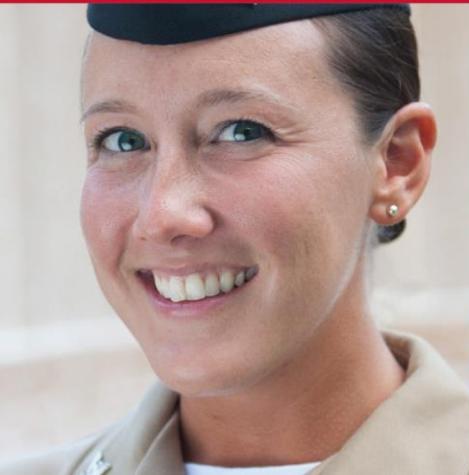
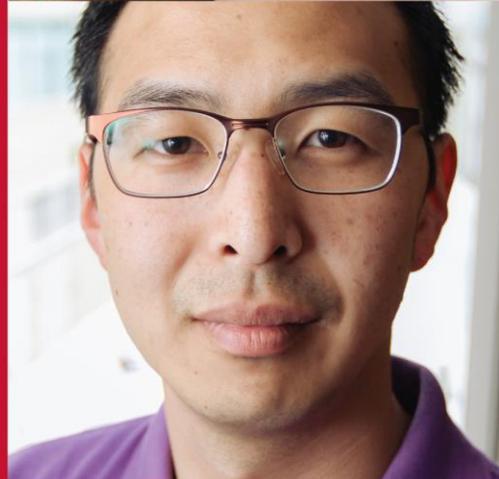


2015 Combined Federal Campaign

Keyworker Training



Training Outline

Know the Cause

Importance of CFC

Learn the Facts

Making your Gift

Asking others to Contribute

Food for Thought

Giving Levels

Resources

Thanks and Appreciation

Pledge Cards

Envelopes

Contacts



Know the Cause

The more you *know* about CFC,
the more *effective* you will
be when *you invite people to participate.*



Educating others on the Importance of the CFC

1. **Learn the FACTS about CFC**
2. **Make Your Own Gift First**
3. **Ask Other People to Give**
4. **Say Thank you!**



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Learn the Facts about CFC



- Giving is voluntary
- Participating agencies have met strict eligibility guidelines
- Donors choose the agency/agencies they wish to donate to
- Payroll deduction is quick, easy and efficient
- Low fundraising costs
- Donor Protection



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Making Your Gift



Make your own gift first. This shows others you believe in the cause, and it will be easier to invite others to participate in CFC.



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Ask Others to Contribute

- Personalize your comments
- Advertise payroll deduction
- Ask for a contribution
- Remember: 'No' is okay



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Food for Thought

If only half of the 33,000 federal employees in the state of Alaska –

- donated \$5.00 per paycheck, the campaign would raise almost \$2 million!
- donated \$10.00 per paycheck, the campaign would raise almost \$4 million!

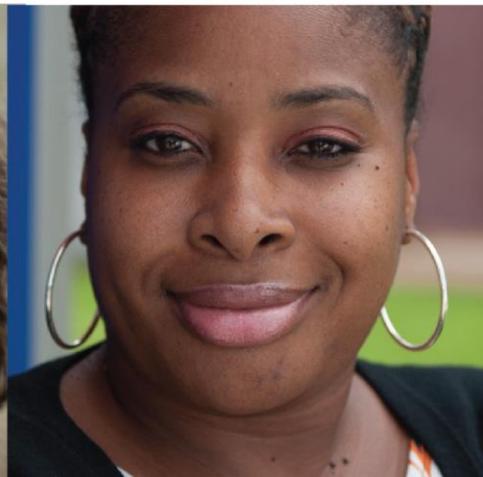


Giving Levels

Aurora Club - \$400.00 gift ~ CFC Coin

Eagle Club - \$800.00 gift ~ Eagle Statue

Summit Club - \$1200.00 gift ~ Todd Salat Limited Edition print “Denali Fireweed”



Website and Donor Resources

Please visit our website at www.alaskacfc.org

- Charity list, including website and 25 word agency description
- Donors can search for specific charities, or use a keyword such as “dogs” or “environment”
- Donors can give directly online – easy and efficient!



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Thanks and Appreciation

Give Thanks to All!

- Thank everyone you speak with regardless if they decide to contribute or not.
- It takes several “thank yous” before a person truly feels appreciated.



CFC Pledge Card Instructions

Incorrectly completed pledge cards will be returned to the Keyworker. Please help avoid processing delays by reviewing each card to ensure the following items have been correctly and legibly entered.

1. Contributor's **FULL NAME**
2. **SOCIAL SECURITY NUMBER** only necessary for those giving through payroll deduction.
3. **MINIMUM PAYROLL DEDUCTION** gift is \$1.00 per pay period.
4. Check the annual amount is correct:
 - **Military:** Monthly amount x12 = annual amount
 - **Civilian** : pay period amount x 26 = annual amount
5. **Contributors using payroll deduction must sign the authorization at the bottom of the pledge card.**
6. Contributor's **checks** must be made payable to **AK Combined Federal Campaign**. Checks payable to a designated charitable organization will not be accepted.

DO NOT SEPARATE CASH OR CHECKS FROM PLEDGE CARD. Attach cash or check to the pledge card with a paper clip. **DO NOT STAPLE.**



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7. Charity codes for designations- each charity and each federation has a 5-digit designation code referenced in the Alaska CFC Charity List and on the Alaska CFC Website www.alaskacfc.org. Enter the 5-digit code of the charities you wish to designate. The total annual amount to each selection goes in the box on the right side of the card. VERIFY THE SUM OF ANNUAL TOTAL IS EQUAL TO TOTAL GIFT.
8. Release of contributor names to designated agencies.
 - If the contributor wants his/her name, address and home email address released to the designated agencies, contributor will need to fill in address .
9. Verify donor gift selected





Alaska Combined Federal Campaign
807 G St., Suite 100

City/State Code: **02-0130**
CFC Campaign No. **0030**

ATTENTION
Use this number

Last Name, First Name, MI	Check (if applicable)	Federal
	<input type="checkbox"/> Civilian	
	<input type="checkbox"/> Military	

Work Address & ZIP Code

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			
Check Number:		Amount: \$	

(made check payable to the Combined Federal Campaign)

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

GIFT OPTIONS

I do not want a gift Aurora Club \$400-\$799 (CFC Coin) Eagle Club \$800-\$1199 (Eagle Holding Flag) Summit Club \$1200-\$1999 (Summit Club)

IRS Advisory: The amount of your contribution that is tax deductible is limited to the amount of your donation in excess of the market value of the gift.

INFORMATION RELEASE (OPTIONAL)

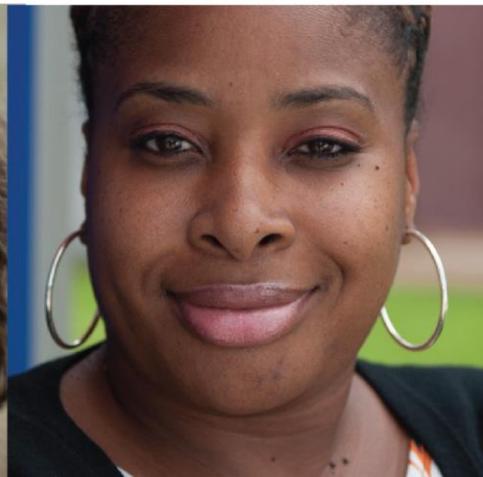
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

I hereby authorize any agency to deduct the amount(s) shown on this form from my first pay period that begins on _____.

PLEASE USE BALL POINT PEN & WRITE FIRMLY

Tallying Instructions for Report Envelopes

- ❖ Count the number of cards in your envelope.
- ❖ *Divide the pledge cards into three piles: Cash, Check and Payroll Deduction.*



Cash Contributions

Cash Contributions – Use Cash Envelope:

- ❖ Match and attach with paper clip the cash with the appropriate pledge card.
- ❖ Compare the amount pledged with the amount designated. If designations are less than the total donation, the difference is deemed undesignated. If designations are more than the total pledge, return the pledge card to the donor to correct and then include in your envelope to tally.
- ❖ Complete NUMBER OF CASH DONORS (number of people contributing by cash) and TOTAL CONTRIBUTIONS (cash dollars gave). Keep cash attached to respective pledge cards with paper clips and place in envelope. SEAL ENVELOPE.



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Check Contributions

Check Contributions – Use Check/Payroll Deduction Envelope:

- ❖ Match and ATTACH with paper clip the check with appropriate pledge card.
- ❖ Compare the amount pledged with amount designated. If designations are less than the total donation, the difference is deemed undesignated. If designations are more than the total pledge, return the pledge card to the donor to correct and then include in your envelope tally.
- ❖ Compare the check line of the CHECK/PAYROLL deduction envelope. Complete NUMBER OF CHECKS (number contributing by check) and AMOUNT CHECKS (dollars given by check). Keep checks attached to respective pledge cards with paper clips and place in envelope



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Payroll Contributions

Payroll Deduction-Use Check/Payroll Deduction Envelope

- ❖ Payroll Deduction- Use Check/Payroll Deduction Envelope:
- ❖ Recalculate the math on the payroll deduction pledge cards:
 - Military: amount x 12 pay periods
 - Civilian: amount x 26 pay periods
- ❖ Compare the amount pledged with the amount designated.
- ❖ Send envelope to your statewide Coordinator and ensure he/she has received.
- ❖ Follow up donor's gift report to ensure donors receive gift



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Envelopes

Cash Only Report Envelope



Please fill out envelope completely. ONLY include cash pledges in this envelope.

Federal Organization/Agency:

Address: _____

City: State: Zip:

Department Keyworker Name:

Phone: Email: _____

Department Coordinator Name:

Phone: _____ Email: _____

FILL IN THIS AREA!!!!

DO NOT separate cash from pledge cards

For Coordinator Use	For Office Use Only
# of Donors _____ Amount \$ _____	# of Donors _____ \$ _____
Fundraiser Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature _____ Date _____
Fundraiser Type: _____ Date _____	
Signature _____ Date _____	

MAKE A PHOTOCOPY OF THIS ENVELOPE FOR YOUR RECORDS.
PLEASE SEAL ENVELOPE.

Thank you!

For Nexus Use Only

Envelope # _____

Account # _____

Date ____/____/____

Initial _____

For Bank Use Only

Amount \$ _____

Date ____/____/____

Initial _____

For Andar Use Only

Envelope # _____

Account # _____

Date ____/____/____

Initial _____

Check/Payroll Deduction Envelope



*Please fill out envelope completely. DO NOT include cash pledges in this envelope.

Federal Organization/Agency:

Address: _____

City: State: Zip:

Department Keyworker Name:

Phone: Email: _____

Department Coordinator Name:

Phone: _____ Email: _____

FILL IN THIS AREA!!!!

DO NOT separate checks from pledge cards
Verify checks are made payable to "Alaska CFC"

For Coordinator Use	For Office Use Only
# of Payroll Donors _____ \$ _____	# of Payroll Donors _____ \$ _____
# of Checks _____ \$ _____	# Checks _____ \$ _____
Total # of Donors _____ \$ _____	Total # of Donors _____ \$ _____
Fundraiser Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature _____ Date _____
Fundraiser Type: _____ Date _____	
Signature _____ Date _____	

MAKE A PHOTOCOPY OF THIS ENVELOPE FOR YOUR RECORDS.*
PLEASE SEAL ENVELOPE.

Thank you!

For Nexus Use Only

Envelope # _____

Account # _____

Date ____/____/____

Initial _____

For Bank Use Only

Amount \$ _____

Date ____/____/____

Initial _____

For Andar Use Only

Envelope # _____

Account # _____

Date ____/____/____

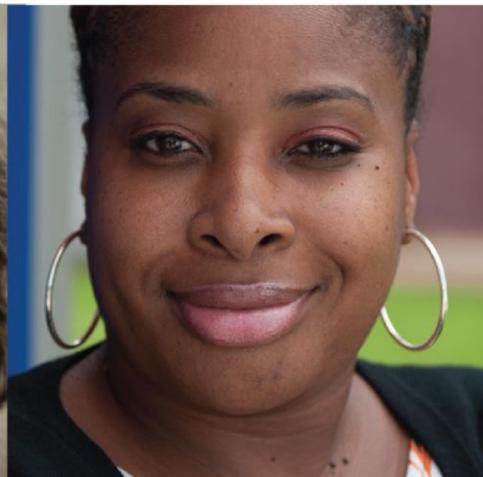
Initial _____

Alaska CFC Contacts



Mike Wyne
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907.263.3818
mwyne@ak.org

Barbara Dreyer
Alaska CFC Public Campaign
Manager
907.263.3834
bdreyer@ak.org



Thank you for attending training



Thank you for your time, energy and commitment to the Alaska Combined Federal Campaign. Your efforts are appreciated by many!

