

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



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CFC MEMORANDUM 2011-4

May 23, 2011

TO: LOCAL FEDERAL COORDINATING COMMITTEES AND
PRINCIPAL COMBINED FUND ORGANIZATIONS

FROM: KEITH WILLINGHAM
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: 2011 CFC MODEL PLEDGE FORM

This memorandum transmits the 2011 CFC Model Pledge Form and accompanying guidance for use by all local campaigns. Changes from the 2010 Model Pledge Form are detailed below. Unless otherwise stated, these changes must appear on all local campaign pledge forms, according to the CFC regulations at 5 CFR § 950.402. Other modifications, except those noted, may not be made without prior approval from OPM.

REQUIRED MODIFICATIONS FOR THE 2011 CFC PLEDGE FORM:

- Replace old CFC Logo with the new CFC Logo
- Replace wording in Recognition Options Box w/wording below

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity (ies) to which you made a pledge. Do not enter your work address or email.

Home Address _____

Personal Email Address _____

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity (ies) I designated above.

- Add wording in the DESIGNATED GIFT box - Undesignated gifts are distributed among all organizations in proportion to their pledges.
- Under the PAYROLL DEDUCTION AUTHORIZATION – change the years to 2012.
- Form Revision Date – May 2011

OPM APPROVAL IS NOT REQUIRED FOR THE FOLLOWING OPTIONAL PLEDGE FORM MODIFICATIONS:

- Campaigns may decide the overall size of the pledge form, e.g., one-up, two-up, three-up, etc. and the proportions of sections and text within the pledge form.
- Campaigns may use alternate placements for sections of the pledge form. For example, the placement of the SSN/Employee ID box may be at the top of the form or bottom of the form and may be with or without lines, hyphens or boxes. Another example is that the “Civilian Payroll” information may be moved above the “Military Payroll” information.
- Campaigns may add local giving levels and award recognition options.
- Campaigns should include the CFC Logo either on the pledge form itself or on the cover sheet.
- Campaigns may use cover sheets to the pledge form that contain CFC content in accordance with CFC regulations at 5 CFR § 950.401.
- Campaigns may make stylistic changes to the pledge form such as different fonts, colors, and layout arrangements of required text.

Please remember that your campaign must print its city/state code in addition to its four-digit CFC code. It is used by federal agencies whose payroll is processed by National Finance Center.

Requests for modifications, questions and comments on this guidance should be directed to Mary Capule at mecapule@opm.gov. Requests must list each specific modification (additions or deletions) that is requested and include a review copy of the pledge form in its proposed format.

Attachment: [2011 CFC Model Pledge Form](#)