2016 Southeastern Michigan Area Combined Federal Campaign

Coordinator's Guide

Campaign Resources - A Coordinator's Guide

What is the Combined Federal Campaign?

The Combined Federal Campaign is the only authorized solicitation of Federal employees in their workplace that benefits approved charitable organizations.

Participation in the CFC is strictly voluntary. Coercion is forbidden.

Why should I give through the CFC?

Choice. Convenience. Confidence. Care.

Choice

- You choose which charities receive your gift.
- This year, you have more than 19,000 charities that you can choose to support through the CFC and All-Around Giving (formerly known as Universal Giving), encompassing every type of cause or mission possible.
  All-Around Giving is a new donation option that permits donors to pledge to any CFC-participating charity no matter where the donor or the charity is geographically located. Those donors who wish to stay involved with a favorite charity or charities outside of the Southeastern Michigan Area CFC, may now do so through All-Around Giving.
- You choose how much you want to give and how you want to give; by check, credit card or payroll deduction.

Convenience

- You may support all of your favorite charities all at once rather than individually supporting each charity.
- Giving via payroll deduction allows you to spread your gift over the course of a year, allowing you to give more generously.

Confidence

- The CFC is a safe and proven program. It's been around for more than 50 years.
- CFC results are audited by a local independent CPA firm to ensure that contributions are forwarded to the charities as directed by donors and to ensure that the campaign is fiscally responsible.
- All charities that participate in the CFC are screened by federal employees to ensure they meet the same strict criteria.

Care

- Your gift improves the quality of life for you and your neighbors in Southeastern Michigan, across the country and around the world.

The Goal of the 2016 Southeastern Michigan Area Combined Federal Campaign is:

$2,000,000

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Role of Coordinators and Keyworkers

Your role as the CFC Coordinator and/or Keyworker is vital to the success of the campaign. The **most important responsibility** of each Coordinator or Keyworker is to make sure each employee is **personally asked** to participate in the CFC – to give through the CFC to their charity or charities of choice. When you **educate** your fellow employees about the opportunities provided by the CFC and the benefits of giving through the CFC, more and more employees will choose to participate.

Two cases for support:

1. **Results from Questionnaire Data from the online pledging system:**

   Federal employees who made their CFC contribution online since 2010 were given the choice of completing a brief questionnaire at the conclusion of their pledge.

   One question was, "Donor is Participating Because?"

   Overwhelmingly, respondents indicated that they contributed because they knew about the CFC.

   This question emphasizes the **importance of education**. In each year, nearly 80% of donors gave because they were familiar with the CFC. However, many Federal employees are not familiar with the CFC. The more that they know about the CFC, the more they will be inclined to give through the CFC.

   The importance of the face-to-face, personal touch between the Coordinator/Keyworker and the Federal employee is obvious. Technology is great - it allows Federal employees to quickly and easily make their pledge in a safe and confidential manner at their leisure. But technology can never replace the importance of being personally asked. Despite all other means, the personal ask remains the primary reason why Federal employees contribute.

2. **Responses from Coordinators and Keyworkers for CFC non-participation**.

   Coordinators were asked to identify the top reasons why federal employees did not participate in the CFC. The responses point toward many misconceptions about the CFC, which could easily be cleared up by Coordinators or Keyworkers.

   - **Coordinators need to educate fellow employees about the truths of the CFC**:
     - Federal employees are in control of the CFC:
       - They control which charities receive their gift
       - They control how much each charity receives of their total gift
     - Charities must apply to participate in the CFC. This application process is objective, clear and concise, removing the opportunity for the CFC to make any subjective judgment regarding the value or type of services provided.

- The CFC does not have any influence over participating charities as far as who they support and how they support their respective communities.

- Each CFC is audited by an independent CPA firm to ensure that contributions are forwarded to the charities as directed by donors and to ensure that the campaign is fiscally responsible.

- The CFC is separate and entirely different than other relief funds. The CFC provides federal employees the opportunity to financially support select charities so vital programs and services are available when needed.

Campaign Materials

The following Campaign Materials are available to assist you in approaching your fellow employees:

- Charity Guide - The charity guide is a listing of local, national and international participating charities, CFC history and a campaign overview.
  - The print version of the charity guide is available immediately.
  - An electronic, searchable version, including UG charities, and PDF file are now available at: **www.cfcsemi.org**

- 2016 Pledge Cards – Pledge cards are available for each employee.

- Posters – In the "Show Some Love" theme.

- Campaign Brochures –Highlight the benefits of giving through CFC, offer samples of what your gift can provide and shares the gripping story of how one family was assisted by a CFC supported charity…all in a simple tri-fold brochure.

- Online Giving Postcards –Individual cards provide **s**tep-by-step instructions for making an online contribution through CFC Nexus, Employee Express or MyPay.

- Incentive Items – Gold "Thank You" lapel pins for all donors.

- A CFC Duffle Bag for gifts of $702.00 or more.

- Report Envelopes – Envelopes have instructions for completion printed on the envelope.

- Incentive Item Tracking Forms

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Agency Speakers & Displays

- Agency speakers and displays/exhibits are available for Campaign gatherings and events, either individually or in groups, by contacting the PCFO staff. An agency fair featuring staffed displays from charitable organizations can go a long way toward informing employees about CFC.

Key Worker Training

- Training of your Keyworkers is critical.
- Give Keyworkers the tools to be successful
  - Education in dealing with objections to giving
  - Knowledge of Campaign Materials
  - Complete Campaign Timelines
  - Sources for assistance

Approaching Your Co-Workers About CFC

- Be Positive
- Be Informative
- Be Honest
- Be Calm
- Be Helpful
- Be Understanding

Benefits of Online Giving

There are advantages to both the CFC and contributor to giving online as opposed to completing a paper pledge card.

- Giving online helps the CFC reduce the cost to administer the CFC.
  - The more federal employees pledge online, the less printed materials the CFC needs to produce in the future. Printing costs represent a significant portion of the CFC budget.
  - When federal employees complete a paper pledge card, the CFC incurs fees to enter that pledge data into the donor database. Giving online eliminates those processing fees.
- Eliminates errors on pledge cards. When errors are made on paper pledge cards, it increases the cost to process that pledge.
- It allows the donor's personal information to be more secure and remain confidential. Less people (on average) should know that you pledged and the details of your pledge, when completed online versus paper pledge.

Online Giving - Through *CFC Nexus*

All federal employees may make a payroll deduction or credit card contribution online in 2016. Payroll and Credit Card contributions can both be made through *CFC Nexus*, with the steps to pledge very similar to each other. Giving is made easy—let us tell you how.

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There are two basic steps in completing your pledge online.

- First you have to register - or login if you've pledged online before
- The second step is to actually make your pledge

CFC Nexus offers "Tutorials" (under the main menu) to show you how to register and pledge for those who are unfamiliar with the system. Let's walk through both steps right now.

Beginning Your Pledge

Start by going to the CFC Website at www.cfcsemi.org. Click on the button that says "Pledge Online."

- **Register** - For those who are pledging online for the first time.
  - Fill out the information on the screen
  - "Click to expand" to see all of the federal agencies for each department and select your agency.
  - When all of the fields are complete, click the button "REGISTER ME."

- **Login** - For those who have pledged online before, simply log in with your username and password. Follow the prompts if you have forgotten your username and password.

  - Choose civilian or military under salutation.
  - The system will prompt you to validate your email address and federal agency - you must re-select your agency from the accordion list. (Double click agency name)
  - The system will offer you the opportunity to update your password if you so desire.
  - Click "Update My Profile" at the very bottom to proceed to the pledging process

Upon successful login, the system will say, "Thank You for Logging In!" "Click Here to Proceed."

Making Your Pledge

Once you have registered or logged in (and validated your information), *CFC Nexus* will take you directly into the pledging process. Your name and federal agency will appear in the column to the right.

Remember, *CFC Nexus* is designed to capture only payroll and credit card contributions. Those wishing to make a one-time check contribution need to complete a paper pledge card.

For those who have pledged online before through *CFC Nexus*, you will be asked if you would like to "Replicate your last pledge?"

  - Example: Would you like to use the same charities and designation amounts as your last pledge placed on October 16, 2015 (Pledge No. 67085)?

If you click "Yes," your prior pledge's settings, designations, and amounts will be entered into the respective fields. You will see a new window saying "Last Year's Pledge Was Replicated."

You can still increase the amount of your pledge and change your designated charities if you wish. You will need to re-enter your SSN and re-complete your electronic signature for payroll authorization. Click the ENTER PLEDGE button at the bottom of the pledge form if you are finished.

If you click "No," the pledge fields will remain blank and will need to be completed for the new pledge.

For those federal employees contributing online for the first time or who choose not to replicate their prior pledge, here are the steps to completing a pledge:

- **Step 1—Begin the Pledging Process**
  - Enter your social security number. Your SSN is only required for payroll contributions—it is not required for credit card pledges. SSN are removed from the pledge when the payroll copy is generated and then deleted from the system at the end of the campaign.
  - Determine your pledge type, Payroll Contribution or Credit Card Donation (one time) or Credit Card Pledge (recurring).

  A) For a Payroll Contribution select whether you are civilian or military. For military, select your military payroll organization.
  1) Enter the amount per pay period and the total annual gift will calculate automatically.
  2) Select the payroll deduction authorization.
  3) Complete the payroll deduction electronic signature. Click and hold the mouse button down to draw your signature.

  B) For a Credit Card Donation (one time), choose your card type.
  1) Enter your card number.
  2) Enter the expiration date.
  3) Enter your credit card verification number.
  4) Enter the cardholder name.
  5) Enter the cardholder's address in the respective fields.
  6) Enter the cardholder's best contact phone number.
  7) Enter your total one time pledge amount.

  C) For a Credit Card Pledge (recurring), select a monthly period. The first transaction will be placed today and every month on or near today's day of the month.
  1) Enter the amount per month.
  2) Choose your card type.
  3) Enter your card number.
  4) Enter the expiration date.
  5) Enter your credit card verification number.
  6) Enter the cardholder name.
  7) Enter the cardholder's address in the respective fields.
  8) Enter the cardholder's best contact phone number.

Once you have completed your "Pledge Type," select whether you want to receive an "Incentive Gift" in return for your contribution.

Next, you need to decide whether you want to release your name and contact information to your selected charities for the purpose of receiving an acknowledgement or thank you.

1) If you want to be acknowledged, enter your physical and/or email address in the spaces provided.
2) You can also choose to remain anonymous.

- **Step 2—Charity Selection and Allocation**
  In this step you select your favorite charities and allocate your total annual contribution.
  - Enter a charity code or key words in the "Search Options" box. Use the "Search Options" to limit your search and sort the results accordingly. The "Search Options" offer an opportunity to include/exclude UG charities and sort results by distance from an entered zip code. When the results of the "Search Options" appear, all local charities will appear with a green heart icon. Charities marked with an Orange UG Symbol belong to CFCs outside of our campaign area. The list of UG charities can only be accessed online. UG charities are too numerous to be listed in the Agency Guide. **NOTE: Nexus uses the Universal Giving terminology in the search engine.**
  - Click on any part of a charity's name to learn more about the organization, including the option to visit the charity's web site.
  - When you have identified the correct charity, click on the "Add" button. The name of the charity will automatically move to the "Allocation" column. If you add the wrong charity, simply click on the "Delete" button to remove it from the Allocation column.
  - Repeat the search function until you have identified all of the charities to which you would like to contribute. If you want all or a portion of your contribution to remain undesignated, you must choose that option just like you would select a charity.
  - Type in the amount of money you would like to allocate to each charity. As you type in allocation amounts, the remaining amount to be allocated adjusts accordingly. *CFC Nexus* will not let you complete the pledge until the remaining amount is zero ($0).
  - See the buttons at the bottom of the column to "distribute remainder evenly" or "clear all fields."

- **Step 3—Questionnaire**
  Contributors have the option of taking a short survey. If you answer, "Yes, I want to participate in this questionnaire," please fill out the appropriate information. Even if you choose "No," you will still have the option of leaving additional comments.

Enter Your Pledge

The "Enter Pledge" button will remain red until all fields are completed. Look for fields highlighted in red for fields that are incomplete. When all required fields are complete, the "Enter Pledge" button will turn blue.

When you have successfully completed your pledge, a new window will pop up that says, "Your pledge has been completed successfully!" Select "Please Click Here" You will be taken to a screen that says, "Confirm Pledge." *CFC Nexus* should thank you for your pledge.

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If you would like to view, print, or email yourself a copy of your pledge, click on "MY PLEDGES." Select a pledge from the list on the left. *CFC Nexus* will prompt you to email the pledge to yourself or print a copy of the pledge.

You can check the status of your pledge at any time by logging into this website and looking under "My Pledges."

As you view your pledge under "My Pledges," you will notice that your pledge needs to be processed by both Payroll and the administrator (CFC Headquarters). Contributors can check back at any time to see the status of their pledge process for both Payroll and the administrator. The status will show as pending until fully processed.

"Charity Auto-Response Element" or C.A.R.E.

Nexus donors will receive an email message with a one-paragraph "thank you" statement and summary of the agency's plans for using donor contributions when they make a designation. The messages were collected by OPM and are sent via the Nexus system. Campaigns will not release any information about these donors to the charities unless the donor specifically authorizes the campaign to do so.

Important Note for CFC Coordinators

Payroll pledges made through *CFC Nexus* need to be printed by Campaign Coordinators for delivery to the payroll office. The CFC Director will assign all Campaign Coordinators special privileges in *CFC Nexus* to view and print these payroll copies.

In order to process payroll pledges, Coordinators will need to log into CFC Nexus using their Username and Password. When you are logged in you will see "Payroll" in the toolbar across the top of the page.

When you hold your cursor over Payroll, you will be given two options for printing payroll pledges; Process new pledges (single print) and Process new pledges (bulk print). Follow the prompts to print these pledges and deliver them to payroll.

Coordinators with these special privileges may view lists of contributors and campaign totals at "View Processed-Completed Pledges" or at the "Payroll Report" under the Payroll Tab.

All Coordinators and Keyworkers may view campaign totals for each federal agency by selecting "Campaign Totals" under "Main Menu."

While the CFC encourages all federal employees to pledge online, Coordinators and Keyworkers should honor the wishes of the contributor and **not pressure** them into giving online, if they are not comfortable with that giving option. The CFC wants all federal employees to contribute using the means with which they are most comfortable, whether that's online or completing the paper pledge cards.

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Employee Express - Online Giving Option

Some (not all) Federal employees will have the opportunity to pledge online this fall through Employee Express (EEX). EEX is a human resource/payroll system used by the National Finance Center (NFC). Federal agencies that are paid through NFC will have the opportunity in 2016 to pledge online through Employee Express.

Here are the Federal departments that may use EEX to pledge online:

Transportation	**National Labor Relations Board**
Social Security	**Equal Employment Opportunity Commission**
Interior	**State**
GSA	**EPA**

Key EEX Training Point

For an organization's pledges to be properly credited, the donor MUST enter the Federal Agency Account No. given to them by their Keyworker in the "Agency Reporting Number/Name" field. A complete list of Federal Agency Account Numbers, by Department, is included at the end of this handout.

The listed Federal agencies may pledge online using either Employee Express or CFC Nexus.

Employee Express is similar to CFC Nexus in several ways. Both systems will allow Federal employees to make a payroll contribution online and select the specific charities to which they would like to give.

Both systems employ high levels of security and encryption ensuring donor information is safe and secure. However, there are several key differences between Employee Express and CFC Nexus:

- EEX is only available to certain federal agencies, Nexus is available to all Federal agencies
- EEX links directly to payroll, Nexus does not
- EEX is payroll only, Nexus also gives you credit card options
- EEX reporting is different, Coordinators do not have the ability to view EEX pledges

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MyPay - Online Giving Option

All federal employees whose payroll is processed through Defense Finance and Accounting Service (DFAS) can make a direct payroll deduction contribution online in 2016 through the MyPay system.

Here are the Federal departments that may use MyPay to pledge online:

- **DoD (Military and Civilian)**
- **Veterans Administration**
- **Department of Energy**
- **Health and Human Services**

NOTE: The "Campaign Search" screen is designed to link employees to the local campaign for their primary duty station. This screen will only be shown to Army, Navy, and Air Force Personnel. This information is automatically provided for active duty Marines and non-military Federal civilians.

The four-digit Campaign Code for the Southeastern Michigan Area CFC is:

#0452

Key MyPay Training Point

For an organization's pledges to be properly credited, the donor MUST enter the Federal Agency Account No. given to them by their Keyworker in the "Command/Unit Name" field. A complete list of Federal Agency Account Numbers, by Department, is included at the end of this handout.

A complete screen-by-screen walk through of the MyPay on-line contribution process is available under the Coordinator Information /Tools and Downloads area at www.cfcsemi.org.

PAPER PLEDGE CARD INSTRUCTIONS

1. **Personal Information** - Be sure your name is readable. If giving by payroll deduction, enter your Social Security number. Cash or check givers need not provide a Social Security number.

2. **For Payroll Giving** - Write in the desired amount of payroll deduction per pay period. Multiply the amount of the deduction by 12 for military personnel or by 26 for civilian personnel to determine the total pledge amount (minimum payroll deduction authorized is $2.00 for military or $1.00 for civilian personnel). Sign and date the pledge card for authorization.

3. **For Cash or Check Giving** - Write in the amount of your total gift in the space labeled "Check / Cash Amt." Also write in the check number and the date of the cash or check contribution in the lines provided. Make checks payable to "Combined Federal Campaign" or "CFC". All cash or check contributions must include a pledge card. The suggested minimum contribution by cash or check is $2.00.

4. **Designation Options** - Write in the 5-digit code number and annual amount in the designation blocks provided, up to five organizations per card. Total designations cannot exceed the total annual gift. If you do not wish to designate your gift to a specific charity, leave the space provided blank.

5. **Recognition Options** - If you want to be thanked by the charities to which you give, please provide a complete home address or email. All information provided will be released to your charities of choice.

6. If the box to Release Pledge Amount is checked, then the charity or charities will also be notified of the amount of your contribution.

7. Copy of Pledge Card - Detach copy #3 (pink copy) for your records and return copies #1 and #2 (white and yellow copies) to your Coordinator or Keyworker. Keep copy #3 for income tax purposes if you itemize deductions.

ALL CONTRIBUTIONS TO CFC ARE TAX DEDUCTIBLE

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PLEDGE CARD ACCURACY

SOUTHEASTERN MICHIGAN AREA COMBINED FEDERAL CAMPAIGN
29240 Buckingham, Suite 6A, Livonia, MI 48154 www.cfcsemi.org
CFC Campaign No. 0452 Dty/State Code 26 1260
ATTENTION PAYROLL OFFICES
PRINT NAME (LAST) FIRST MIDDLE INITIAL
CHECK (if applicable) Civilian 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 deferment, cash or check contribution. Write the total of your annual contribution in the space provided.
ALLOTMENT SOURCE | AMOUNT | INTERVAL | TOTAL GIFT
MILITARY PAYROLL | | 0.12 months | $
Grade of Service
CIVILIAN PAYROLL | | 0.24 pay periods | $
CASH/CHECK Check Number: | Cash/Check Amount: | $
CHARITY CODE | ANNUAL AMOUNT
CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.
DESIGNATED GIFT: To designate one or more distinct or indentated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.
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 chart(s) (ie) designated above.
PAYROLL DEDUCTION AUTHORIZATION
I hereby authorize my agency of the United States Government to deduct the amount(s) shown above from my pay each pay period during the calendar year 2017 (ie) beginning 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 DATE
PLEASE USE BALLPOINT PEN AND WRITE CLEARLY/FAMILY

Your role in verifying the accuracy of all pledge cards is very important! If a pledge card is filled out incorrectly and sent to CFC Headquarters for processing, the pledge card will likely be returned to your office for follow-up.

Reasons why a pledge card may not be able to be processed:

- Incomplete/incorrect charity codes. Make sure donors use current codes obtained from the brochures or website.
- Payroll Pledge: Missing Social Security number.
  Not signed in lower right-hand corner.
- Check Donation: If the check does not accompany the pledge.
- The total gift amount and the total designations do not match.

Please ensure that the total gift amount is computed accurately and stated accurately. Please make sure that the total gift amount divides evenly by the number or pay periods (26 for civilians and 12 for military.) Total gift amount must be divisible by 26 or 12.

If a donor wanted to give a total gift amount of $500, then $500 divided by 26 pay periods is $19.23 per pay period. However, $500 doesn't divide evenly by 26 – you have a fraction of a cent left over ($500 / 26 = $19.2307). So the donor should give either $499.98 or $500.24 because both numbers are evenly divisible by 26.

$19.23 x 26 = $499.98 OR $19.24 x 26 = $500.24

This will ensure that pledge cards and report envelopes are completed accurately when they arrive at CFC headquarters.

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Copies of the Pledge Card

Top Copy (Copy #1 - White) – Payroll Office
Deliver to your Payroll department (Payroll deduction only) **by December 15**

It is the Coordinator's responsibility to ensure that the "top copy" of all the pledge cards for payroll deductions are promptly delivered to their payroll office to ensure allotments are implemented with the effective date of January 1, 2017.

<u>All top copies for gifts made by cash or checks may be discarded.</u>

It is important that Federal employees complete a new pledge card for each campaign. By signing the pledge card, the contributor is only authorizing their payroll department to make deductions from his or her paycheck for one year. If the contributor wants to continue designating his or her gift to a particular charitable organization(s), he or she must fill out a new pledge card each year.

Middle Copy (Copy #2 - Yellow) – To CFC Headquarters
Must be enclosed in your report envelope

The Coordinator must submit the audit copies to the Loaned Ambassador or the CFC Director, whether the gift is by payroll deduction, cash or check. This is the audit trail copy that identifies designations, allows release of donor names and addresses to agencies, and accounts for activity attainment.
<u>All Middle Copies Must Be Turned In.</u>

All report envelopes are turned in to the Campaign Director or your Loaned Ambassador.

Bottom Copy (Copy #3 - Pink) – Contributor

All contributions to the CFC are tax deductible. The contributor should retain the contributor's copy for his or her tax records.

How to complete a pledge card if the donor wants to Designate to more than 5 charitable organizations

Federal employees are allowed to designate their gift to more than 5 charitable organizations. The following are instructions on how to complete multiple pledge cards from the same donor wishing to designate to more than 5 charitable organizations.

Complete the first pledge card as normal.

- Enter your personal information.
- Indicate the total amount you want to give through payroll deduction, cash or check.
- Enter your first five designations in the spaces provided.
- Complete the Donor Recognition section, if necessary.
- Release your name to your designated agencies if you so desire.
- Sign the pledge card if giving through payroll deduction.

For the second and subsequent pledge cards, complete only the personal information (including name and code number of Federal agency) and any additional designations.

Do not complete the contribution section of the pledge card.
It is not necessary to sign the pledge card or release your name a second time.

Separate the different copies of the pledge cards.

Take the payroll copies of the pledge cards and attach them together. Either staple them in the upper left-hand corner or paper clip them together.

Do the same with the copies of the pledge card that go to CFC Headquarters (Audit copy). Either staple them or paper clip them together in the upper left-hand corner.
Make sure the contributor has retained all of his or her copies.
In the upper right-hand corner, indicate the number of pledge cards; 1 of 2, 2 of 2, etc.

While Federal employees have the right to designate to as many organizations as they wish, more than 5 designations increases the cost to process pledge cards.

How to complete a pledge card for a Special Event

Coordinators and Keyworkers may complete just one pledge card for each special event. The pledge card should have the name of the Federal agency and corresponding Federal agency code across the top in the spaces provided. Where it asks for a name, write in **SPECIAL EVENT**. Then place the total dollar amount in the contribution section under "Cash/Check Amount". The rest of the pledge card does not need to be completed unless the Federal agency wishes to designate that amount to one or more charitable organizations.

If individual event participants complete an event pledge card, please follow the instructions above and attach the individual cards to the "Special Event" card. The "Special Event" pledge card should **NOT** include amounts indicated on individual pledge cards.

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Contacting Your CFC Staff

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Southeastern Michigan Area CFC

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Livonia, MI 48154

mwalkercfcdetroit@gmail.com

Cell: (734) 649-4377
Fax: (734) 266-1744

Federal Agency Name	FEDERAL AGENCY ACCOUNT. NO.
AGRICULTURE	
Food & Nutrition Service	14722
BORDER PATROL	
Detroit Office	688078
Gibraltar Office	688079
Marysville/Port Huron Office	688080
Sector Headquarters	350458
Centers for Disease Control and Prevention (CDC)	1519
COMMERCE	
International Trade Administration (Export Assistance Center)	14729
ITA Pontiac Export Assistance Center	342336
U.S. Patent and Trademark Office	1510
DEFENSE	
Air Force: 339th Recruiting Squadron	14843
Air Force R.O.T.C. : University of Michigan	338193
Army & Air Force Exchange Service	319453
Army Audit Agency	344621
Army Corps of Engineers: Detroit District	14849
Army R.O.T.C. : University of Michigan Wolverine Battalion	337019
Army Reserve Center (785th Battalion): Fraser	14856
Army Reserve Center: Southfield	102286
Army Reserve: 300 MP Command	151400
Army Reserve: 322nd Medical Company	626969
Army Reserve: 406th Maintenance BN	338795
Defense Contract Audit Agency	307396
Defense Contract Audit Agency: Great Lakes Branch	1305
Defense Contract Management Agency (DCMA) Detroit	14841
Defense Security Services - Detroit Field Office	1515
Detroit Arsenal	14851

Detroit Military Entrance Processing Station	**14850**
Eastern Michigan University Army R.O.T.C.	**572285**
Light Guard Armory	**338704**
Marine Corps Recruiting Station	**14861**
Marine Corps Wing: Support Group 471	**14860**
Marine Corps: 124th Marine Division	**159317**
MI Air National Guard: 127th Wing	**14844**
MI Army National Guard: 1st Battalion, 182nd Field Artillery	**335563**
MI Army National Guard: Foreign Military Sales (FMS) Detroit	**482130**
Navy Mobile Construction Battalion: 26	**421112**
Navy Operational Support Center	**14864**
Navy R.O.T.C. : University of Michigan	**338193**
Navy Recruiting District: Michigan	**14863**
EEOC	
Equal Employment Opportunity Commission	**58427**
ENVIRONMENTAL PROTECTION	
Environmental Protection Agency: Ann Arbor	**331417**
Environmental Protection Agency: Grosse Ile	**58416**
FEDERAL AVAITION ADMINISTRATION	
Airport District Office	**337000**
Air Traffic Control Tower: Ann Arbor	**337004**
DTW - Air Traffic control Tower	**14741**
Flight Standards District Office (FSDO)	**337002**
Program Support Center/Technical Support Center	**14734**
Air Traffic Control Tower Oakland/Pontiac Intl. Airport	**350573**
Security Haz Mat	**555012**
Air Traffic Control Tower: Willow Run Airport	**319545**
Ypsilanti Service Support Center	**691896**

FEDERAL COMMUNICATIONS COMMISSION	
FCC: Enforcement Bureau	**14742**
GENERAL SERVICES	
General Services Administration: Public Buildings Services	**14745**
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Food & Drug Administration	**14746**
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HOMELAND SECURITY	
Citizenship & Immigration Services	**14753**
Coast Guard Air Station	**14858**
Coast Guard Station: Cutter Hollyhock/Port Huron	**338412**
Coast Guard Station: Belle Isle	**92367**
Coast Guard Station: Detroit	**14869**
Coast Guard Station: Harbor Beach	**653437**
Coast Guard Station: Industrial Support Detachment (ISD)	**691859**
Coast Guard Station: Port Huron	**337290**
Coast Guard Station: Selfridge Sick Bay	**691862**
Coast Guard Station: St. Clair Shores	**92368**
Coast Guard: Cutter Bristol Bay (WTGB-102)	**300815**
Customs & Border Protection	**14777**
Customs & Border Protection: Great Lakes Air and Marine Branch	**689344**
Customs & Border Protection: Metro Airport	**571529**
Customs & Border Protection: Port Huron	**337288**
Federal Air Marshal Services (Detroit Field Office)	**536629**
Federal Protective Services	**337722**
Immigration & Customs Enforcement	**653053**
Investigations - Immigration & Customs Enforcement	**14778**
Office of Inspector General Investigations (OIG)	**692153**
Regulatory Audit	**535515**
Secret Service	**14784**
Transportation Security Administration	**554786**
Transportation Security Administration/Office of Inspection	**571608**

HUD	
Dept. of Housing & Urban Development	**14749**
INDEPENDENT AGENCY	
Debbie Stabenow U.S. Senate Office	**632854**
Federal Mediation & Conciliation Service	**14743**
Gerald R. Ford Library	**337008**
Office of Special Counsel	**604819**
Small Business Administration	**14765**
Railroad Retirement Board	**14763**
JUDICIAL	
Federal Pretrial Service Agency: Eastern District of Michigan	**330762**
Theodore Levin United States Courthouse	**14731**
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Bureau of Alcohol, Tobacco & Firearms	**14776**
Drug Enforcement Administration: Detroit Field Division	**14755**
Executive Office for Immigration Review	**691812**
Federal Bureau of Investigation	**14752**
Federal Correctional Institution: Milan	**337006**
Office of the U.S. Trustee	**344271**
U.S. Attorney's Office	**14751**
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Employee Benefits Security Administration	**300693**
Employment Standards Administration/OFCCP	**108849**
National Labor Relations Board	**14721**
Office of Apprenticeship Training	**14756**
Office of Labor Management Standards	**14758**
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Great Lakes Environmental Research Laboratory	**337017**
Geological Survey: Great Lakes Science Center	**337010**
National Weather Service Regional Office	**331672**
OFFICE OF PERSONNEL MANAGEMENT	
Federal Investigative Services	**14727**
SOCIAL SECURITY ADMINISTRATION	
Ann Arbor Office	**336996**
Chesterfield Office	**58514**
Clawson Office	**14774**
Dearborn Office	**14771**
Detroit 7-Mile Wyoming Office	**58511**
Detroit Conner Office	**58499**
Detroit Office: (Office of Disability Adjudication Review)	**14747**
Detroit Downtown Office	**14767**
Detroit East Office	**14768**
Detroit Grand River Office	**14766**
Detroit Northwest District Office	**14770**
Detroit Southwest Office	**63808**
Detroit Teleservice Center	**66425**
Farmington Hills Office	**63807**
Fort Gratiot Office	**337284**
Highland Park District Office	**14769**
Inkster Office	**102643**
Livonia Office	**84726**
Monroe Office	**337323**
Oak Park Office of Hearing & Appeals	**155455**
Oakland Office	**418900**
SSA - Livonia ODAR	**1106**
OQAPA - Detroit Satellite Office	**92541**
Pontiac Office	**14772**
Roseville Office	**14773**
Sterling Heights Office	**63809**
Wyandotte Office	**58513**

STATE	
Detroit Passport Agency	**1101**
TREASURY	
ECC/IRS Michigan	**14781**
Inspector General for Tax Administration	**14783**
VETERAN AFFAIRS	
VA Detroit Medical Center	**14787**
VA Human Resource Center Detroit (Benefits Administration)	**654004**
VA Regional Office (Benefits Administration)	**14786**
VA Ann Arbor Healthcare System	**328564**