



GREATER NORTH CAROLINA AREA
COMBINED FEDERAL CAMPAIGN



Volunteer Handbook 2016

*Pledge on-line
www.cfcgreaternc.org
or through
myPay or Employee Express*

Welcome

Congratulations! You have been selected to be a Combined Federal Campaign (CFC) volunteer. *Thank you* for accepting this responsibility and honor. The CFC was designed by Federal workers, is managed by Federal workers, and exists on behalf of Federal workers. In short, it belongs to all of you. It is your way of saying you care about those in your local and global community.

You are important because you are the CFC lifeline between people who need help and those who have the power to give help. That is why so many people will be counting on you this year. This handbook shows you how you can make a *real* difference in peoples' lives by explaining how the CFC works and by asking your fellow Federal Employees to participate. We want you to know that your role is *vital to the success* of the campaign. *Thank you*.

What is the Combined Federal Campaign?

The mission of the CFC is to support and to promote charitable giving 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 is the **only** authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.

Federal Employees created the CFC as an annual campaign. Established by Executive Order in 1961, it continues to be the largest and most successful workplace fundraising model in the world. Over the years, the CFC has become a meaningful way to create a better world by reaching out to help your neighbors in need around the corner, across the nation, and throughout the world.

Remember, the CFC belongs to you – the Federal employee! It does not belong to the Federal Government, the Principle Combined Fund Organization (PCFO), or the charitable agencies in the charity list.

Points to Remember

As a volunteer for the CFC, you need to be aware of these important things:

1. CFC is effective; has raised over \$8 billion for charitable groups over the past 50+ years.
2. CFC is accountable; featuring reviewed and approved charitable organizations.
3. CFC is an easy way to ensure that you remember to support the charities of your choice. By donating through a payroll contribution at any level you are comfortable with, you can simply “**set it and forget it**”. Every employee should be given the opportunity to contribute. However, always remember that giving through the CFC is *voluntary*.
4. Charitable Organizations who wish to participate in CFC must submit an annual application and get approval from the Local Federal Coordinating Committee (LFCC).
5. Each **APPROVED** Charity receives a unique 5-digit code. Find the charity codes in the *2016 CFC Charity List* or on-line at www.cfcgreaternc.org.
6. **“Write-ins” are not allowed.**

7. IRS requires taxpayers to provide proper documentation for all charitable contributions, regardless of size, in order to claim them as tax deductions. **Donors giving by payroll deduction must keep the donor copy of their Pledge Form as well as a copy of their final pay stub for 2017, showing the total amount actually withheld.** If gift is by check, donors should keep the Donor copy plus cancelled check as the receipt. Cash/check/credit card donors who contribute \$250 or more will receive a tax letter from the Greater North Carolina Area CFC. Donors who provide a *legible* mailing address on their pledge form, thereby authorizing Greater North Carolina Area CFC to release contact information to the charities designated, will receive a letter acknowledging their gift. There is a box on the pledge form to allow charities to receive the actual pledged amount to further document the donation. The CFC provides this information as guidance only. CFC is not responsible for tax advice and strongly suggests that donors contact their tax advisors with any specific questions regarding IRS rules.

Combined Federal Campaign Structure

Local Federal Coordinating Committee (*The CFC Board of Directors*)

Chair	Jessica Dew, US Postal Service
Vice-Chair	Chad Esposito, Veterans Administration
LFCC Members	Carlotta Banks, US Postal Service Debbie Wales, NIEHS Marjorie Roberts, Transportation Security Administration Lynn Taylor, US Postal Service Avon Waters, Social Security Administration Sandy Yeatts, US Dept. of Agriculture

REGIONAL EXECUTIVE COMMITTEES

Central Carolinas Area

Jessica Dew, Chair
Lynn Taylor, Vice-Chair
Barbara Brown, US Postal Service
Carolyn Camps, Dept. of Homeland Security
Dell Nichols, Comptroller of the Currency
Regan O'Dell, Federal Aviation Administration
Avon Waters, Social Security Administration

Piedmont Triad Area

Chad Esposito, Chair
Carlotta Banks, US Postal Service
Caryn Cruickson, Federal Public Def. Office
Greg Dagoumas, US Postal Service
Al Green, US Postal Service
Kathy Green, US Postal Service
Andy Stern, Retired, Social Security Admin.

Research Triangle Area

Marjorie Roberts, Chair
Christy Knight, VA Medical Center
Mark McPherson, Environmental Protection Agency
Debbie Wales, National Institute of Health
Sandy Yeatts, US Dept. of Agriculture

CFC Staff

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History of Greater North Carolina Area Combined Federal Campaign

	2011	2012	2013	2014	2015
Total Pledged	\$1,306,954	\$1,491,890	\$1,383,067	\$1,395,373	\$1,306,954
USPS	\$ 586,096	\$ 598,866	\$ 622,278	\$ 600,701	\$ 586,096
Non-Postal	\$ 720,858	\$ 893,024	\$ 760,789	\$ 794,672	\$ 720,858

The Loaned Executive

- Oversees the campaign process for multiple locations/Federal Agencies.
- Attends Volunteer training
- Recruits, trains and supervises a group of Keyworkers.
- Distributes supplies to each Keyworker, including:
 - Paper Pledge Forms
 - CFC Charity List
 - Report Envelope
 - Distribution of tokens of appreciation
- Assists Keyworkers in the planning and implementation of group meetings and special events.
- Ensures Keyworkers understand how, where, and when Pledge Forms and Report Envelopes are to be turned in for processing.
- Collects completed Report Envelopes from Keyworkers and **verifies contents for accuracy and completeness.**
- Thanks the Keyworkers and gives them recognition.

CFC Volunteer

- Oversees the campaign at their Federal Agency.
- Makes pledge to CFC in order to proudly say “I gave!” It is easier to ask a coworker(s) to do something you have already done yourself – **make your pledge first!**
- Recruits Keyworkers to assist with the campaign.
- Attends Training Session.
- Participates in weekly CFC conference calls to keep CFC staff informed.
- Trains Keyworkers or schedules training sessions with CFC staff.
- Is responsible for personally contacting co-workers to ensure they have an opportunity to participate in the campaign. He/she explains the CFC, answers questions (*refer to “Become an Expert” in this book*), and asks for pledges (*refer to “How to Make the Ask” in this book*).
- Informs co-workers of the option to make their pledge on-line at www.cfcgreaternc.org (*Payroll deduction, Credit/Debit Card or E-Check only*)
- Informs co-workers of option to pledge through Employee Express or myPay, **if applicable.**
- Collects Pledge Forms (*from co-workers who wish to use paper pledge form option*), and cash/check contributions.
- Verifies paper pledge forms for accuracy and completeness.
- Prepares Report Envelopes. (*Refer to “Processing Pledge Forms” in this book.*)
- Forwards payroll option pledge forms to payroll office (*both paper & on-line from www.cfcgreaternc.org (Employee Express & myPay pledges are directly linked to the payroll system)*)
- Contacts CFC to turn in Report Envelope with Charity designation information. (*copy 2 of the paper pledge form*). On-line pledges **DO NOT** need to be included in the report envelope.
- Thanks each employee for supporting the CFC.

Become an Expert

Be ready to answer questions your co-workers may have about how to make a gift. If you do not know the answer, contact CFC staff before responding.

What is the advantage to giving by payroll deduction?

Payroll deduction is an easy way to give. A reasonable, affordable amount withheld from your paycheck each pay period does not disrupt your budget and over a year's time, amounts to a meaningful gift. It is a gift you can feel good about because *you can change a life*. **You make it possible!** (*Payroll deductions are for a 12 month period beginning with the first pay period of 2017*)

How much should I give?

That is entirely up to you. How much an individual can afford to give depends on many personal factors. There are thousands of deserving organizations in this campaign providing needed services. Whatever you give will help and will be appreciated. A small donation, when combined with donations from other Federal Employees can add up to a large contribution to an organization.

Are all charities automatically participants in the campaign?

All Charitable Organizations listed in the *2016 CFC Charity List* applied for participation in the CFC either at the national or local level. National and International charities applied directly to the U.S. Office of Personnel Management (OPM). Only those organizations certified by OPM are listed in the brochure in the sections titled "National/International Organizations" and "International Organizations." Local organizations apply to the Local Federal Coordinating Committee (LFCC), who reviews the submitted documentation to determine eligibility to participate.

All approved Charitable Organizations are then verified with the Internal Revenue Service for current 501(c) 3 status.

Can I choose the charity that will receive my gift?

Yes. You may choose any of the charities that have been approved for the *2016 campaign* to receive your gift. The Charity List provides a brief description of each organization followed by the percentage of its total revenue used for its administrative and fundraising expenses and other pertinent information. If you designate your contribution, only the charity(ies) you select receives your gift.

ALL-AROUND GIVING

What is it? All-Around Giving gives donors the option to pledge to any CFC participating charity no matter where the donor or the charity is geographically located. Any Charity that was approved to participate in the CFC is eligible to receive donations from any Federal Employee around the world.

How does All-Around Giving work? The full list of charities can only be accessed online as they are too numerous to be listed in the paper charity listing. If you wish to donate to a local charity outside our campaign territory, log in to our website at www.cfcgreaternc.org or to the OPM website www.opm.gov/cfc to search for the charity you want to support. Enter the charity's five-digit code on your paper pledge form or the online donation tool of your choice - CFC Nexus, Employee Express or MyPay. It's that easy!

What if I do not designate?

If you do not choose a specific organization, your gift will be considered an “undesigned gift” in accordance with CFC regulations (*see CFC Regulations, 5CFR Part 950 for details at www.opm.gov/cfc*). All undesigned funds will be distributed to those organizations in the campaign that have received designated contributions, in the same proportion as they received those designations. For example, if a charity received 1% of the total designated contributions to the Greater North Carolina Area CFC, it would receive 1% of the total undesigned contributions. Organizations that do not receive designated dollars cannot receive any undesigned donations.

Can I make a confidential gift?

Yes. Just place your Pledge Form in a plain, sealed envelope and give it to your CFC volunteer. If your confidential gift is made through payroll deduction, ensure that copy #1 and copy #2 of the Pledge Form is included in the envelope. Keep the blue copy for your records; you will need this copy for tax purposes.

Will I Get a Tax Receipt?

The blue copy of the Paper Pledge Form is the **DONOR RECEIPT**; keep that copy for tax purposes. If you contribute via the on-line pledge system, please print a copy of your pledge for tax purposes. Donors who make a cash/check or one-time credit/debit card contribution of \$250 or more will receive a letter from the CFC acknowledging their gift.

Making the Ask

Step One: Review the CFC materials.

- Read the introductory pages of the *2016 CFC Charity List* for important campaign information.
- Review the Charity list and become familiar with how the organizations are listed.
- Review the Pledge Form.
- Review the on-line pledge system – ask questions if you do not know how it works.

Step Two: Make your own gift before asking others to give.

You will discover that making your contribution first (*ideally through payroll deduction*) says that you believe in what you are doing. Making your own commitment first makes it easier to ask others to follow your lead.

Step Three: Ask others to give.

Make the ask *in person*. Our goal is **100% contact**. This gives you the opportunity to individualize the campaign for every contributor and to answer specific questions/concerns that each employee may have. Do not leave the Pledge Form on anyone’s desk, or in their mailbox. When people are *personally asked to support the CFC*, they are more likely to contribute.



Making an effective contact.

1. Explain the mission of the CFC and ask for the contribution. CFC organizations need your support, would you please give? After you ask, let the contributor speak and answer any questions he/she may have. This gives the person time and information needed to make the decision to give.

2. Talk about payroll deduction. Explain how giving by payroll deduction makes it possible for most of us to make a generous gift by spreading the contribution over a year. Also explain how charities are better able to budget efficiently when they know they are receiving donations distributed quarterly throughout the year.
3. Explain the on-line pledge options.
4. If necessary, help contributors fill out the pledge form or access the on-line pledge system. Remind them to keep a copy of the pledge/on-line form and, if they are giving by payroll deduction, their final pay stub of 2017 as documentation for tax purposes. In addition, by checking the appropriate box on the pledge/on-line form and authorizing the release of their contact information, they will receive a confirmation of the donation from the recipient charity(ies).
5. Say “*thank you.*”

Reasons for Giving

You make the choice

With so many organizations to choose from, there are sure to be many causes in which you believe.

Make an impact

When you give through CFC, your gift helps to improve the quality of life for people right here in your community, across the country, and around the world.

Give with confidence

Federal employee volunteers annually review and approve all of the non-profit organizations that are eligible to participate in the CFC based on CFC Regulations.

It is easy

Payroll deduction is your key to substantial giving by letting you spread your contribution across the entire year. The on-line pledge option means more accurate processing as information is typed and not hand written. Donors can access the on-line system from any computer at any time, 24/7.

Your CFC is accountable

The CFC belongs to Federal employees. The CFC’s Board of Directors, called the Local Federal Coordinating Committee (LFCC), is composed of Federal employees. They oversee the management of the campaign.

It is an efficient way to give

Receiving contributions through the CFC is one of the least expensive ways for participating organizations to raise funds, helping them to efficiently advance their missions.

Arranging a CFC Group Meeting



Arrangements/Attendance

The CFC Volunteer/Loaned Executive is responsible for coordinating the schedule for a CFC group meeting with his/her team of Keyworkers. Keyworkers are responsible for inviting coworkers.





Arrange for a Charity Speaker

If you would like a charity representative to speak at your group meeting, contact the CFC staff for assistance. Contact: Cindy Westmoreland (cfcgreaternc@gmail.com 336.392.8639)

Sample Agenda for a Group Meeting – 20 minutes or less

Call to Order by CFC Volunteer (*1 minute*)

- Welcome
- Remarks supporting CFC by unit manager/agency head (*2 minutes*)

Introduction of speaker (*Employee &/or Charity Representative*)

CFC testimonial by Employee (*5 minutes*)

- How an employee was helped by an agency
- How an employee serves as an agency volunteer

Presentation by Charity Speaker (*5 minutes*)

(Optional—in lieu of or in addition to employee testimonial)

Presentation by CFC Volunteer (*3 minutes*)

- Reasons for giving
- Payroll deduction
- On-line pledge option. www.cfcgreaternc.org
- Employee Express or MyPay option, **if applicable**
- Instructions for filling out the paper pledge form
- What to do with the form once it is completed

Closing by CFC Volunteer (*1 minute*)

- Ask for the pledge
- Thank employees

“We hope you will review the *2016 CFC Charity List* and make your decision about your gift so you will be ready to make your pledge. I will contact you within the next few days to follow up, answer any additional questions and collect paper pledge forms.”

- Invite employees to stay for informal discussion.

Processing PAPER Pledge Forms

After collecting the pledge forms and any confidential gifts, the CFC volunteer processes them using the electronic Report Envelope form. Verify that the donor used the 5-digit charity codes and that the amount of the designations adds up to the total contribution amount. Check all pledge forms authorizing a payroll deduction to make sure that copy #1 has been signed by the contributor and that the Social Security Number/Employee ID is included. If not, return the pledge form to the contributor to sign or amend.

Be sure to safeguard your donors’ personal information. Do not leave completed pledge forms in view on your desk.

COPY #1: Payroll Deduction – White Copy

- For a payroll deduction to occur, copy #1 **must be signed by the contributor** to authorize your agency’s payroll office to make the deductions as specified. Once again, check that the contributor has signed copy #1, included the Social Security Number (or ID), used the 5-digit charity codes, and that the math is correct. **Copy # 1 must be sent to your payroll office.**

- If a cash or check gift is made and the donor filled out copy #1, place it in the report envelope. **A donor signature or Social Security Number is not needed on the pledge form for a cash or check donation.**

COPY # 2: Official Audit Copy – Yellow Copy

- Copy #2 must be turned in for each contribution, whether the contribution is by payroll deduction, cash, or check.
- **Paperclip** the check or cash to the corresponding pledge form.
- Tally your results and enter the information on the front of the Report Envelope. Place the pledge forms, cash and checks in the Report Envelope. Contact CFC staff to turn in envelope.

COPY # 3: Donor Receipt Copy – Blue Copy

Return copy #3 of the pledge form to the contributor and *thank him/her* on behalf of the CFC and all those who will benefit from the gift. **Copy #3 is part of the documentation needed for tax purposes.**

Recognition: Each donor *will receive* a token of appreciation (*unless they do not want it*) based on their contribution amount. Put checkmark in the appropriate box on the electronic report envelope.

Summary

- Using the information from the pledge forms, your results will tally automatically when you use the online form or tally your results on the paper Report Envelope. Place the copies in the Envelope. **Do not open the sealed confidential gift envelopes.**

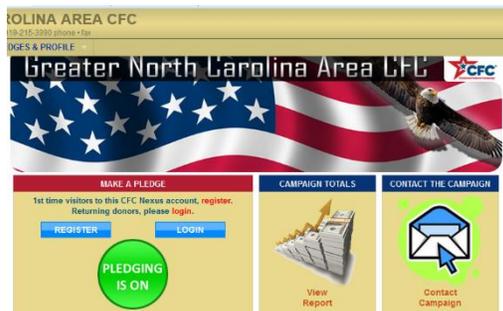
Processing Employee Express & myPay pledges:

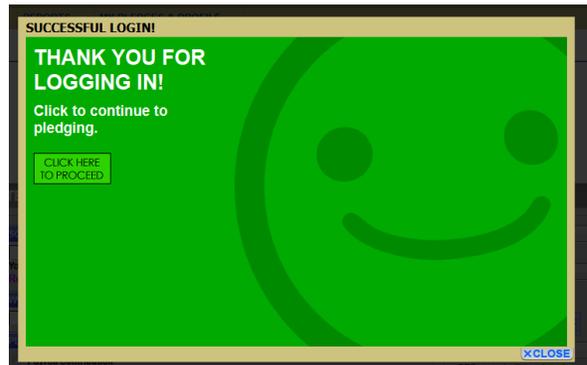
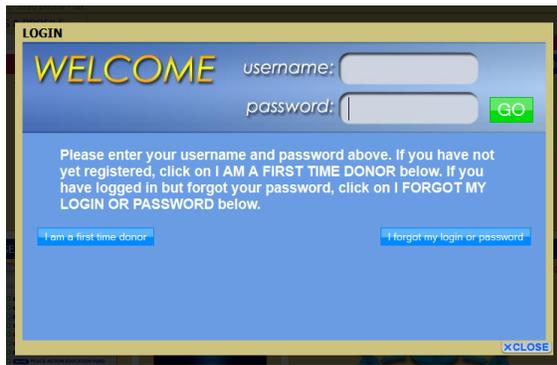
Employee Express is directly linked to your payroll system; you **DO NOT** need to process these pledges.

The CFC office will receive a report listing all the Donor contribution information.

Processing the on-line pledge forms:

1. Go to www.cfcgreaternc.org and click on the pledge button
2. Log in to the on-line site.





1. Click here to proceed will take you to the screen for payroll processing.

2. At the top of the page you will see **PAYROLL**, scroll over for the drop down list.
3. Choose **PROCESS NEW PLEDGES (bulk)** this will display a list of each location & the number of pledges.
4. Click on each “line” to print the pledges
5. You will see---**STEP 1 of 2 CLICK HERE TO PRINT PLEDGES**
6. Click & print
7. At the top of the form you will see—**STEP 2 of 2 CLICK HERE** Click to finalize the on-line process

FORWARD THE PRINTED ON-LINE FORMS TO YOUR PAYROLL OFFICE ALONG WITH THE PAYROLL COPIES OF THE PAPER PLEDGE FORM

CFC Special Events 101

If you have ever organized a birthday party or had people over to dinner, then you've done a special event. You probably already have all the necessary skills.

Think backwards: Envision your event - is it a campaign kick off? educational fair? a presentation with a speaker? or a sporting event?

- Where is this event? a conference room? an auditorium? or outdoors?
- Who is there? People within your agency, your dept/division, your building?
- Are there decorations? music or entertainment?

Thinking about the event as it would appear, helps you organize your thoughts

- Purpose of event – entertain, inform, energize, some of each
- Number of people that could attend, or are targeted to come
- A room/space that can accommodate the purpose and people
- Room appearance
- Details that may increase participation, like entertainment or raffles

Break the event into smaller components:

- Purpose – raise funds, awareness or hands on info or presentation
- Space – availability, attractiveness, accessibility
- People - who to invite, inform, involve
- Attraction – knowledgeable speaker, informational fair, or other freebies
- Recruit Help – ask your fellow employees for assistance

Examples:

For awareness:

Video fest
Educational Fair
Speaker

To try to increase involvement:

open house event
topic of interest presentation
raffle/prize incentives, agency visit/service day
selected special event fundraiser, awards

Important Tips:

**Have back up plans and/or be ready to be flexible;
stay calm (*everyone involved keys off of you*)
have a sense of humor and enjoy the event.**

CFC Special Events Basic Checklist

Determine Date and Time:

- Schedule speaker, or attraction theme
- Schedule room/space, allow enough time for set up if necessary
- Sound systems, video equipment, any special setup – check availability
- Permission conflicts- other events, routine meeting/activities that could take attention away

Room/space to be used, amenities:

- Proximity to bathrooms
- Parking if necessary
- Handicap accessibility
- Directions, already available? Easy to follow?

Invitation/Notice info preparation, distribution:

- List of invitees, individuals / groups
- Invitations, announcements, flyers, email or other, make sure you have:
who, what, when, where, how to get more info and rsvp number
- Responses to whom? How to collect info: just numbers? Names?
- Invitations/flyers – how many? Inform the dept., floor, building, security, maintenance, etc.

Food, raffles, incentives:

- Food: **CFC funds cannot be used to provide food** at any CFC events
- Raffles: prizes – solicited within agency, or maybe crafts, baked items
- Vendor donations, local restaurants or merchants
- Allow time for solicitation, collection of items
- Helpers – recruit for invitation/flyer distribution, raffle/door prize solicitation, collection, day of event set up, clean up
- Decorations – Is there a theme? Are purchases necessary?
- Confirmations: Day, time, place, speaker, special equipment, welcome, event start, introductions, who to do? Photos to be taken? Who is the photographer?
- Pre- and post- publicity: who to write up or post re: newsletter, photo captions, bulletin boards, coffee room info? Have you contacted the media?
- Day of event: Set up, oversight of activities, timetable, clean up
- Thanks to all involved: Notes, calls, emails, photos, etc.

- **Please Note:** In all approved special fundraising events the participation **must be optional**. All donors **must be informed** where distribution of donated funds is going.

**ALL SPECIAL EVENTS/FUNDRAISING EVENTS SHOULD BE APPROVED BY
YOUR ETHICS OFFICER**

Sporting Events

“For all kinds of office athletes”



Bike-a-thon: Charge an entry fee. Participants collect pledges for the number of miles they ride.

Bowling Tournament: Get a bowling alley to reduce normal fees. Charge participants the regular price with proceeds going to CFC. Participants can get pledges for the number of pins knocked over.

Executive Chair Race: Set up a relay course for executives to go through, the executives are either sitting in a chair or on tricycles. Let observers "bet" on their favorite contestants.

Fun Run: Charge an entry fee to compete and provide a prize to the winner.

Golf Tournament or Putt-Putt Contests: Work with a nearby golf course to get reduced rates. Charge players the regular price with proceeds going to CFC. Humorous prizes can be handed out (*i.e. shortest drive, highest score, etc.*) Set up a miniature golf course within your office, lobby, or work area. Charge each player to play and award a prize to the player with the lowest score.



Horse Race: Set up a race track for executives to go through on stick horses. Let observers "bet" on their favorite contestants.

Office Olympics: Set up an obstacle course in the lunchroom, several offices, several floors of offices, or outside. One station can be for typing a couple of paragraphs, another station for filing, another for photocopying, etc. The contestants pay an entry fee and the winner gets a prize.

Paper Airplane Contest: Charge a fee. Each contestant makes & flies his/her own plane. Prizes for longest distance, accuracy through a hoop, closest to the target.



Slam Dunk Contest: Charge a fee to compete and provide a prize for the winner.

Super Hoop: Have an organized basketball tournament with employee teams. Charge admission to the game or collect pledges for baskets scored. Give away prizes at half-time. Get a local radio station to emcee.

Tricycle Races: Before the race, employees pay to have sandbags or rolled pennies tied to opposing department managers' trikes. Hold the race in the lunchroom or outside. The first one to the finish line wins a prize for the department (*i.e., pizza party, afternoon off, etc.*).

Tug-of-War: Have employees against executive staff or interdepartmental competition. Each team pays a fee to enter.



Walk/Run/Jump-a-thon: Employees get pledges for distance walked or for each jump.

ALL SPECIAL EVENTS/FUNDRAISING EVENTS SHOULD BE APPROVED BY YOUR ETHICS OFFICER

Booths/Shops/Sales

Bag and Basket Booth: Featuring baskets, handbags, gift boxes of many sorts, tote bags, shopping bags, knitting bags, coin purses, cosmetic cases, book covers, hampers-everything used to hold and carry articles.



Chili Cook-Off: Have a chili contest with everyone displaying their goods. After the judges choose the winner, sell the remainder to the rest of staff. Give prize to the winner.

Gadget Booth: Featuring all sorts of cooking gadgets and equipment, for indoor, outdoor cooking enthusiasts - grills, forks, spoons, knives, spatulas, can openers, potato scrapers, garlic presses, lemon squeezers, wooden bowls, trays, salt & pepper shakers, chef's hats, aprons, and gloves etc.

Game/Toy Exchange Booth: Ask employees to contribute new/used toys and games. to sell, but whatever does not get sold can be donated to a CFC children's charity.



Glass and China Booth: Featuring all sorts of china and glassware - cups and saucers, goblets, cocktail glasses, trays, pitchers, plates, tea and coffee pots, vases, salt and pepper shakers, candy dishes, casseroles, etc. This is a great time to move those "never used" or "can't stand" pieces that you love to hate.

Ice Cream Social: Have an outside celebration selling ice cream cones and floats, or other ice cream novelties.



Media Exchange Booth: Ask employees to contribute new or used books, CDs, DVDs, Video Games. Price to sell, but whatever does not get sold can be donated to a CFC Charitable Organization.

Pet Corner: A booth featuring everything for family pets. It may be limited to dogs and cats, or expanded to include gifts and other articles for birds, fish and other pets. Such donated items would be: dark towels to clean pets, carrying cases, collars, tiny ribbon bows, brushes, toy balls, scratching posts, bells for birds, ornaments for fish bowls, Christmas stockings of toys and goodies, etc.. Another fun activity could be a dog wash outside charging a nominal fee per dog. Have fun!



Plant or Flower Booth: Volunteers who wish to participate bring a house plant, cut flowers, or cutting of a plant. Committee then sets prices and puts the plants on displays.

White Elephant Booth: What is one person's trash, is another person's treasure. What a great way to clean out that closet.

Have you lost your marbles? Get a glass jar or some type and fill it with marbles. Have each employee send you a guess as to how many marbles are in the container. Winner can get a small prize you have or that has been secured from a local company. You can have a lot of fun with this one.

ALL SPECIAL EVENTS/FUNDRAISING EVENTS SHOULD BE APPROVED BY YOUR ETHICS OFFICER

FOOD

Bakeless Bake Sales: You are invited to **NOT** bake a cake, pie, cookies, or brownies. You do **NOT** have to find the recipe. You do **NOT** have to shop for the ingredients. You do **NOT** have to mix. You do **NOT** have to cook. You do **NOT** have to wash dishes. You do **NOT** have to clean up your kitchen. You do **NOT** have to deliver the baked product. You do **NOT** have to stand in the heat/cold/rain to sell the baked product. You can write a check for \$10.00 to "*name of organization*" and stay home and enjoy doing something yourself or with your family!

M&M/Jelly Bean Jar: The famous "guess the number of beans in the jar" cannot be forgotten. Buy a guess for 50 cents. The person who guesses closest to the number in the jar, wins the jar.

Pancake Feed: Start the day off right by having a pancake breakfast. You can make your own or have a caterer come and do all the work for you. A fee can be charged for each person.



Picnic Basket Auction: Both the baskets and their contents are enticing at this unusual auction. The perfect setting is a park or the agency's green. With the addition of music from the band shell, (*boom box*) the picture is complete. Employees or local deli, restaurants and fast foods donate the baskets and their contents.

Potato Bar Fundraiser: This is a fundraising potato bar luncheon. Bake a lot of potatoes and get the fixins' to go with them. You can also have salads and desserts donated by employees. No set price; donations only. Maybe find someone to dress in a Mr. Potato Head costume and walk around encouraging people to participate and thanking them.

Eating Contest: Pie, donuts, hot dogs, etc. Each participant pays to enter to win a prize, but everyone gets to enjoy this event.

Potluck Dinner: This is a great money maker. Have everyone bring a dish for lunch, charge a small fee to eat.



October fest: Celebrate by barbecuing or making sausage lunches.

Tailgate Party: Create a tailgate party in the parking lot or company cafeteria with all the usual football fair: hotdogs, chips, soda, peanuts, etc.



More Bazaar Food: Decide what other foods you would like to sell according to your theme, the weather, and your facilities. If you have an outside barbecue, you can cook hot dogs or bratwurst. If you have a kitchen, you can also sell corn on the cob, tacos, pizza, omelets or whole dinners. If you don't have a kitchen, you can sell sandwiches and candy. You can also sell coffee, hot chocolate, lemonade, soft drinks, or fruit juices.

ALL SPECIAL EVENTS/FUNDRAISING EVENTS SHOULD BE APPROVED BY YOUR ETHICS OFFICER

THE AUCTION

Auctions are among the most popular fund raising events, they have high entertainment value and are colorful, dramatic, and full of suspense. They are bustling, big, amusing events, full of friendly competition, much milling about, much coming and going. They are fun. People come to watch and end by bidding. There's an excitement about an auction that spreads not only through the audience but also behind the scenes to the workers. For example:

Ideas for Auction Items:



Art & Crafts: Have anyone donate arts and crafts items, either collectable items or handmade.

Executive Auction: Get the Executive staff to donate half a day to CFC. Then auction each executive off to the employees. The executive must take over the employee's job for that half day.

Home Grown: Employees donate random items for auction such as cakes, cookies, monthly parking spots, a weekend at their summer cabin, or a home cooked dinner. Services such as a car detailing, a month of lawn mowing, and wallpapering also may be auctioned.

Meals: Employees/Executives offer to prepare and serve, (*your home or theirs*), their famous curry dinner for twelve, or fondue for four, or the ultimate romantic dinner for two.

Lessons: Employees can donate lessons in belly dancing, scuba diving, speed reading, wood working, self defense, bowling, auto repair, Chinese cooking, knitting, etc.

Additional FUND Raising Ideas

“Almost anything goes.”



Baby/Pet Picture Match Game: Invite employees to try their luck at matching baby or pet pictures of management. Charge employees to vote and award the entry with the most right answers with a fun prize.

Balloon Pop: Have businesses donate prizes. Before filling a balloon with helium, put a note inside some of the balloons with the name of a prize. In other balloons, put a note with a CFC fact. Have employees purchase and pop the balloons.

Bingo: Sell bingo cards to employees; ask local store or vendors to donate prizes.

Blue Light Special: Host daily or weekly “Blue Light Special” rallies throughout the office. Serve food and have a CFC agency speak on a particular topic.

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Boogie for Dollars: Throw a dance or even a dance-a-thon. Charge admission, entry fees, or have entrants get pledges for time danced or for number of dances.



Car Wash: One of the more popular events. Employees pay to get their cars washed in the parking lot during the work day.

Charades Fundraiser: Invite teams of five, at \$50 per team, to participate. Each team is given 10 minutes to guess as many answers as they can. Categories include local and national charity titles, i.e., The American Red Cross. The 1st and 2nd place teams are given prizes donated by local businesses (*or employees*), such as gas coupons, restaurant coupons or other prizes shared equally among five people. It's an easy fundraiser to organize and everyone learns about charities.

Coin War: Set up large empty water bottles for each department or floor in the cafeteria. Have employees drop their spare change into the bottle. Coins are positive while paper money is negative. Employees can sabotage other bottles by dropping paper money into them. The group with the most money wins, with the money going to CFC.



Compliment-o-grams: Make up special forms and sell them to employees as an anonymous way to give a compliment to someone in the office. Compliment-o-grams must be delivered by a trustworthy employee sworn to secrecy. Charge per compliment.

Cookbook Sales: Have employees donate recipes and put them together in a cookbook. Give away samples of food while selling the cookbooks.

Dog Wash: People bring their dogs on a leash to an outdoor location with several water faucets. Dog washers shampoo and rinse the animals. Only towel "drying" is used so the dogs leave the wash in a damp state.

Dress Down or Up Days: Employees pay to wear casual clothes on a specific work day during the campaign period. Each employee that participates gets a Dress Down Days button or sticker. Variations include "Silly Hat Day", "Sport Team Day", or "Ugly Shoes Day".

Flower Event: Sell the flowers at the office to employees. Another great idea is to sell flower bulbs. Contact a wholesale distributor for bulk quantities. This is great in conjunction with Secretary's Day or Valentine's Day.



Games: Trivial Pursuit, Win Lose or Donate, Wheel of Fortune

A Ghoulishly Good Time: Many agencies choose to tie their campaign in with Halloween. Have a Halloween party, create a haunted house and have a pumpkin carving or costume contest.

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Additional ideas for 2016

Word Search: create a “word search” based on CFC terms*

Leadership Wheel of Fortune – Have donors pay \$1 a vote to decide which “fortune” their leader will win (*i.e., dye hair, dress as a clown, trade job for a day*).

Spell S-U-C-C-E-S-S – Hold a spell-a-thon with each contestant collecting donations for the number of CFC words they spell correctly. The top winner(s) receive donated prizes.

Strike Gold – Participants ask friends and family to donate old jewelry they no longer wear and turn the gold in for cash.

Buy a Meal – Volunteers donate homemade meals to sell.

Go Hairless – Volunteers commit to shaving their heads if a specified amount is raised by a deadline.

Skip a Meal – Sponsors commit to giving up a meal together and give the money saved to the designated cause.

Holiday Shop – Collect new and gently used items from your volunteers and resell them in gift baskets at a holiday shop.

Health and Giving Event: Have each department host a health event such as yoga class, stress reduction workshop or nutrition and personal trainer consultation. Charge employees to attend each event.

Just Watch Out for Ants: Why not make your agency picnic a CFC event? Invite CFC to set up booths and have your loaned executive speak. Do fundraising activities throughout the day.

Karaoke Club: Employees pay to have a fellow employee sing. That employee must sing or pay a fee not to sing.

Look – a – Like Contest: Employees dress up like famous personalities such as Marilyn Monroe, Elvis, or their favorite executive. Employees pay to vote on the best costume. The contestant receiving the most votes gets a prize.



Mystery Package: Employees bring a gift in a brown bag to be sold or auctioned sight-unseen. The gift should not cost more than a few dollars and can be something interesting, humorous, and/or useful.

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Off and Running: Many agencies like to have big kick off events, such as continental breakfast, to open their campaigns. This is a great time for the agency head to give an endorsement of CFC and talk about upcoming campaign activities like employee meetings and fundraisers.

Open Mike: Charge an entry fee for budding stand up comics.



The Promise Tree: Small index cards, each with a promised service printed on it, along with the name and telephone number of the donor and the price of the service, can be hung or tied to a tree with ribbons. The purchaser pays the required amount, takes the card, and later calls the donor to arrange a time for the service to be fulfilled. CFC gets the money, the buyer gets the service, and the donor contributes the promised service as one way of helping raise money. Everyone wins.

Quiz: Make up an IQ test based on CFC facts. Award prize(s) to employees with the most correct answers. This is a fun, challenging way to increase knowledge about CFC.

Raffles: Some companies like to hold their own raffles during the week of their campaign. Raffle tickets can be sold for \$2 each or three for \$5 for all kinds of prizes, including days off. Everyone's name stays in a drawing while gifts are drawn daily or after each time a specific dollar amount is reached.

Rummage Sale: Similar to a garage sale. Collect and sell not only clothing, but also china, glassware, and other household items that can be transported easily. Items that are not sold at the rummage sale may be donated to many CFC charities after the sale.

Silhouettes: You don't have to be an artist to offer silhouettes for sale. Take a shaded area and a strong light and it's easy to trace shadow outlines for a nominal fee.



Subpoena: Command attention for CFC through issuance of subpoena. Direct attendance at campaign rallies by sending a subpoena. This could also indicate their time spent in the meeting could be billed to an administrative account.

Thank You, Thank You, and Thank You: Have a breakfast, lunch, to thank your employees for participating in the campaign. Give out thank you tickets to people who gave a prescribed amount. (*i.e., one hour pay per month*). Other contributors could pay for their meal with proceeds going to CFC.

Treasure Hunt: Sell daily clues to a mystery location where a treasure is hidden. The first employee to guess the location wins the treasure.



Vacation Day: This is probably the most effective and appreciated event. Have employees "buy" a vacation day by contributing a day's wages to CFC.

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Mission Accomplished!!

Once your agency has reached its campaign goal, have a finale party. Invite all employees and have your Loaned Executive give a thank you presentation. Serve refreshments and have prize drawings.

Make your pledge on-line at

www.cfcgreaternc.org

or through

Employee Express or myPay