



CFC Event Planning Guide

Min Cox
Department of Defense





CFC Team!



GIVE HAPPY



Communications

Timeline

Get Organized!

What is your Goal?

Promote the Campaign

Venue

Promotional Materials

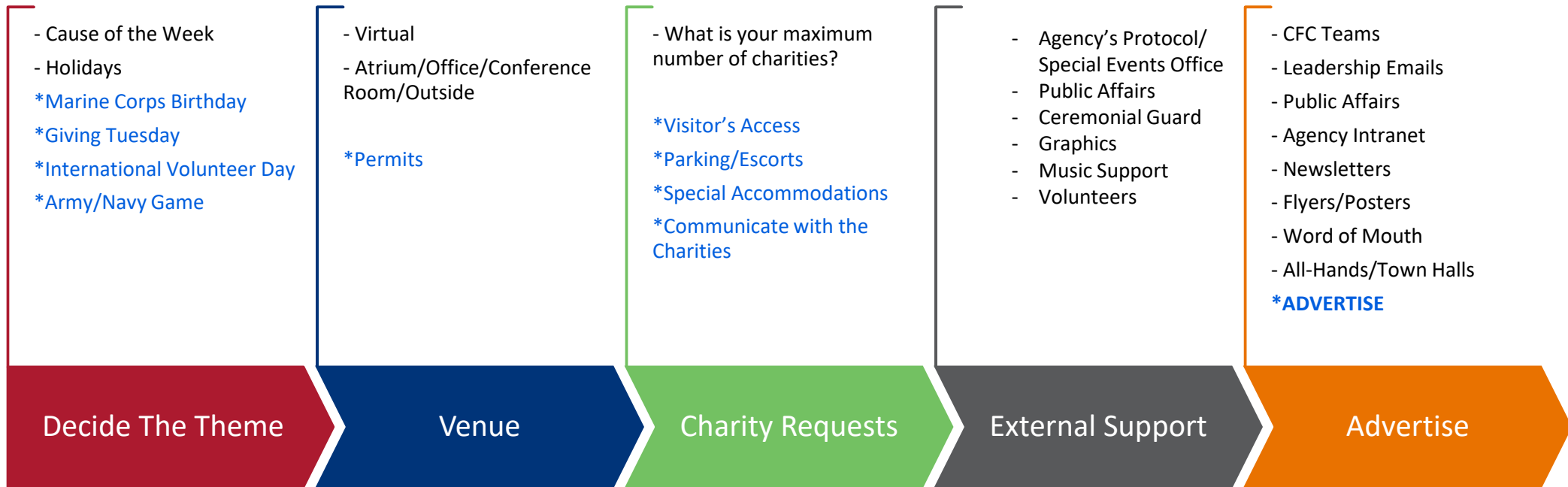





GIVE HAPPY



Event Management Steps





DoD Chairty Fair POAM
19 October 2023

Item #	Action	Support POC	Status	Date Completed	Notes
<u>1</u>	Reserve the Venue: Pentagon 2nd Floor, Apex 1/2 & 9/10	Special Events Team	Submitted	Approved	Tracking #22-0636 (Apex 1/2) Tracking #22-0637 (Apex 9/10)
<u>2</u>	Submit Pentagon Poll Wrap Request: Pentagon Authorized Locations	Special Events Team	TBD		Poll wrap Dates: 2-19 October
<u>3</u>	Theme: CFC Carnival Theme	OSD Graphics			Pending new logo
<u>4</u>	Music: UrbanDiscJockey DJ	Special Events Team	8-May-23	Approved	
<u>5</u>	Photographer Request		25-May-23	Approved	Work Req #2023002545
<u>6</u>	Create giveaway or raffle items				
<u>7</u>	Request for Charities: 16 Total				
	Send Welcome Letter to the Charities				
	Submit PFPA Clearance				
	Submit Parking as Required				
<u>8</u>	Send CFC Awareness Flyer to Campaign Teams				
<u>9</u>	Staff/Campaign Team's Assignment Brief				
<u>10</u>	Finalize all printed materials for pickup				
<u>11</u>	Finalize the charity listings needed for the Charity Fair				
<u>12</u>	Reminder EMAILS: CFC Awareness Flyer to DoD Workforce				
<u>13</u>	Submit Charity Evaluation Form				
<u>14</u>	Submit AAR to Curtis				Hotwash/After-action Report
TIME CHARITY FAIR DAY					
0930	Campaign Team on Site				Charity Fair 10/19/2023 Days Remaining 132
	2 LEs for Apex 1/2			Ensure the baskets gets to the winners/assist with charities if needed/keep the flow moving	
	2 LEs for Apex 9/10				
*Bring catalogs, CFC Signs/Easel, Giveaway Items, etc.					
0900	Ensure the tables are set-up				
0915	Metro Entrance-Escort the Charities				
1000	Info Table- Setup Signs and Printed Materials				
1300	Clean-Up				
1315	Escort Charities to the Metro Entrance				

How are you going to achieve it?



CAMPAIGN TEAM ROLE & RESPONSIBILITIES

EVENT TITLE	
VENUE / LOCATION	EVENT DATE & TIME
ADDITIONAL INFO	

Event Planning Checklist

3 Weeks Prior	1 Week Prior	Day of Party
<input checked="" type="checkbox"/> Choose a Theme <input type="checkbox"/> Request for Charities <input type="checkbox"/> Choose a location /Permits <input type="checkbox"/> Music/Photographer Requests <input type="checkbox"/> Send out Awareness Information <input type="checkbox"/> Solicit for Volunteers	<input type="checkbox"/> Welcome Letters to Charities <input type="checkbox"/> Make DIY items for the Tables <input type="checkbox"/> Confirm Access/Parking for Charities <input type="checkbox"/> Confirm External Support Requests <input type="checkbox"/> Coordinate with Volunteers <input type="checkbox"/> Confirm VIP attendance	<input type="checkbox"/> SET-UP for the Charity Fair <input type="checkbox"/> Escort/Brief the Charities <input type="checkbox"/> Enjoy all you hard work <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

ALL Loaned Executives on DECK	COMMENTS
Venue	
Tables/Chairs to accommodate the number of requested charities	
AV Equipment, if required	
Event Posters/Easel(s)	
Set Up	
Clean Up	
Decor	
Linens/Table Skirts, if applicable	
CFC Promotional Items	
Additional Decorative Items	
Food / Beverage	
Takeaway Food / Beverage, if applicable	
Water for the Charities	
Entertainment	
Music / DJ	
Performers	
Video Production	
Event Documentation	
Photographer	
Videographer	
Charities	
Welcome Letter to Charities	
Building/Security Access/Parking	
Charity Evaluation Form	
Follow-up: Thank You Cards/Emails	

How are you going to achieve it?

VOLUNTEER ROLES LIST

Location	Activity	Start Time	End Time	Site Lead
Campaign Team on Deck	Begin escorting charities to the assigned Apexes from the visitor's area	9:00	CLOSE	
Pentagon 2nd Floor, Apex 1/2	Maintain the flow by keep the line moving; provide waters for the charities; collect stamps and provide charity evaluation forms	10:30	1:00	
Pentagon 2nd Floor Apex 9/10		10:30	1:00	
Front of Visitor's Entrance (Metro Entrance)	Welcome/sign-in charities upon arrival/inform the charities which Apex for setup <i>*Virginia Search & Rescue Dog Association will be in Apex 9/10</i>	9:30	10:00	
		10:00	10:30	
Pentagon 2nd Floor, Apex 1/2	Explain about the rules about visiting at least 5 charities for a chance to win the basket; check the bingo cards to ensure name/organization is legible/Announce the Winner/Deliver the basket to the winner	10:30	12:45	
Pentagon 2nd Floor, Apex 9/10	<i>*Drawings will commence at 1245 to 1300</i>	10:30	12:45	
Campaign Team on Deck	Begin escorting the charities back to the visitor's area/Clean Up	1:00		All LEs

More Ideas

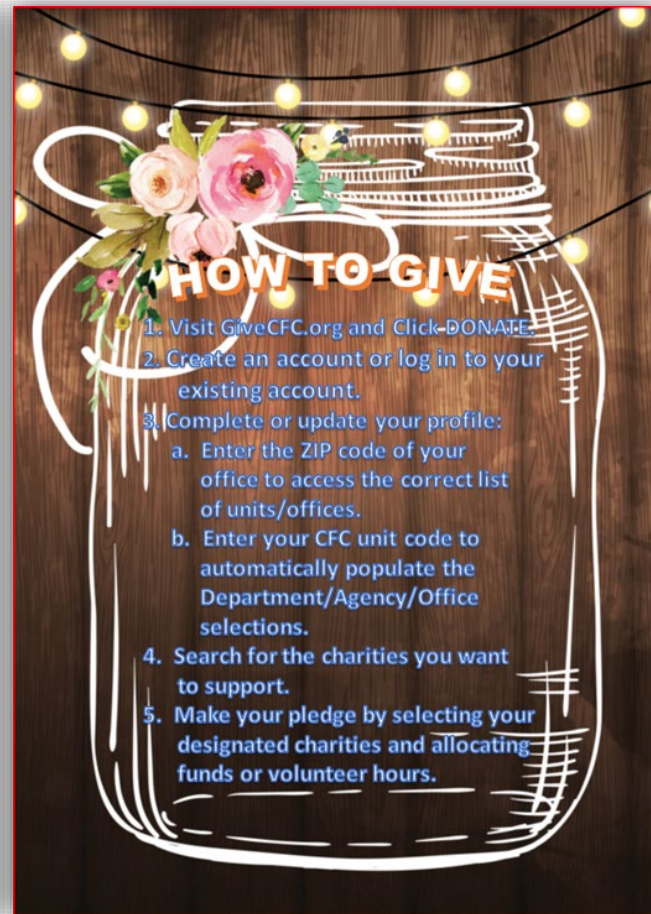


CFC & CO.

ONLINE

- 1) Visit GiveCFC.org and click DONATE.
- 2) Create an account or log in to your existing account.
- 3) Complete or update your profile:
 - a. Enter the ZIP code of your office to access the correct list of units/offices.
Our office ZIP code is: _____
 - b. Enter your CFC unit code to automatically populate the Department/Agency/Office selections.
Our CFC unit code is: _____
- 4) Search for the charities you want to support.
- 5) Make your pledge by selecting your designated charities and allocating funds or volunteer hours.

QR code: 



HOW TO GIVE

1. Visit GiveCFC.org and Click-DONATE.
2. Create an account or log in to your existing account.
3. Complete or update your profile:
 - a. Enter the ZIP code of your office to access the correct list of units/offices.
 - b. Enter your CFC unit code to automatically populate the Department/Agency/Office selections.
4. Search for the charities you want to support.
5. Make your pledge by selecting your designated charities and allocating funds or volunteer hours.



Combined Federal Campaign
A LOOK BACK THROUGH THE YEARS

PRESIDENT JOHN F. KENNEDY & CFC

When John F. Kennedy was sworn in as the 35th President of the United States, he was the youngest person to hold the presidential office.

President Kennedy established the Combined Federal Campaign (CFC) through an executive order that would give both a number of ways to charities within the federal community for more income. Now through hundreds of thousands of federal military and government employees have generously come together and pledged over \$1.1 billion to the thousands of participating charities.

This year as we reflect on years of giving through the CFC's federal program, we look at federal employees and citizens to work the campaign with us and consider donating a gift for the first gift available to your regional program up to 100 volunteer hours, or being part of a 100-hour CFC activity.

NAVAL RESEARCH LABORATORY, WASHINGTON, D.C.
A letter to all NRL employees regarding the 2022 Combined Federal Campaign (CFC) for all information regarding the 2022 CFC for December 15, 2021. Please refer to the CFC 2022 Handbook for more information.

December 15, 2021

Dear Colleagues:

As the agencies for the Combined Federal Campaign (CFC) for 2022, we are pleased to announce that the 2022 CFC for December 15, 2021, is now open for donations. This is a great opportunity for you to support the CFC for December 15, 2021, and to help us reach our goal of \$1.1 billion. We are excited to have you as a part of our team and to see you make a difference in the lives of those in need.

The CFC for December 15, 2021, is a special day for all of us. It is a day when we can all come together and make a difference. We are excited to have you as a part of our team and to see you make a difference in the lives of those in need.

Combined Federal Campaign: We are committed to you.

PRESIDENT JOHN F. KENNEDY & CFC



WHAT IS INTERNATIONAL VOLUNTEER DAY?

On 5 December 1985, the United Nations established International Volunteer Day as a special global holiday in order to thank the hard work volunteers do selflessly for and with charities globally.

Pledge **Volunteer Hours** together as a group for your favorite CFC Charity. Even an hour or two can make a positive impact in your community and beyond!

 **FACE OF CHANGE** www.givecfc.org



I GAVE! CFC 2022

GIVING TUESDAY Dec

SPECIAL DELIVERY

Give together on Giving Tuesday to make Nov. 29 the most successful online giving day of the entire campaign

#GiveCFC at GiveCFC.org.

CFC Table Displays



