

How To Make a Pledge

Thank you for your interest in making a pledge to the charities of your choice through the Combined Federal Campaign!

- Federal Employees may pledge through payroll deduction, or make one-time cash or check donation.
- Retirees and contractors are not directly solicited, but may make one-time cash or check donations.
- Please contact your Key Worker/Canvasser (a co-worker who has volunteered to solicit and collect contributions in your office) for an official pledge card.
- Keep the copy #3 for your records.
- All contributions to CFC are tax deductible.
- Electronic pledging through the Internet will be available soon.

Completing the Pledge Card

- Obtain a pledge card from your Key Worker.
- Print all information using a black ballpoint pen. Please write firmly.
- When making your pledge, be sure to have this year's CFC Brochure. It consists of National, International, and Local organizations approved by either OPM or by your Local Federal Coordinating Committee (LFCC). You may **NOT** make a pledge using the CFC Brochure from another CFC area.
- If your Key Worker has not already done so, fill in your name, organization, and check Civilian or Military.
- Fill in your work address, zip code, and your complete daytime phone number, so that CFC auditors may reach you in case there is a question about your pledge card.
- When making a payroll deduction pledge, be sure to include your **social security number** and **sign and date** the authorization so that your payroll office can make the deduction or allotment.
- For **MILITARY** payroll giving (12 pay periods), enter the amount to be deducted each pay period, multiply by 12, and enter that amount in Total Gift.
- For **CIVILIAN** payroll giving (26 pay periods), enter the amount to be deducted each pay period, multiply by 26, and enter that amount in Total Gift.
- Make sure your payroll deduction multiplied times the number of pay periods equals the Total Gift exactly.



- For cash and check gifts, enter the amount of the Total Gift in the “Other \$ _____” space. Checks should be made payable to the Combined Federal Campaign.
- Each charity and each federation has a 5-digit designation code. These codes are assigned specifically to the charity or federation and may be found in the CFC Brochure. You may direct your gift by recording the appropriate 5-digit code in the boxes provided. Start at the top and fill in each of the four blocks in the row. The total annual amount to each selection goes in the box to the right of the code.
- Make sure the sum of the Annual Amounts equals your Total Gift.

Only charities that have been approved by either the U.S. Office of Personnel Management (OPM) or the Local Federal Coordinating Committee (LFCC) are allowed to participate in the CFC. Please do not designate your gift to any organization not listed in this year’s CFC Brochure. Write-ins are prohibited and cannot be accepted.

There are 3 ways a donor may designate his or her gift:

- Give directly to Federations using their 5-digit code
- Give directly to an agency using their 5 digit code
- Choose to share your donation among all recipients by not specifying a charity.

If you make a payroll deduction pledge, be sure to **sign and date** the authorization so that your payroll office can make the deduction or allotment.

If you want your name and address released to the recipients of your designations, provide your home mailing address and/or email address in the “RECOGNITION OPTIONS” section. If you do not complete this section, the charities to whom you contribute will still receive your full designation, but they will not know it was you who contributed to them. Therefore, they will be unable to thank you for your contribution. All CFC charities are prohibited from releasing your name to other organizations or businesses.

If you need more information, call your Agency Campaign Manager.

Recognition Levels

If you pledge \$1,000 or more, you qualify for to become an Eagle Donor.

