

Ten Suggested Steps to a Successful Special Solicitation for Tsunami Relief

- 1) Decision by agency leadership on how to proceed
- 2) Employee committee appointed
- 3) Determine dates of special solicitation
- 4) Committee makes selection of charity or charity list eligible to receive contributions. OPM recommends use of:
 - a. USAID list
(http://www.usaid.gov/locations/asia_near_east/tsunami/ngolist.html)
 - b. Also, reference USA Freedom Corps list and other information on its website (<http://www.usafreedomcorps.gov>) how you can help.
- 5) Obtain or download model donation form from OPM.
 - a. Modify it to meet the needs of your agency's solicitation
 - b. Distribute to employees with instructions
- 6) Only cash and check donations are allowed
 - a. Every gift must have a donation form
 - b. If employees want to give to multiple charities, they must complete a form for each gift
 - c. No undesignated gifts are allowed
 - d. No credit card gifts are allowed
- 7) Determine and announce a central collection point and deadline for all gifts (no later than January 31, 2005).
- 8) Contact CFCNCA if you are requesting donation processing services
 - a. A minimal cost will be charged for processing services based on a budget approved by the Local Federal Coordinating Committee
 - b. If CFCNCA will process gifts, checks should be made payable to "CFCNCA" and indicate that the money is for the "Tsunami Relief Special Solicitation."
- 9) Communicate with your employees via e-mail, inter-office mail and other standard channels
- 10) Collect all donation cards, cash and checks for processing
 - a. Ensure that cash and checks are recorded accurately and that the donor has a donation form attached to each gift.
 - b. Place all donations in an envelope or box.
 - c. Attach a summary report of what is enclosed showing number of cash gifts and total and number of checks and total.

Note: This is replicated in its entirety from the Washington, D.C. National Capital Area CFC.