



**Northern Lights
Combined Federal Campaign**

Coordinator's Handbook



Northern Lights
COMBINED FEDERAL CAMPAIGN

CAMPAIGN OVERVIEW



October 1 – November 23, 2016

<p>The Campaign</p>	<p>The CFC is the federal government’s single, comprehensive annual charity drive. Alone, each person can do little to address the scope of problems in our society. But when we give through the CFC campaign, our dollars are strengthened through the gifts of others. Through collaboration and partnership we can actually change lives. The Northern Lights Combined Federal Campaign is directed toward all 250 Federal agencies represented by 37,000 employees. The campaign offers donors a choice among the local, national and international charities or federations admitted to the campaign.</p>
<p>2015 CFC Contributions</p>	<p>Total Contributions in Northern Lights area equaled \$722,749 The percentage of employees participating in 2014 in the Northern Lights area was 3.95%. The average gift was \$491.33. Over 97% of the donors designated their gift to specific charities. Undesignated funds were allocated by federal regulation to the participating charities based on the percentage of designated dollars they received in the 2015 campaign.</p>
<p>2016 Goals</p>	<ol style="list-style-type: none"> 1. 100% Contact. Make sure each employee know about CFC and has the opportunity to donate. 2. Condensed Timeframe. Focusing events within a shorter timeframe and submission of paper pledges by November 30.
<p>Website</p>	<p>Our website, www.northernlightscfc.org continues to be our focal point of information about the campaign and the portal for online pledging.</p> <p>Check the Speakers Forum button to seek speakers for your agency campaign. They are separated by state and by national/international. These are the organizations that have indicated an interest in coming to your agencies for campaign events.</p> <p>If you would like to advertise your agency’s campaign events on the website, please contact Wink Newcomb (wnewcomb@communitysharesmn.org) to get it added to the site.</p>

<p>Methods of Donating</p>	<p>Payroll deduction, cash or checks. In 2015, 84.2% of the givers used payroll deduction and contributed 92.8% of the dollars given.</p> <p>Payroll deduction makes larger gifts possible, produces predictable, systematic revenues for recipient charities, and lowers fund raising costs.</p> <p>The average online gift was \$555.39 (payroll deduction) Average cash gift: \$222.52 (includes cash gifts from events)</p>
<p>Universal Giving</p>	<p>REMINDER, universal giving means that an employee can donate to any “local” charity in the CFC. In the past employees were limited to the charities listed in the Northern Lights CFC, but now they can donate to any local charity in the campaign, no matter the location. The full listing of organizations is available only electronically and can be found at www.northernlightscfc.org. The printed book will continue to show only those local to Northern Lights CFC as well as the national and international charities.</p>
<p>2015 Charitable Organizations</p>	<p>More than <u>24,000</u> organizations have been approved to participate in this year’s Combined Federal Campaign and of those, over 200 are local to the Northern Lights Campaign.</p> <p>National and international charities are reviewed by the Office of Personnel Management in Washington DC. Locally, the Local Federal Coordinating Committee (LFCC), under the Federal Executive Board (FEB), reviews and approves local charities’ applications to see that they meet eligibility criteria. For example, that they</p> <ul style="list-style-type: none"> • are a non-profit health or human welfare agency; • are in good standing with IRS filing requirements • have substantial local presence (local office open 15 or more hours per week, plus local telephone) <p>Participation requires annual application by charities and year to year, for various reasons, some miss the deadline.</p>
<p>Combined Federal Campaign Expenses</p>	<p>Expenses were approximately 13.7 % of total donations in 2015. This means that 81.2 cents of each dollar donated went directly to the charities. Expenses include printing of campaign materials (pledge forms, brochures, posters) and administrative/fiscal services of distributing funds to the charities. With the exception of the time donated by Campaign Coordinators, no federal funds are used in the administration of the campaign in the Northern Lights CFC.</p>



Northern Lights
COMBINED FEDERAL CAMPAIGN

2016 Campaign Timetable

2016 CFC TIMETABLE

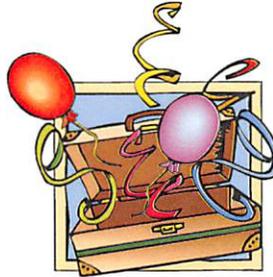
September

Volunteer Training
Materials to Coordinators
Campaign begins: 10/1



October

Campaign Kickoff
Agency Kick-offs
MN Wild Fundraiser
Distribute materials & Forms
to Employees
Collection of Pledges
Forward payroll slips to
payroll office
Forward Pledges to CFC
Manager



November

Continuation of campaigns
MN Wild Fundraisers
Forward all Paper Pledges to
CFC Manager by Nov 30th.



December

Online system closes on
12/16



February 2017

Awards Events



**Northern Lights
COMBINED FEDERAL CAMPAIGN**

**Coordinator's
Responsibilities**



Agency Coordinator Checklist

Completed	TASK
	1. If using CFC Nexus, identify who will be the payroll contact to “process” online pledges
	2. Identify the Payroll Person/office who is to receive the pledges – get name/address and forward to Wink. <u>You will send all paper and Nexus online pledges to this person/location.</u>
	3. Identify the number of employees in your office/location. Order materials through your liaison/team captain, or Wink.
	4. Set campaign dates for your agency – and an agency campaign goal. Wink can provide you with previous year(s) giving data.
	5. If you use key workers, organize a training session for them.
	6. Plan a campaign that meets your agency’s needs and interests – kickoff/events, money-raising games. Get charity speakers to talk about their work. MAKE IT FUN!!
	7. Get your agency head’s support, preferably in person and in writing. Place posters around office. All this is promotion of the campaign.
	8. Contact every employee within first week of your campaign. Using the paper pledge form and/or online pledging card as a marketing tool for getting the message out.
	9. Follow-up with weekly reminders to employees in agency newsletter (online and hard copy). Use the dollar statements to focus on the benefits of giving.
	10. Paper Pledges – verify information is legible, math correct; keep cash and check pledges separate from payroll deduction pledges. ANY CHANGES MADE TO THE PLEDGE FORM MUST HAVE THE EMPLOYEE’S INITIALS NOTING ACCEPTANCE OF THE CHANGE.
	11. Online Pledges (CFC Nexus) – on a weekly basis, process pledges; keep a hard copy of these online pledges with the payroll office copy of paper pledges. Both go to your payroll contact.
	12. Complete envelope: <ol style="list-style-type: none"> a. Separate paper pledges by cash, payroll deduction, and special events. b. DO NOT INCLUDE ONLINE PLEDGES IN ENVELOPE c. Total each category and give to liaison/loaned executive or send to CFC office. d. <u>Complete agency information and employee count</u> e. Sign envelope and give to liaison or mail/deliver to Northern Lights CFC (see envelope for address).
	13. Be sure to thank all who helped on your agency’s campaign.
	14. AND THANK YOU, ONE AND ALL, FOR ALL THE WORK YOU DO TO MAKE THE COMBINED FEDERAL CAMPAIGN A SUCCESS.

Online Payroll Contact

Handling CFC Nexus Online Pledges as Payroll Contact

- CFC Nexus online pledges are treated the same as the payroll office copy of the paper pledge form – they are both sent in hard copy to the agency's payroll office. For some agencies, the payroll contact is separate from the Coordinator; for others, one person serves both roles. Please ensure that you let Wink know of who will have that responsibility in your agency.

Steps in Process



1. The Payroll Contact/Coordinator should check weekly for CFC Nexus online pledges that need to be processed.



2. Process Pledge
- a. Download and make copy for payroll office
 - b. Click on "Process this Pledge" to remove SSN from system.



3. File copy of e-pledge with other paper payroll deduction pledge form copies to be sent to your payroll office.



4. Mail both Nexus online pledges and paper payroll deduction pledge forms to your agency's payroll office.

Do not include online pledges in your envelope totals.



**Northern Lights
COMBINED FEDERAL CAMPAIGN**

**PROMOTING THE
CAMPAIGN**



Campaign Fun(d) Raising Ideas

- Dunk tanks
- Pie-throwing contests
- Jails
- Extra day off
- Reserved Parking space
- Management-donated prizes, eg., dog wash/grooming
- Ice Cream Social
- Potluck lunch (or breakfast)
- White elephant sale, flea market
- Baby picture contests
- Basketball free throws
- Tug-of-war: employees v. mgt; enlisted v. officers
- Bake sale
- Chili contest
- Book sale
- Game exchange – priced to sell, leftovers to children’s agency
- Gadget booth
- Cabin Outfitting: mismatched items for sale; eg, plates, cups, odds & ends
- Plant exchange
- Food: candy, popcorn, lemonade stand, lunches, pancake breakfast, Oktoberfest
- #-in-a-jar: buy a guess for a quarter, (beans, candy, whatever)
- Key Club: purchase a key from a selection; one of them opens the lock affixed to a valuable prize
- Spare-change jar “Buddy, can you spare a ...?”
- Coloring contest
- Craft sale
- Halloween: dead flower bouquets; costume contest, trick-or-treat (collect \$), pumpkin-carving contest
- Karaoke – pay not to sing
- Quizzes
- Spelling bee
- Treasure Hunt

Total Dollar Statements	
\$ 75.00	a Family's Night stay at Ronald McDonald House
\$ 15.00	can feed a homeless youth at Hope Street for a day
\$ 25.00	meals for 10 adults at Dorothy Day Center
\$ 65.00	a day of services to a disadvantaged toddler at Northside Child Development
\$ 125.00	hygiene products to adults living on the streets that access services at the Opportunity Center day shelter
\$ 250.00	comprehensive medical exam for a child in the Emergency Shelter at St. Joseph's Home for Children
\$ 533.00	provide a homeless mother and her child three meals a day for one month at the Family Service Center
\$ 50.00	provides plant seedlings in a community garden then maintained by residents
\$ 75.00	Welcome Home basket of green cleaning supplies
\$ 250.00	supports a resident with interim financial assistance for work clothes, a bus pass, and childcare.
\$ 1,000.00	helps provide a low-income middle school student with a new laptop, year of mobile broadband access, and technical skills workshops (literacy initiative)
\$ 10.00	provides 20 meals
\$ 70.00	emergency food for four families from a food shelf
\$ 280.00	buys a tank of gas for a food shelf delivery truck
\$ 1.00	becomes \$4.56 worth of free flight services to people in need of long-distance medical transportation
\$ 15.00	school clothes for a student in need
\$ 26.00	55 oranges and a case of beef stew for a local food pantry
\$ 52.00	food for a family of four for one week at a shelter
\$ 100.00	20 rides for a cancer patient for radiation and chemotherapy treatments
\$ 250.00	Shelter for a parent and child for one month
\$ 25.00	leash, collar, and bowls for one puppy in assistance training
\$ 50.00	3 months of heartworm prevention for a puppy in assistance training
\$ 100.00	training cape and 3 months of food for a puppy in assistance training
\$ 250.00	provides spay or neuter services for one puppy in assistance training
\$ 25,000.00	complete cost of training and placing one assistance dog
\$ 50.00	transportation for 8 seniors to medical appointments
\$ 250.00	funds an employment skill training class for one person
\$ 400.00	tutoring for one child for a year
\$ 540.00	one person gains the skill to stop violent/abusive behavior
\$ 30.00	initial vaccinations for a rescued animal
\$ 50.00	care for four animals for one day in a shelter
\$ 250.00	spay or neuter 5 animals in a shelter
\$ 550.00	spay or neuter, vaccination and microchip of 10 cats at no-cost to low income families
\$ 2,500.00	care for 14 animals during entire stay in a shelter
\$ 5,000.00	food for six rescued horses for one full year
\$ 30.00	educates one student through an epilepsy seizure smart schools program
\$ 150.00	educates five students through an epilepsy seizure smart schools program
\$ 1,400.00	provides one full scholarship to Camp Oz for a child subject to epileptic seizures

\$ 250.00	one costume rental for artist during opera festival season
\$ 500.00	one-week vehicle rental for OPERA Iowa Educational Touring Troupe
\$ 1,000.00	funds for one young singer to participate in opera apprentice artist program
\$ 58.00	one woman's adult education (GED) test and supplies
\$ 125.00	one woman's mental health assessment
\$ 265.00	covers cost of one week of preschool for child who's mother is in treatment
\$ 275.00	pays for one day of comprehensive family treatment for a woman and two children
\$ 600.00	covers damage deposit for safe, sober housing
\$ 25.00	purchases five new books for literacy program
\$ 50.00	provides three new mentor in literacy program background checks
\$ 100.00	supplies program materials for 10 new mentors
\$ 250.00	can sponsor one new mentor/student pair for the school year
\$ 1,000.00	covers the expense for one veteran to attend the two-week training course for getting a service dog
\$ 1.00	foodbank can serve 4.5 meals
\$ 30.00	ensures a comfortable bed and toy for a shelter animal
\$ 50.00	provides vaccinations for a dog or cat to be ready for adoption
\$ 100.00	covers the costs to spay or neuter two shelter animals
\$ 210.00	helps shelter and animal for 2 weeks
\$ 500.00	provides critical medical funds for special-needs shelter animal
\$ 10.00	pays for a mental health counseling session or an uninsured person
\$ 35.00	supports a computer class for a native Spanish speaker to improve skills for education and employment
\$ 48.00	pays for one night's stay at an emergency shelter
\$ 60.00	purchases bus tokens for families staying at emergency shelter for one month
\$ 62.00	pays for an emergency food box for one month for a single parent and baby, includes diapers and formula
\$ 75.00	pays for one ultrasound for an expectant mother
\$ 50.00	feeds one family for a week
\$ 50.00	provides holiday gifts for a child struggling with mental health issues
\$ 50.00	pays for a gas card for the parents of a child struggling with mental health issues to get to therapy appointments
\$ 20.00	pays for supplies for a recreation/leisure activity for someone with development disabilities
\$ 48.00	provides transportation to/from a community employment work site for someone with development disabilities
\$ 50.00	gives 1 girl annual membership and uniform items
\$ 100.00	pays for 10 girls to attend Girl Scout Day at the state capitol
\$ 200.00	pays for 10 girls to attend Believe in Girls event to explore Science, Technology, Engineering and Mathematics (STEM) careers
\$ 500.00	pays for 20 middle school girls to attend a sessions to learn skills on using nonconfrontational methods to confront bullying
\$ 750.00	pays for 2 girls to attend resident camp for 1 week
\$ 25.00	provides a week's supplies to care for little ones in crisis nursery
\$ 50.00	provides one child a warm, safe place to sleep through the night
\$ 100.00	provides one child with a week's worth of counseling, skill-building, and play therapy to help the healing process

\$ 260.00	provides a day's worth of meals, milk, and snacks for 52 children and teens
\$ 500.00	provides 75 children with access to educational tutoring for a month
\$ 50.00	pays for a carseat for a newborn
\$ 100.00	pays for a newborn's layette or baby bed
\$ 250.00	provides play therapy toys for clients in the therapy room
\$ 500.00	pays for one month of mental health or substance abuse therapy
\$ 2,500.00	supports a family for six months at shelter
\$ 25.00	pays for 4 months of nutritious snacks to 6 at-risk toddlers preparing for pre-school
\$ 100.00	covers transportation for a child to attend intensive day treatment for an at-risk child
\$ 140.00	provides an uninsured child with an hour of healing therapy
\$ 240.00	enables a therapist to complete intensive, in-home parenting skills training for a family at risk of losing their child
\$ 10.00	provides 100 diapers for an infant
\$ 25.00	provides 9 hours of companion services for a home-bound senior
\$ 40.00	provides a car seat for an infant or toddler
\$ 100.00	provides 2 mental health counseling sessions for a mother with post-partum depression
\$ 25.00	pays for school pictures for one homeless child
\$ 50.00	helps with transportation for a working homeless mother
\$ 100.00	pays for GED tutoring, testing, and celebration for an adult to further their education
\$ 250.00	helps a former resident in need (who is working) with groceries and/or utilities for one month
\$ 500.00	can feed all 22 families staying at the shelter for three days
\$ 1,300.00	covers one month's stay for an adult or child (includes all basic needs)
\$ 75.00	purchases a dog crate for an assistance dog
\$ 130.00	provides hip x-rays for an assistance dog
\$ 10.00	4 days of food for 1 person
\$ 20.00	110 jars of peanut butter
\$ 35.00	3 days of food for 5 children
\$ 50.00	100 pounds of fresh fruits and vegetables
\$ 75.00	100 meals for seniors
\$ 200.00	265 meals for children and youth
\$ 1,000.00	provides food for 150 teens for 3 days.
\$ 20.00	pays for vision and hearing screenings for two preschool children
\$ 50.00	will pay for the eye exam of an uninsured child
\$ 75.00	will pay for yearly maintenance of hearing equipment used to screen children
\$ 150.00	pays for an eye exam and glasses for an uninsured child
\$ 250.00	pays for supplies needed to provide vision and hearing screening to 1500 children
\$ 10.00	covers the cost of one HIV test
\$ 16.00	pays for a pregnancy test and all-options counseling for a teen
\$ 25.00	provides one dose of emergency contraception
\$ 60.00	gets a person tested for chlamydia and gonorrhea
\$ 83.00	offsets the cost of cervical cancer screening for one person
\$ 109.00	gives 30 students an hour of comprehensive sex education
\$ 150.00	allows our educators to provide services in a juvenile detention facility for one month

Periodic Dollar Statements	
\$10/mo.	local leadership training for a single mother
\$20/mo.	local leadership training for two African immigrants living in Brooklyn Park
\$50/mo	two scholarships for low income volunteers to national weeklong leadership training
\$.50/wk	provide 10 children, birth to 5 yrs, with a book to help prepare for success in kindergarten
\$1/wk	8 hours of adult-supervised, safe activities for youth during non-school hours
\$3/wk	12 individuals with food for one week
\$5/wk	8 nights lodging for an individual
\$10/wk	35 hours of mentoring, guidance and support for a child
\$15/wk	156 hot meals for older adults allowing them to remain healthy and independent
\$15/mo.	pays for one teenager, living with fetal alcohol spectrum disorders to attend social support groups and activities for 1 year
\$20/mo.	pays for one family of four to attend a family retreat for families raising children with fetal
\$1/day	allows for one milk and vegetable portion daily for a senior meal participant
\$1000/yr	allows for quality, extended care for one senior participant in an adult day center
\$12/yr	provides snacks for 30 seniors in an adult day center
\$20/mo.	provides for 10 meals at a shelter
\$3/pay period	helps pay fees for one college student for one semester
\$10/pay period	helps pay fees for one college student for one academic year
\$15/pay period	help pay for college text books for one academic year
\$20/pay period	help pay for room and board for one college student for one semester
\$50/pay period	help pay for room and board for one college student for one academic year
\$15/pay period	pays for one person at a shelter for one month
\$10/mo.	will provide 80 meals in a year at a shelter
\$10/mo.	scholarship to a science and engineering camp for a disadvantaged child
\$15/mo.	one hour of professional development for 20 classroom teachers (science and engineering)
\$20/mo.	a hands-on engineering workshop to a classroom of students
\$20/mo.	funds one month of gasoline for a shelter van to transport women and children
\$31/mo.	funds a telephone line for 24-hour crisis calls
\$60/mo.	funds 6 months medical costs (shelter resident co-pays/prescriptions, and over the counter medications)
\$115/mo.	funds one year's supply of diapers, baby wipes, and baby supplies
\$10/mo.	provides 37 meals
\$6/day	provides a person with a serious mental illness the services and support to find a home, job
\$1174/mo.	room and board for an adult in treatment for addiction
\$1277/mo.	room and board for a teen in treatment for addiction
\$62.46/day	comprehensive care (physical, therapeutic, educational, and spiritual) for one at-risk child
\$1/wk	snacks for 35 victims of a disaster
\$3/wk	3 weeks of summer day camp for a student with intellectual/developmental disabilities
\$5/wk	20 hours of crisis care for 4 children
\$2/pay period	music lessons for 10 low-income families for 1 year
\$4/pay period	pays for gift card to help with basic needs for victims of torture: groceries, prescription co-pays, laundry detergent
\$5/pay period	provides free HIV screening to 12 people at a health fair
\$25/pay period	provides 12 personal safety programs for middle school-age children in inner city

\$3/pay period	provides backpacks and basic school supplies for 3 homeless children
\$5/pay period	provide over 1000 lbs. of fresh fruits and vegetables at a food bank
\$10/pay period	provide warm winter clothing and gym shoes for 5 homeless youths
\$20/pay period	provide bed frames, mattresses and bedding for a family of 5 staying at an emergency shelter
\$5/pay period	5 youths to attend Youth Leadership Summit on anti-violence issues
\$10/pay period	creates training for law enforcement officers on how to track and stop use of electronic technology to stalk victims
\$10/mo.	provides school supplies for a residential mental health child for one year
\$1/day	provides rental assistance for one household to prevent homelessness
\$1/week	provides a set of books to promote early literacy skills
\$1/month	provides one dental x-ray at a dental clinic
\$45/month	provides materials and postage for 40 students' college applications (200+ applications)
\$25/month	provides ACT test preparation materials for 5 students
\$10/mo.	provides teaching curriculum materials for 4 AmeriCorps members
\$10/mo.	will subsidize educational experiences for 20 students
\$3/wk	15 nutritious meals for a family of four
\$5/wk	10 hours of health screenings for uninsured people
\$10/wk	bedding for 10 families coping with domestic violence and moving into stable, safe housing
\$20/wk	provides one job training program participant with short-term training, placement and retention support
\$10/mo.	helps ensure that a homebound elderly adult gets a phone call every other week from a caring volunteer
\$25/month	supports the work of a volunteer shopper who fills grocery orders every week at a local grocery store
\$50/month	ensures that a senior receives a regular personal visit and food delivery right to their kitchen from a friendly delivery person
\$3/pay period	sends African immigrant high school girls on local college tours
\$5/pay period	provides industrial technology training (STEM - science, technology, engineering and mathematics) to girls
\$20/pay period	helps pay for Native American girls to participate in talking circles and equine therapy in stopping the cycle of substance abuse and violence
\$22.50 per week	provides one child a week of before school care
\$42 per week	provides one child a week of after school care



**Northern Lights
COMBINED FEDERAL CAMPAIGN**

**2016 Paper Pledge
Processing:
Form and Envelope**

PLEDGE FORM COMPLETION



NORTHERN LIGHTS COMBINED FEDERAL CAMPAIGN
1619 Dayton Ave, Suite 323, St. Paul, MN 55104

CFC Campaign No. City/State Code:
0481 27 6330

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

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	CHECK (if applicable) <input type="checkbox"/> Civilian <input type="checkbox"/> Military	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
WORK ADDRESS & ZIP CODE				WORK PHONE NUMBER () () ()	

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	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service?	\$ 8	X 12 months	\$		
CIVILIAN PAYROLL		X 26 pay periods	\$		
CASH/CHECK Check Number: 19 <small>(make check payable to the Combined Federal Campaign)</small>		Cash/Check Amount:	\$ 10		

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

INFORMATION RELEASE (OPTIONAL)

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

Home Address _____

Personal Email Address _____

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

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2016 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2016 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: [Signature] DATE: _____

COPY #1 - PAYROLL OFFICE

www.northernlightscfc.org

CPM FORM 1554 REV. MAY 2015

1. Employee Name
2. Work Address
3. Civilian or Military
4. Federal Agency
5. Social Security Number OR EIN
 - a. Some agencies use an EIN for payroll
6. Work Phone – important in case of problems
7. Payroll Deduction Military/Civilian – two different pay intervals –Allotment Source:
 - i. For Military, add Branch of Service
8. “Amount” is per pay period
 - a. “Total Gift” is “amount” x 12 or 26. The total gift allocated among designated organizations.
9. Check #
10. Date
11. Authorization to release name to charities designated above
 - a. Must check box if want amount released to charity.
12. Employee signature – required for payroll deduction, otherwise not needed.

NOTE: Any changes to the pledge form must be initialed by the employee.

Completion of Campaign Envelope

Coordinator:

When completing the envelope information, it is a good idea to have someone else verify the contribution information: have a co-worker also count the cards and cash/checks to ensure accurate counts. Use the attached envelope facsimile as a guide:

Agency Information – important if a problem arises with envelope

1. Name of Agency
2. Address – street, internal designation
3. City, State, Zip
4. Coordinator's name and phone number
5. Coordinator's email address

ENVELOPE TOTALS

1. Number of donors by
 - a. Cash/Check
 - b. Payroll Deduction – paper only
 - c. Grand Total
2. Total dollar amount by
 - a. Cash/Checks
 - b. Payroll Deductions – paper
 - c. Total of above
 - d. Special Events
 - e. Grand Total
3. Amount Enclosed: This is the sum of the cash and checks.
4. Balance Due is the amount contributed through payroll deduction.
5. Total: add up the amounts in the lines above.

Special Events

When agency has collected contributions that are anonymous, either by choice or through special events put on by the agency, the total amount collected is entered on this line

Grand Total

Add Totals and Special Event amounts and then enter the total Balance Due.

Statistics

Number of employees in agency

****THIS IS IMPORTANT FOR DETERMINING THE SUCCESS OF THE CAMPAIGN AND FOR AWARDS****

Your Signature.

NOTE: For Payroll Deduction pledges, be sure to send the payroll copy (Copy #1) directly to your payroll office and include only Copy 2 in the envelope. Make sure any changes have been initialed by employee.

CFC CAMPAIGN REPORT

Community Liaison's Name: _____

If you submit more than one report, please include only amount since last report.

Agency Information

AGENCY
ADDRESS
ADDRESS
CITY, STATE, ZIP
COORDINATOR (PLEASE PRINT)
COORDINATOR PHONE NO
COORDINATOR EMAIL
<p>INSTRUCTIONS</p> <p>A. REPORT ONLY THE CONTENTS OF <u>THIS</u> ENVELOPE.</p> <p>B. FOR PAYROLL DEDUCTIONS, FORWARD TOP COPY TO <u>YOUR</u> PAYROLL OFFICE.</p> <p>C. ENCLOSE ONLY THE <u>SECOND</u> COPY OF THE PLEDGE FORM IN THIS ENVELOPE.</p> <p>D. ENSURE THAT THE THIRD COPY GOES TO EMPLOYEE.</p> <p>E. COMPLETE THE INFORMATION ABOVE SO THAT WE CAN CONTACT YOU IN THE CASE OF PROBLEMS.</p> <p>F. SIGN THE ENVELOPE.</p> <p>G. SEND ENVELOPE TO YOUR LIAISON OR TO ADDRESS BELOW.</p> <p style="text-align: center;">THANK YOU!</p> <p>NORTHERN LIGHTS CFC 570 ASBURY ST, STE 208 ST. PAUL MN 55104 651-647-6491 www.northernlightscfc.org</p>

TYPE OF CONTRIBUTION	ENVELOPE TOTALS			
	NO. PEOPLE GIVING	TOTAL AMOUNT OF DONATIONS	AMOUNT ENCLOSED	BALANCE DUE
FULLY PAID CONTRIBUTION <small>(ENCLOSE CASH AND CHECKS PAID IN FULL ONLY)</small>				
PAYROLL DEDUCTION – COUNT <u>ONLY</u> PAPER PLEDGES IN ENVELOPE TOTALS	(NO ONLINE PLEDGES)			
TOTAL OF EMPLOYEE DONATIONS				
SPECIAL EVENTS				
GRAND TOTAL <small>(Employee and Special Events)</small>				

PLEASE COMPLETE

	FULL TIME	PART TIME	TOTAL	
1. Total Number of Employees in Agency	_____	_____	_____	

2. Coordinator's Signature X _____ Date _____

CFC Office Only							
Recvd	Date	Verified	Date	Acctg Data Entry	Date	Data Entry	Date
_____	_____	_____	_____	_____	_____	_____	_____

THANK YOU FOR YOUR PARTICIPATION IN THE COMBINED FEDERAL CAMPAIGN!



**Northern Lights
COMBINED FEDERAL CAMPAIGN**

**2016 Online Pledging and
Processing:**

- EEX**
- CFC Nexus**
- MyPay**

Online Pledging

The Northern Lights CFC uses three online pledging tools, CFC Nexus, Employee Express, and MyPay. Anyone can use CFC Nexus. Employee Express is used by those agencies that have signed up for it, such as Interior agencies, SSA, FAA, GSA, some independent agencies, among others. MyPay is used by the DFAS payroll office agencies, VA, HHS, and Defense agencies active duty personnel, military, civilian.

All the tools can be accessed from the Northern Lights website: www.northernlightscfc.org. This is also the best site for searching the Universal Giving options.

DIFFERENCES for the Coordinator:

1. *EEXMyPay: Payroll deduction pledges are passed on to payroll offices from EEX. MyPay goes directly into DFAS payroll.*

CFC Nexus: Copies of payroll deduction pledges must be made by the coordinator (or agency payroll contact, if a different person) and sent to agency payroll contact, along with any paper pledges.

2. *EEX/MyPay: Coordinator does not have access to reports of donors using EEX or MyPay. The Campaign Manager has access to EEX and MyPay reports throughout the campaign and can provide on request.*

CFC Nexus: Coordinator has access to payroll deduction pledges made online – for reports and for copying to forward to payroll.

3. *EEX: Any changes to the pledge can be made during the campaign period online. Any questions about the pledge or changes after the campaign period must be directed to Employee Express. The Campaign Coordinator does not have access.*

4. *MyPay: No changes allowed online; must go through Agency HR/Payroll office.*

CFC Nexus: Any changes to a pledge during the campaign should be directed to the Campaign Manager. The best practice is for the Campaign Manager to cancel the pledge and for the employee to then re-do it. After the campaign, any changes must be directed by the employee to their respective payroll office.

5. **FOR ALL:** The Coordinators do not have to account for online pledges in their campaign envelopes as the information is transmitted to the Campaign Manager, either by reports (EEX/MyPay) or in real time (CFC Nexus).

Go to www.northernlightscfc.org

Northern Lights CFC

1619 Dayton Ave. Ste. 323
St. Paul, MN 55104
651-647-6491 phone
651-647-0446 fax

International Peace Garden, ND

home photo gallery campaign totals coordinator resources contact charity applications materials about cfc

2012 annual report

Northern Lights CFC

The 2012 Campaign

News at Northern Lights CFC

Proposed CFC Regulations

The Office of Personnel Management (OPM) is proposing new regulations to govern the Combined Federal Campaign.
Please use this link to access the regulations: <https://s3.amazonaws.com/public-inspection.federalregister.gov/2013-08017.pdf>

CLICK HERE TO Pledge Online

CLICK HERE TO Search Charities

Click on Pledge Online.

Northern Lights CFC

1619 Dayton Ave. Ste. 323
St. Paul, MN 55104
651-647-6491 phone
651-647-0446 fax

Frank Lloyd Wright in Iowa

home photo gallery campaign totals contact charity applications materials about cfc 2012 annual report

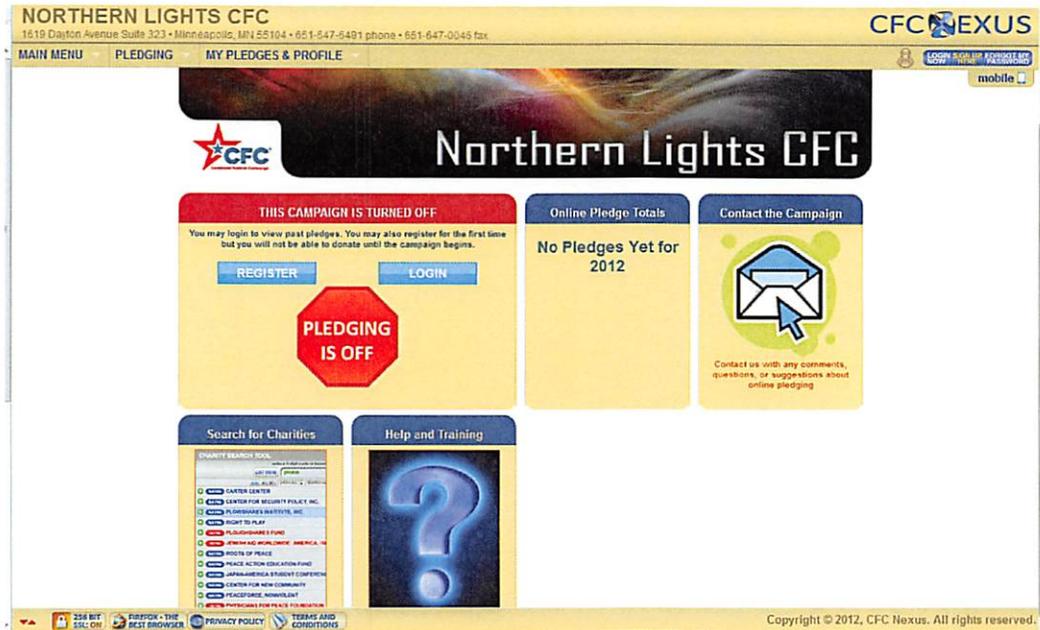
Pledge Online

3 Ways to Pledge Online

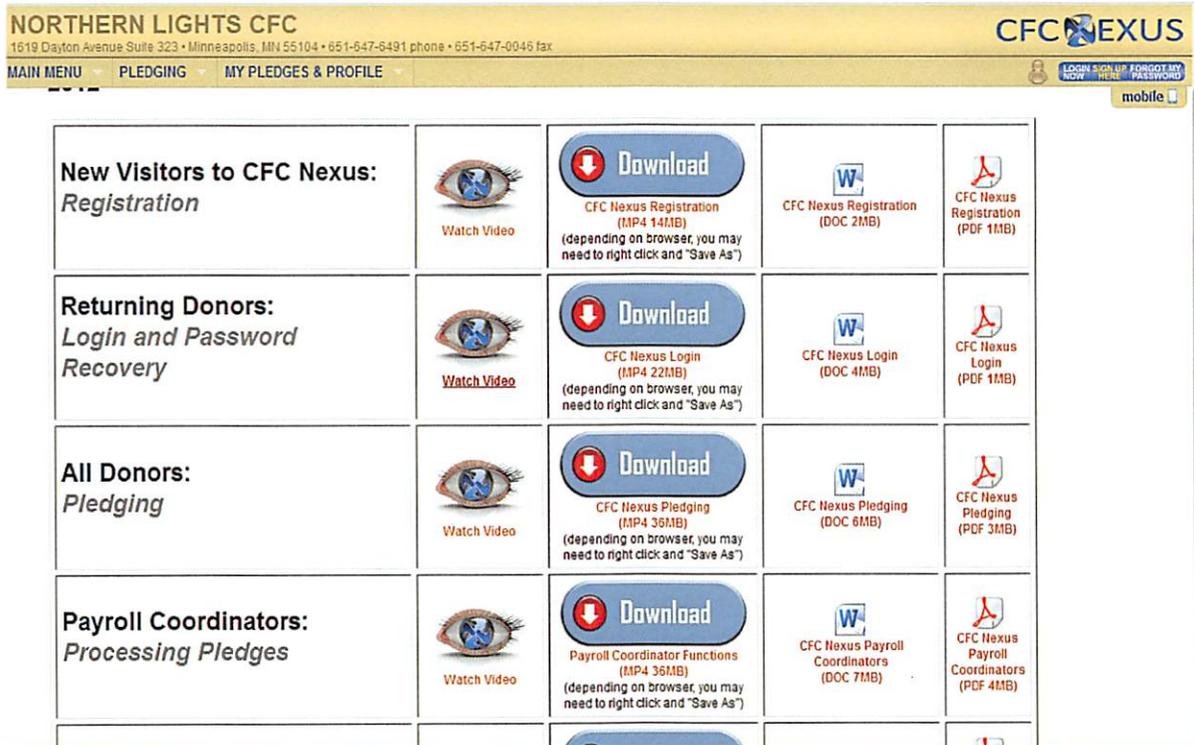
	CFC Nexus	Employee Express	My PAY
agencies serviced	all	FAA, SSA, Interior...	DFAS payroll office agencies - active duty military/civilians, EPA, VA, HHS
date available	September 1st	September 1st	September 1st
link	pledge here	pledge here	pledge here

About Online Pledging

CFC NEXUS



Stop sign will change to green when pledging is on. Go to Help and Training for Guides.



Choose preferred format for viewing.

EMPLOYEE EXPRESS

Employee Express puts federal employees in control of their payroll-personnel information. View a list of [participating agencies](#).

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Login with Your Employee Express Login ID & Password

Login ID: (No Dashes)

Password:

[Forgot Login ID or Password?](#)

Please ensure your Pop-up Blocker and Cap Locks are set to off

Login with Your PIV Card



Log on with your PIV Smartcard
(Insert Card First)

(NASA Employees Only)
[What is this?](#)

Announcements

What's New
Making Changes? Easy.

System Availability / Announcements
No announcements at this time.

Open Season

No messages at this time.

Log in with employee login ID and password.



Northern Lights
COMBINED FEDERAL CAMPAIGN

CAMPAIGN
BACKGROUND

CFC
Frequently Asked Questions

1. How much was raised last year?

\$722,749

2. What was the overhead cost to the local campaign?

Approximately 13.5 %.

3. Why should I give through the CFC?

Choice. The CFC is *your* campaign. You choose the designation amount, which organization(s) (among over 24,000) receive your gift, and how you give.

Convenience. With the CFC you can give via payroll deduction and have the ability to automatically support the causes of your choice year-round. Or you can give via cash or check or credit card. Your gift is tax-deductible. Our campaign further offers the choice of online giving that also reduces campaign expenses.

Confidence. All charities in the CFC are screened by federal employees who serve as volunteers. Our local charities are screened by local volunteers. National and international charities are screened by a national CFC committee.

Care. Your gift improves the quality of life for you and your neighbors and the need has never been greater. You have access throughout your lifetime to the thousands of vital health and social services not supplied, or only partially covered, by government sources. These services stabilize lives, arrest social problems, encourage productivity, and increase the resources and prosperity of the entire community, our nation, and overseas.

4. How does the CFC save on overhead?

Through the network of federal employees who help to collect the pledges and the use of payroll deduction and online pledging which cuts down on paper transactions.
The CFC also helps charitable organizations to contain their fund-raising costs because one campaign enables them to reach so many federal agencies and people.

5. Why shouldn't I give directly to the organization and avoid the CFC overhead cost?

You certainly can do that, but organizations choose to participate in the CFC not only because of the proven generosity of federal employees, but also because it helps keep their overhead down. Instead of processing several single payments, they get quarterly payments for the employee payroll deductions. This is a more efficient method for most organizations for budgeting and for receiving revenue.
Also, only through the CFC can you use payroll deduction which is an easier method for the contributor.

6. The charity I want to give to is not listed in the directory.

If you feel strongly about giving to this charity, write a check directly to it because CFC cash contributions and payroll deductions can go only to the approved charities.
We would also suggest you urge that charity to apply for approval or notify us so we can add them to the contact list.
The annual process starts in February and they can get information from our office or website www.northernlightscfc.org.

7. Can I give to a charity in another state?

Yes! Now you can give to any local charity approved for the campaign no matter what state. The listing for all these charities is only online, but is in an easily searchable database on our campaign website: www.northernlightscfc.org.

8. The pledge card has space for designating 5 charities; I want to designate more than 5, what do I do?

You can designate as many as you want, simply complete another pledge card and attach them together then forward to your agency Coordinator so that payroll will treat them as a single deduction. If you use online pledging, you can designate many charities through the tool provided.

9. When do my payroll deductions begin?

Deductions are for one year and begin with the first pay period that begins in January of the year following the campaign. For example, Payroll pledges in the 2016 campaign will be deducted starting with the first pay period starting in January, 2017. Please check your payroll records to make sure your deductions are being taken from your pay.

10. What if I have questions that aren't described here?

You can always contact the CFC Manager, Wink Newcomb at wnewcomb@communitysharesmn.org or at 651-647-6491.



The CFC: Its Story and Mission

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

With a tradition of commitment to the community through the selfless efforts of Federal employees, the CFC has its roots in the many charitable campaigns of the early 1960s. Seeing a need to bring the diversity of fundraising efforts under one umbrella, Federal employees created the CFC – one campaign, once a year. By allowing employees to select the organizations of their choice from a single brochure and to make their contributions through payroll deductions, the CFC opened wide the door to more opportunities for generous giving to literally hundreds of worthy causes. An Executive Order made the CFC a reality, and turned an innovative idea into a uniquely effective way for Federal employees to help those in need across our community and throughout the world. *The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.* It continues to be the largest and most successful workplace fundraising model in the world.

Visit the CFC Homepage

For information about the CFC, visit the CFC Home Page at www.opm.gov/cfc

You Accomplish So Much With Your CFC Gift

This year, many local, national, and international voluntary agencies will benefit from your thoughtfulness and generosity. A few minutes of your time today can mean meals for hungry children, relief for families in need of counseling, further work on cures for diseases, comfort for the dying, access to water in the Third World, environmental protection, and better lives and renewed hope for millions of people in our global community.

Payroll Deduction Lets You Help All Year Long

Payroll deduction makes it convenient for you to give by letting you spread your contribution across the entire year. Last year, more than 96% of all CFC funds raised were given through payroll deduction. Payments on payroll deduction pledges begin on the first pay period in January. Because there is no simpler way for you to make good things happen for so many people, payroll deduction helps you care for your community and your world.

You Control Where Your Gift Will Go

All Federal employees have the right to contribute or not to contribute to the CFC. The choice is yours. Through your designation, you ensure that your donation goes to meet those needs that you feel are most important. You may designate to the organizations of your choice where indicated on your pledge card. Additional designations must be completed on a second pledge card. Except for documented expenses for the operation of the local CFCs and uncollected pledges, all

contributions are distributed as designated. Every local campaign has a Local Federal Coordinating Committee, comprised of Federal employees, which must approve and monitor campaign expenses.

Universal Giving

Beginning with the 2014 campaign, we are now offering Universal Giving which means you can donate to any “local” charity, regardless of its campaign area. The Northern Lights CFC brochure will list only the local charities of its campaign area. However, the online searchable database allows you to search for the complete 24,000 charity listing that includes all local listings as well as national and international organizations.

Adding organizations not listed, or “write-ins”, is prohibited and donations to such organizations cannot be accepted.

If you prefer, you may donate to the CFC anonymously by placing your confidential gift in a sealed envelope. All funds contributed to the CFC that are not designated to a specific organization or federations will be distributed to all organizations listed in the CFC brochure in the same proportion as the contributions designated to them.

How Do Charities Qualify for Listing in the CFC Brochure?

All charities listed applied for participation in the CFC either at the national or local level. National charities with documented programs in at least fifteen states or a foreign country applied directly to the U.S. Office of Personnel Management (OPM). Only those agencies certified by OPM are listed in this brochure in the “National/International Organizations” and the “International Organizations” sections.

The Local Federal Coordinating Committee (LFCC) is Your “Board of Directors”

The Local Federal Coordinating Committee (LFCC) approved local and statewide charities that help residents in this area or in adjacent counties as having met the eligibility standards established by the CFC regulations. The LFCC is composed of Federal employees and representatives of labor unions with Federal employees as members. Decisions regarding the inclusion of charities in your local campaigns are made by the LFCC. LFCCs are also responsible for the oversight of your local CFC in conformance with the CFC regulations and policies established by OPM.

The Principal Combined Fund Organization (PCFO) Manages the CFC

The LFCC of the Northern Lights CFC selects one of the voluntary organizations involved in the CFC to manage the campaign and serve as fiscal agent. OPM sets strict requirements for this role. Annual audits are required of the PCFO by an independent CPA.

A Proud Record of Low Fundraising Costs

Through the outstanding oversight efforts of the Federal employees on each CFC, approximately 8.5% of the funds raised nationwide are spent on printing materials, training volunteers, and auditing contributions.

Because this cost is so low compared with other fundraising campaigns, every dollar you pledge goes a very long way toward helping others.

Contributions (less uncollected pledges and approved administrative costs) are distributed to each charity at regular intervals by the Principal Combined Fund Organization in accordance with CFC regulations.

OPM Provides CFC Oversight

OPM has the overall responsibility for the management of the CFC. It reviews and provides guidance and technical advice on regulations, and has the authority to conduct compliance audits on any CFC local campaign fiscal records.

If you would like more information about the finances, services, benefits or programs an organization provides, you may call the organization directly at the telephone number provided in the organization's listing or visit their homepage, if available. Interested donors may also obtain information about a charity's finances and compliance with charitable organization standards of accountability by contacting the following watchdog organization: Better Business Bureau's Wise Giving Alliance (www.give.org). For general information about trends in giving and volunteering or data on the nonprofit sector, donors may contact: Independent Sector (www.independentsector.org), the National Center for Charitable Statistics (www.nccs.urban.org), or the American Association of Fundraising Counsel (www.aafc.org).

The Voluntary Spirit of Giving is Guaranteed

Remember, any contribution you make should be freely given. You have the right not to be improperly influenced in making your decision regarding the making or withholding of contributions in the CFC. Coercion is forbidden.

In order to guarantee this voluntary spirit, OPM has identified several practices that are not permitted, including but not limited to: supervisory solicitation of employees supervised; setting of 100% participation goals; providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and installment pledges; establishing personal dollar goals and quotas; and developing and using lists of non-contributors.

Civilian employees who wish to register complaints about coercion should contact the LFCC and consult with their personnel offices; military personnel should consult with their commanding officers.

REQUIREMENTS ON RECORDKEEPING FOR TAX DEDUCTIONS.

Employees who want to claim charitable deductions for cash, check, or other **monetary** gifts made in tax years after August 17, 2006, must maintain a bank record or a written communication from the receiving organization showing the receiving organization's name, date of contribution, and the amount of the contribution. For contributions made by payroll deduction, a pay stub, Form W-2, or other employer-furnished document that sets forth the amount withheld for payment, along with a pledge card will be deemed "written communication." For cash, check, or credit card donations, the employee copy (Copy #3) of the pledge card OR the electronic copy of online pledges must be retained by the employee to back up the deduction. The campaign will furnish you will provide tax letters verifying the pledge and the organizations designated. If you have any questions, please contact Wink Newcomb at 651-647-6491 or at wnewcomb@communitysharesmn.org.

You may find additional information from OPM's website. *CFC Home Page Address:*
www.opm.gov/cfc

HISTORY OF THE COMBINED FEDERAL CAMPAIGN

1945	Charitable organizations were first allowed an opportunity to solicit contributions at Federal worksites. Solicitations were made by many agencies throughout the course of the year.
1957	President Eisenhower issued an Executive Order that gave specific groups a particular time each year for solicitation. The groups were United Way, National Health Agencies, International Service Agencies.
1961	President Kennedy issued an Executive Order which vested authority for CFC regulation in OPM and allowed for other "health and welfare" organizations to enter the campaign.
1964/78	<p>A unified Fall campaign was tried and found successful. Payroll deductions were also first authorized in this campaign. OPM authorized an allocation formula for the funds received.</p> <p>The CFC progressed with these basic parameters until the late 1970s. A series of lawsuits from minority and women's organizations over the racist and sexist effects of the campaign and lawsuits from the National Health Agencies over the allocation formula prompted U.S. Representative Pat Schroeder to convene hearings on the CFC. Ms. Schroeder was chairperson of the U.S. House Sub-Committee on Civil Service which has oversight responsibility of OPM.</p> <p>The hearings produced major changes in the eligibility criteria for charitable organizations. Local CFCs were able to review an organization's audit, administrative overhead, and local services. Organizations were to be nonprofit, tax-exempt, and traditional health and welfare organizations.</p>
1982	The regulations introduced the concept of the Principal Combined Fund Organization (PCFO) and designations. By regulation, the PCFO also became sole "owner" of any "deemed designated" (Undesignated) funds. Gifts specified to a particular agency ("designations") were to be honored.
1982/83	The lawsuits, however, continued because these criteria still tended to exclude nationally oriented research groups, legal advocacy groups, and newly founded charities. Courts consistently disallowed OPM's definition of "health and welfare" groups as too restrictive.
1984	New regulations called for an "open" campaign whereby employees could give to any 501(c)3 tax exempt organization. "Undesignated" contributions continued to be the sole responsibility of the PCFO.
1986	Due to the Supreme Court decision, July 1985, allowing the President to limit the kinds of organizations to which employees could designate, OPM issued new regulations for the 1986 campaign. Donations were to be made from a list of agencies who had qualified through the application process set down by OPM. This decision was appealed and the campaign regulations went into limbo. In August, 1986, due to legal challenges and Hoyer Amendment restrictions, OPM returned to the 1984 "open" campaign regulations.

1987	OPM reissued the 1984 regulations.
1988	OPM issued new regulations for the 1988 Campaign. Donations could only be made to charities who applied for, and were accepted for, inclusion on a listing distributed to each employee. (Write-ins were no longer allowed.) In the 1988 and 1989 campaigns, undesignated funds were distributed according to a formula based on receipts in the 1985 and 1986 campaigns.
1990/91	<p>In 1990 and 1991 all undesignated funds were allocated according to the following formula: Local United Way: 82%, ISA Federation: 7%, NVHA Federation: 7%, and 4% was allocated by the local LFCC.</p> <p>OPM issued new regulations on August 29, 1991, which revised the distribution formula for undesignated funds. Under these new regulations, each charity participating in the CFC receives a share of undesignated moneys received. For example a charity receiving 3% of all designated donations would receive 3% of all undesignated funds.</p>
1995	On November 24, 1995, OPM issued new regulations. The changes corrected many oversights in the 1988 regulations.
2007	<p>OPM revised the requirements for charities to apply for the CFC:</p> <ul style="list-style-type: none"> - removed the 25% ceiling on administrative/fundraising percentage - removed the 80% government funding bar against participation - instituted annual verification of 501(c)(3) status by OPM - implemented a 5-digit permanently-assigned campaign code for charities - online pledging initiated
2011	CFC celebrated its 50 th anniversary. Convened a 50 th Commission to provide guidance for the next 50 years: recommendations include more automation.
2014	The campaign goes to Universal Giving allowing employees to choose any local organization, no matter in what campaign it is local.