

## **KEYPERSON RESPONSIBILITIES**

The CFC-O Keypersons are responsible for providing Department of Defense employees 100% informed opportunity to give to their charities of choice.

### **Pre-Campaign (August-September)**

- Attend the CFC-O training session. Contact your Unit Coordinator for the date, time and location.
- Receive campaign materials (e.g., Charity Listings, Pledge Cards, Posters, Report Envelopes, Thank You Coins) from your Unit Coordinator.
- Assist Unit Coordinator with developing and planning unit campaign publicity.
- Establish a plan with your Unit Coordinator regarding weekly Report Envelopes and Thank You Coins for eligible contributors.

### **During Campaign (October-December)**

- Attend the installation's campaign kickoff event.
- Ensure 100% informed opportunity to give: make certain all potential contributors, which include all active duty, reserve and civilian employees, understand the benefits of giving through the CFC-O, receive a Pledge Card and have access to the 2011 Charity Listing.
- Make "the Ask." Use creative and effective methods to inspire giving and to share campaign information and materials.
- Contact each potential contributor in person; individual contact while asking for a contribution is vital for your unit and CFC-O campaign success.
- Encourage contributors to visit [www.cfcoverseas.org](http://www.cfcoverseas.org) to read inspiring stories, use the charity search and make a pledge online.
- Collect and review all completed Pledge Cards.
- Verify each Pledge Card has a seven-digit unit reporting number.
- Confirm all Pledge Cards with payroll allotments have a social security number and signature.
- Check all numerical calculations (i.e., total gift amount and total dollar amount per charity).
- Verify all checks are made payable to the CFC or the Combined Federal Campaign.
- Confirm all contributions to CFC-O are represented by a Pledge Card (e.g., fundraising, cash, checks and payroll allotments).
- Fill out all Report Envelopes accurately and completely and retain copies for your records.
- Ensure every contributor is recognized and those giving \$120 or more receive a Thank You Coin.

### **Post Campaign (January-February)**

- Remain in contact with your Unit Coordinator for information about award presentations