace. Launched by President Kennedy in 1961, the CFC is the Nation's largest charitable workplace giving program. The Office of Personnel Management (OPM) has organized Federal employees in nearly 200 independent CFC campaigns across the country.

The Combined Federal Campaign of the National Capital Area (CFCNCA) is the local campaign for Federal employees in the Washington Metropolitan Area. Through the collective contributions of civilian and military Federal employees, the campaign generated more than **\$46 million** in pledges for participating local, national and international charities in 2015.

Throughout the campaign, charities have an opportunity to meet directly with campaign leaders and generous Federal employees. This program provides charities the opportunity for visibility across the CFCNCA donor base.

CFCNCA has developed guidelines to facilitate a fair and even-handed campaign and provide unbiased opportunities for all charities as required by CFC regulations at 5 CFR Part 950 §950.105(b) and §950.401(b). Charities that wish to participate in Charity Outreach Program activities **must** agree to follow these guidelines by signing the attached 2016 Outreach Program Guideline Agreement.

### 2016 CFCNCA Charity Outreach Program Guidelines

These guidelines have been set forth to administer the CFCNCA fairly and equitably for all charities within the campaign. Before attending and/or speaking at any CFCNCA Charity Outreach Program events or any associated activity, a leader from your organization must carefully read, sign, and return this form.

1. We understand that we are at a CFCNCA event and therefore fundraising and collecting names is prohibited.
2. At any event when a charity is asked to participate, promotional items may be distributed; however **THE SALE OF ITEMS IS STRICTLY PROHIBITED**. Our representatives will check with agency sponsors before engaging in raffles or gaming.
3. We understand that when we are at a CFCNCA event, we represent not only our organization, but all charities in the campaign, as well as the CFC in accordance with CFC regulations 5 CFR Part §950.105(b) and §950.105(c)2(i).
4. Our organization has representatives who are willing and able to enter United States



Government facilities in the Washington Metropolitan Area to attend charity fairs.

5. We will ensure that any staff attending charity fairs knows of the CFCNCA Charity Outreach Program requirements.
6. If someone from our organization agrees to attend a charity fair, the representative will arrive on time and with appropriate photo identification issued by a valid government agency (driver's license, U.S. Passport, or other).
7. If unable to attend (after confirming their participation), the representative will inform the CFCNCA and the Federal agency organizer as soon as possible.
8. The representative will greet, receive, and thank all people with equal respect, dignity, and enthusiasm, and provide customer service in a professional manner.
9. Representatives will not attend events to which our organization has not been invited.
10. We will use only the display area allotted to us with the understanding that we may have to share table space with other charities.
11. We will attend all CFCNCA events in professional attire (i.e., no shorts, flip flops, etc.).
12. We will inform CFCNCA immediately of any significant problems encountered or any changes in our contact information.

***We understand that failure to comply with any of these guidelines could affect our organization's participation in future campaign events.***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ CFC Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete, sign, and return this form to: **Tyra Archer, CFC Charity Relations Manager**

**E-mail: [Tyra.Archer@cfcnca.org](mailto:Tyra.Archer@cfcnca.org)**