

CFC REPORT ENVELOPE



COMBINED FEDERAL CAMPAIGN

AGENCY
CFC NO. _____
() Partial Report
() Final Report

Date: _____

Keyworker's Name _____

Installation or Agency _____

Division or Unit _____

Mailing Address _____

City & State _____ Zip Code _____

Keyworker's Duty Phone Number _____

Number of Employees Assigned to Solicit _____

Name of CFC Project Officer/Coordinator _____

Contributions Enclosed in this Kit:

Number by Payroll Deduction	_____	Amount \$	_____
Number by Cash	_____	Amount \$	_____
Number by Check	_____	Amount \$	_____
Special Events	_____	Amount \$	_____
Number in Sealed Envelope	_____	Amount \$	XXXXXX
		Known	
Total Number Contributions	_____	Total \$	_____

DO NOT WRITE IN THIS SPACE (For Use by CFC Accounting Agents)

	Number	Amount
Payroll Deductions	_____	\$ _____
Cash Contributions	_____	\$ _____
Check Contributions	_____	\$ _____
Confidential Contributions	_____	\$ _____
TOTAL	_____	\$ _____

ROLE OF A KEYWORKER

You are the key to success of the CFC. Your positive attitude and enthusiasm will help assure a favorable response from the fellow employees you have been assigned to solicit. You are the official representative of the many worthy agencies that depend on the CFC to provide funds to help people in need in our community, elsewhere in the nation and around the world. Thank you for accepting this important assignment.

INSTRUCTIONS:

SUGGESTED CAMPAIGN PROCEDURES:

1. PUT UP CFC POSTERS and keep them displayed throughout the campaign.
2. HAND OUT FORMS. Give each person on your list a set of pledge forms and a contributor's brochure. Encourage giving by payroll deduction. It makes giving easier than a one time cash gift.
3. SHOW CFC FILM. Check with your project officer or agency head regarding a group meeting or rally to kick-off the campaign and show the CFC film.
4. SET THE PACE by giving generously yourself before you collect the pledges of your fellow employees.
5. ENCOURAGE DESIGNATIONS. Urge contributors to designate the

- contributors, collect Copy #2 and the cash, check or money order. Contributors retain Copy #3 for their tax records.
7. FOLLOW UP. Strive for maximum participation. Follow up on those on leave or travel status.
8. CHECK RETURNS FOR ACCURACY. Examine each pledge form for legibility, accuracy and completion. Resolve any apparent errors with the contributor.
9. FILL IN THIS REPORT. Please summarize all contributions returned in this kit in space provided above. Use the reverse side of this envelope to list names of those contributors who qualify for awards.