

2013 Combined Federal Campaign (CFC)

Frequently Asked Questions

Agency Listing Guide

Question: Can the full Listing of Agencies be provided on-line as a searchable/query database or spreadsheet based on category, name, city, state, zip code or county and country of the charity?

Response: The full list of agencies is available on-line with the alphabetical listing only. Individuals are able to search for key words on the online pdf version and the online form has a search feature. United Way is able to compile a list of agencies in certain areas. Please send a request to the TVA Loaned Executives and specify the areas of interest if that level of detail is desired.

Campaign End Date

Question: What is the date that the CFC campaign will end this year? Also, what is the last date that someone can enter their pledge?

Response: According to the Office of Personnel Management (OPM), campaigns can start any time during September 1st and should end December 15th.

Combined Federal Campaign (General Questions/Responses)

Question: What is the Combined Federal Campaign?

Response: The CFC is the only authorized charitable fund-raising drive in the federal workplace. The OPM is responsible for the direction and control of CFCs across the nation and regularly publishes regulations to govern CFC operations in all federal agencies. A campaign may be conducted in every federal agency in accordance with OPM regulations. No other fund-raising drives may be conducted in the federal workplace without express written permission of the Director of the OPM, and no departure from any provisions of OPM's regulations is permitted without the express written permission of the director. Copies of OPM CFC regulations may be obtained through your organization's CFC co-chairpersons. The fund-raising drive allows workers to set aside a portion of their pay to any of hundreds of charities. Most people choose to participate through payroll deduction, in which they designate how much of their salary they want deducted automatically from their paychecks. The money is sent to the charity of their choice.

Question: To which charities can I donate money?

Response: Decisions about which groups may participate are made by the OPM and local CFCs in hundreds of regions throughout the country. You will receive an agency guide that lists all CFC participants. All of these groups conduct activities in 15 or more states. They range in focus from environmental advocacy to poverty to health. Our guide also includes over 300 local charities that are active only in your area. Among the types of local charities you may see in the CFC agency guide are specific child care centers or the local chapters of national groups. It will also include other local groups and federations. You may only donate to the agencies listed in the agency guide. Write-ins are not allowed.

Question: Who manages the Combined Federal Campaign?

Response: In each community, a Local Federating Committee (LFCC) selects a Principal Combined Fund Organization (PCFO) to manage the campaign and serve as fiscal agent. In the Greater Chattanooga Area CFC, the United Way takes on this role. In the workplace, campaigns are supervised

by people generally appointed by the agency leader. The LFCC is made up of federal, civilian, and military employees from the federal agencies located in our area.

Question: Is there a limit on how much in contributions an organization can receive?

Response: No. Donors can designate any amount they wish to an organization. There is no limit to the amount an organization can receive.

Question: Can new hires be asked to give when they join a federal agency even if it is not during the campaign?

Response: No. Federal employees may be solicited to give only during the CFC period. Please see the section on [Special Solicitations During Emergencies and Disasters](#) for information on fundraising in response to emergencies and natural disasters.

Question: I don't want to give to the CFC, because I don't want any of my money going to XYZ agency.

Response: The CFC can appreciate that individuals might feel that way about a single agency. It isn't surprising that with so many agencies, there might be one that someone might not particularly agree with. However, when individuals do not participate they penalize other agencies that they do care about since they will not receive funding from the undesignated funds. In addition, individuals have the option of designating to the agencies or federated groups of their choice.

Question: Why isn't every voluntary organization listed?

Response: Through public notice all local private voluntary organizations are invited to submit an application to the LFCC for review. All agencies must meet specific requirements stated in the governing rules and regulations from the OPM. Even though an agency was listed in a previous CFC, they are not automatically included. Each agency must apply annually. The local voluntary organizations must:

- Submit an IRS Form 990.
- Submit a copy of most recent completed audit if budget is more than \$250,000.
- Submit supporting statement/documentation demonstrating substantial local presence in local campaign area.
- Submit documentation of human health and welfare benefits provided.
- Submit a copy of the organization's most recent IRS 501c3 determination letter.
- Certify that an active and responsible governing body, whose members have no material conflict of interest and a majority of which serve without compensation directs the organization.

Question: Isn't the CFC the same thing as United Way?

Response: No. While campaigns are usually conducted at the same time, the CFC and the United Way Campaign are two separate and different campaigns. Only federal employees participate in the CFC, and they may contribute to over 2,500 agencies which includes local United Way agencies, other federations, and unaffiliated agencies.

Combined Federal Campaign (General Questions/Responses) - Continued

Question: Can a federal retiree serve as a Loaned Executive?

Response: No. A retiree can volunteer to help on the campaign but cannot represent any government entity or solicit federal employees.

Question: Can a federal employee donate to a local charitable organization in a neighboring CFC area?

Response: No. A federal employee may participate in a particular CFC only if that employee's official duty station is located within the geographic boundaries of that CFC. Campaign boundaries are strictly determined and approved by the OPM.

Question: Will charitable organizations receive the names of donors who contributed to their organization? How?

Response: The local CFC office will forward the names and addresses of donors who wish to have their names released to the recipient charitable organization directly. If the organization is a member of a federation, the federation will receive the donor names and relay it to their member agencies. The PCFO may not make any other use of donors' names and addresses.

Contractors/Interns – Can they Contribute to CFC?

Question: How do we normally work with interns, contractors and alliance partners to participate in CFC? What is the policy? Is there any type of contribution form they can use to do paycheck withdrawals or one-time donations to count towards our participation rate and goals?

Response: We do not have a mechanism for contractors to donate by payroll deduction – that is for TVA employees only. Contractors/Interns are encouraged to use a paper form and do the one-time cash or check donation if they choose. The check should be made out to the CFC.

Contributor Gifts

Question: If someone donates a lot of money (more than the general contributor), do they get all gifts up to that level or just one gift?

Response: Individuals will receive only one gift. Someone can downgrade their gift (i.e., crystal paperweight for the travel mug etc.), but we cannot upgrade the gift (i.e., exchange the travel mugs for the crystal paperweight, etc.). The CFC Web site has pictures of the Contributor Gifts and the corresponding amounts.

Contribution Submission Dates

Question: Now that the campaign dates have been complete, do contributions made from now until the end of the year count towards our organizational goal (i.e., Financial Services) or the TVA goal?

Response: Individuals can still make contributions and it will be counted towards his/her organization. Their group will receive credit as contributions continue to come in up until they rollover to the next year (end of December timeframe).

Day of Caring

Question: Is it appropriate to request tangible donations for an agency? For example, request for blankets, newspaper, toys, treats, etc. as we approach the Day of Caring and CFC Fair dates?

Response: Under the FAQs link on the OPM website there is a subject on "Campaign Events/Materials". It makes a reference to 5CFR950.602, Solicitation methods.

The CFC Fair is held for the purpose of providing information about the different charities. As such, it should not be treated as a fund-raising activity. If a charity wants to provide information about ways of

helping besides through monetary contributions, that would be fine. It is not acceptable to have a donation container at the CFC Fair. If the Fair is promoted as a fund-raising activity, then that is different. However, to interpret things conservatively, "fund-raising" would mean money, not canned food, blankets, personal care items, etc.

With regards to activities related to "Day of Caring" if individuals want to bring tangible items with them because they know those items are needed and are making the trip anyway, that's fine. Generally, individuals volunteer at places where they share the passion for the organization and are committed to that agency, thus it should be fine to approach them for a Day of Caring donation.

Designations

Question: Is there any way of knowing what agencies I designated last year?

Response: Delores Lewis at United Way has the ability to confirm previous year's agency designations. Individuals can see the amounts they designated when completing the online pledge card form.

Financial Goals

Question: Can the TVA Financial Coordinator provide the departmental goals?

Response: Per the TVA Financial Coordinator, we only set the goals at the SBU level. The Key Workers will need to contact their overall CFC Coordinator for the SBU to get a lower level goal (some groups set, some do not).

Geographic Question

Question: While many people at Watts Bar live within the counties served by the Chattanooga CFC, there are a significant number of people at Watts Bar who commute from as far as Knoxville and Crossville, outside the Chattanooga CFC service area. Is it possible that WBN could have listing numbers of the local agencies for those service areas added to our list of potential agencies to contribute to?

Response: Per the TVA Financial Coordinator, we can obtain a copy of the Nashville and Knoxville listings. Please note – if a person donates electronically, their donation will automatically go to the campaign assigned to their official duty station.

According to Office Of Personnel Management (OPM) guidelines, a federal employee must designate and/or participate in the CFC Campaign where they work. If an employee works at Watts Bar but lives in Knoxville, they must participate in the Chattanooga CFC Campaign. Remind them that United Way of Knoxville and their partner agencies along with agencies in other counties are listed in our CFC book, so they can designate to them because they are in our campaign as well.

Key Workers - Weekly Reports with Contributor Names?

Question: The Financial Coordinator should send out updates to the Key Workers weekly on where they stand financially. The Financial Coordinator should provide the number of employees who have given but not names. The Material Coordinators should receive the names for gift purposes – this information may be provided to the Key Workers.

The actual amounts donated by each individual should be treated as sensitive and not be distributed. If the Key Workers are asked to distribute the Contributor Gifts they will need to know which awards to distribute, but they should not see the actual dollar amounts.

Ensure individuals are not singled out/pressured, but "friendly reminders" can be communicated.

Key Workers

Question: Can Key Workers help by asking people what type of charity they are looking for and then run a query to pare down the list for them based on the parameters the individual specified? Should Key Workers serve as a middleman role to make the end contributor's job a little easier? Possibly the Key Worker would first talk with people to ask if they have a favorite charity or few and if they would like to donate through payroll deduction or via a one-time donation. Then, the Key Worker could go get the information pared down, return to the person to share the information, and then work to complete the donation process.

Response: The Key Workers are encouraged to identify opportunities that could make their organizations efforts a success. It's a great idea for Key Workers to tailor initiatives to best meet their area of support.

Materials

Question: Should the Other Federal Agencies return CFC materials that are not utilized?

Response: No, Key Workers do not need to return the materials (i.e., extra campaign sheets, extra envelopes, etc.).

Question: If there are left over t-shirts, can other agencies have some to use as give-away gifts or are there other CFC gifts/trinkets they can utilize during their campaign? How much will the t-shirts cost if agencies can purchase as give-away gifts for their employees?

Response: The T-shirts are *funded by TVA*. If we did donate, we would be taking away from "TVA's goal" for the next year's campaign. Typically, TVA will sell last year's shirts at a discounted rate the following year rather than donating. United Way pays for the awards that are offered each year to those that participate. If the agency wanted to purchase the same shirt, the TVA Materials Coordinator may be able to get the same discount through TVA's vendor with no additional art/setup charges, but this would depend on the number of t-shirts ordered.

Online Pledging

SSN vs. EIN Question: With regard to on-line pledging, should employees use their SSN or EIN?

Response: Either SSN or EIN is acceptable. It is recommended to utilize the EIN.

Payroll

Question: If we do not re-submit a new form for 2013 the monthly payroll deducted pledges from 2012 campaign will stop?

Response: That is correct. The payroll deduction should stop if an individual does not complete a pledge card in the 2013 campaign. Hopefully, the individuals will complete a 2013 pledge card!

Question: One of the employees has not completed a pledge card for CFC in years, and he is still having money taken out from the last campaign he pledged in. How can this be stopped?

Response: The individual will need to call themselves -- Disbursement Services cannot give anyone else any information related to an individual's paycheck.

Percentages after Each Agency

Question: What does the percentage mean at the end of the organization listing?

Response: The percentage at the end of each agency listing means that out of all of the money that particular agency receives from the campaign, that percentage will go towards administrative and

overhead costs (i.e., if it says 8 percent, 8 cents of every dollar raised will go towards their overhead/administrative costs). If individuals are concerned about a high percentage, that individual can contact the agency for additional information. The percentage can vary year to year depending on circumstances the agency is facing at that particular time. There are several reasons that may cause an agency to have a higher administrative fee (i.e., possibly donations are down from individual donors, individuals that used to donate are now recipients, maybe they needed a new building, etc.).

Note: It is recommended that individuals base their designations on agencies that touch their heart and not so much on the percentage since their designation may help a particular agency stay open and continue serving those in need. In addition, all agencies that receive a designation, will receive some money from the undesignated pot that was raised from special events (i.e., golf tournaments, donut and fruit sale, penny drives, etc.).

Pledge Card

Question: If we participated last year, do we have to complete another form again, or does it just continue?

Response: Since it's a different year/campaign, individuals need to complete the 2013 pledge card. Their 2012 designations should stop and the 2013 designations start in January 2014. Individuals are also encouraged to double check the agency listings catalog to ensure the agency code(s) did not change from the 2012 campaign. In addition, some agencies might not have submitted their application in time, so they are not in the 2013 agency listing guide. If a Key Worker receives a question(s) about an agency, feel free to send the TVA Loaned Executives an e-mail and they can assist in tracking down the answer to questions of this nature.

Reports

TVA Report Question: How do Financial Coordinators run a report to track progress/identify awards? Are these instructions posted online?

2013 Direction: Each week (generally Tuesday) the TVA Financial Coordinator will send Business Unit Financial Coordinators a spreadsheet which has all the details needed for the CFC. It will be a list of all the people in their Business Unit who gave (regardless of method) and it will also include the gift level so they can obtain the Contributor Gifts from TVA Materials Coordinator (Lois Smyth).

Retirement

Question: (EXAMPLE) One of my managers is retiring January 1, 2009, so he will not be here to have payroll deductions taken for CFC. He is concerned that he will be counted as a 'negative' in the participation percentage. I did 'suggest' that he could make a one-time donation if he would like but he didn't seem to be interested in going that route. He again stated that he didn't think it would be 'fair' for him to impact that participation percentage in a negative manner, "since he will not be paid by TVA so he cannot do payroll deduction"? Will he be counted as a non-participant?

Response: Retirees can only make a lump sum contribution. He could make it as a current TVA employee. Or, if he makes it before the first pay period in January, he can make a lump sum contribution as a retiree. However, if retirees do not make it before the scheduled campaign completion date which is currently 11/8/2012 (campaign may be extended), it will not count as a campaign contribution.

Solicitations

Question: What are acceptable solicitation methods?

Answer: Click [here](#) to read acceptable solicitation methods as outlined by OPM.

Special Solicitations During Emergencies and Disasters

Question: What is a special solicitation?

Answer: Federal regulations, set forth at [5 CFR §950.102](#), state that the Combined Federal Campaign (CFC) is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. Under an exception in this regulation, the Director of the Office of Personnel Management (OPM) may grant permission for special solicitations of Federal employees, outside of the CFC, in support of victims in cases of emergencies and disasters. All requests must be made in writing and sent to:

Director U.S. Office of Personnel Management
1900 E. Street, NW, Room 5450
Washington, DC 20415

Question: What information should the request contain?

Answer: At a minimum, the request should include the following: background on the emergency or disaster that is being addressed by the special solicitation; information on the agency(ies) and location(s) where the special solicitation will be conducted; dates on which the special solicitation will be conducted, and; information on the charitable organization(s) that will be the recipient of special solicitation funds.

To expedite the request, OPM recommends that the requesting department, agency, or component fax it to 202/606-5056. OPM urges departments and agencies to contact OPM's Office of the CFC at 202/606-2564 or cfc@opm.gov for assistance in the development and implementation of any special solicitation.

St. Jude Children's Research Hospital

Question: What is the difference of the below listings?

- 30996 St. Jude Children's Research Hospital – Tennessee
- 10560 St. Jude Children's Research Hospital

Response: They are in separate Federations. (30996 is the Community Health Charities/Tennessee Chapter, and 10560 is the Community Health Charities/National Chapter.).

Question: (EXAMPLE) The 10560 shows a 4.9% H.G.E., while 30996 shows a 25.23% G.H.W. What does this mean?

Response: The percentage at the end of each agency indicates the amount of their revenue that goes toward administrative and fundraising expenses. This is computed from the IRS 990 Form. The letters are taxonomy codes that show the type of services they provide. Even though these organizations are the same and provide the same service, each is a separate chapter, having their own 501©3, own board of directors, own budget, etc.

TVA Weekly Drawing

Question: For a contributor to be entered into the CFC Drawing for next week, when does he/she have to have her contribution turned in?

Response: The TVA Financial Coordinator prepares the listings over the weekend. Donations received when the TVA Financial Coordinator leaves the office on Friday will be on the list distributed the following week (Monday/Tuesday). Once a contributor is on the list, that individual is eligible for all drawings going forward.

TVA Drawing Considerations

Question: There seems to be some confusion around the "Drawings" and regulations.

Response: The following is from the exact language of the regulation with added emphasis from a TVA attorney. "Special CFC fundraising events, such as Drawings, lotteries, auctions, bake sales, carnivals, athletic events, or other activities not specifically provided for in these regulations are permitted during the campaign period if approved by the appropriate agency head or government official, consistent with agency ethics regulations. CFC special fundraising events should be undertaken in the spirit of generating interest in the CFC and be open to all individuals without regard to whether an individual participates in the CFC. Chances to win must be disassociated from amount of contributions, if any. Drawing prizes should be modest in nature and value. Examples of appropriate drawing prizes may include opportunities for lunch with Agency Officials, agency parking spaces for a specific time period, and gifts of minimal financial value. Any special CFC fundraising event and prize or gift should be approved in advance by the Agency's ethics official. (c) In all approved special fundraising events the donor must have the option of designating to a specific participating organization or federation or be advised that the donation will be counted as an undesignated contribution and distributed according to these regulations."

It is the interpretation of these rules that the requirement that someone either increases their donation by \$25 or be a first time contributor of at least \$25 in order to be a candidate for a prize is a violation of this regulation. The rules are designed to encourage participation in the CFC, but cannot require donating funds to or through the CFC and to explain the donor's wishes to everyone, but then allow participation by all with a suggestion that the \$25 donations be made.

Undesignated Pot

Question: How is money allocated from special events (i.e., donut sales, candy sales, etc.)?

Response: Any money raised from special events will be placed in an undesignated pot. At the end of the campaign, that pot is distributed to all agencies that received a donation. If an agency does not receive a donation, that agency will not receive money from the undesignated pot.

United Way Fee

Question: We had a person ask about the fee TVA pays to United Way to manage the campaign. The question on this topic has to do with the whether the fee comes out of the campaign funds

Response: The United Way takes below 10% off the top and then distributes the rest to the agencies. This is the administrative cost for running the campaign.