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## **A Message from the Director of the Combined Federal Campaign**

This manual has been prepared to help you understand your role as Chairperson of a Local Federal Coordinating Committee (LFCC). It explains how local organizations work together to contribute to a successful national campaign and describes the tasks each participating organization is expected to perform. In particular, it focuses on your tasks and responsibilities as Chair of an LFCC. I hope you will refer to this manual often during the campaign year and that it will be helpful to you as you lead your local Combined Federal Campaign (CFC) effort.

We in CFC's Operations Office deeply appreciate your willingness to add CFC leadership duties to your other responsibilities. I hope you will come to see your CFC involvement as an extension of the commitment to public service you made when you entered Federal service. CFC is committed to demonstrating that Federal employees serve their communities not only through their duties as public servants, but also in partnership with local charities aiding the needy. A successful CFC campaign shows that Federal workers care and, united in giving, make a difference.

Mara Paternoster  
National Director  
Combined Federal Campaign  
Washington, DC

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# OFFICE OF CFC OPERATION'S

## MISSION STATEMENT



To promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing all federal employees the opportunity to improve the quality of life for all.

## Overview

Federal workers have participated in a national workplace giving effort for about 40 years. President Kennedy initiated a formal national giving program for Federal workers in 1961. Since then, the CFC has evolved into the nation's leading workplace giving program. No other annual employee-giving program raises as much money for charity. With very few exceptions, CFC is the only authorized charitable solicitation permitted in the Federal workplace. The campaign is conducted once a year in any given agency, for a 6-week period beginning no earlier than September 1 and ending no later than December 15. You and the other members of your LFCC determine the dates of the campaign in your area.

CFC's workplace operations are supported by volunteer Federal employees, like you, located throughout the United States and in other parts of the world. Working under a structure established by the Office of Personnel Management, these volunteers work in partnership with a local nonprofit organization to solicit, receive and then distribute Federal workers' contributions to the charities of their choice. Local nonprofit campaign coordinators are called Principal Combined Fund Organizations (PCFO). Federal CFC workers at all levels are expected to participate in CFC during regular duty hours and consequently are not paid for their work. PCFOs are selected by LFCCs and work under the LFCCs' direction and oversight. Individuals representing or working for PCFOs are not Federal employees and do not receive paid compensation for their efforts.

Local CFC efforts focus on a geographic region – not on a particular Federal agency. So, leadership of an LFCC involves mobilizing volunteers at all Federal agencies within the local campaign's boundaries – not just at the agency in which you are employed. CFC strives to be inclusive of all Federal employees within a campaign's area who wish to participate. However, local CFC campaigns solicit contributions only from people currently employed by Federal government. Federal contractors may not be solicited, even though they may give to the local CFC by completing a pledge card and writing a check to CFC for designated charities or the overall campaign effort.

The formal rules governing CFC appear in the Code of Federal Regulations at 5 CFR 950. A copy of these regulations is provided in this Manual (see CFC Regulations on the Table of Contents). The regulations are the single most important piece of written guidance that you, as an LFCC Chair, will receive. Please take time to read them carefully. They will answer most of the questions that are likely to arise during your tenure as Chairperson. Also important are

CFC Memoranda issued by OPM. They document the development of CFC's structure and elaborate on guidance provided by the regulations. A summary of these memoranda is provided (see Reference Materials on the Table of Contents).