

CFC COORDINATOR

- Oversees the campaign at their Federal Agency.
- Recruits Keyworkers to assist with the campaign.
- Attends Training Session.
- Trains Keyworkers or schedules training sessions with CFC staff.
- Makes pledge to CFC in order to proudly say "I gave!" It is very hard to ask a coworker(s) to do something you have not done yourself – **make your pledge first!**
- Is responsible for personally contacting co-workers to ensure they have an opportunity to participate in the campaign. He/she explains the CFC, answers questions, and asks for pledges.
- Inform co-workers of the option to make their pledge on-line at www.cfcgreaternc.org (Payroll deduction or Credit Card only)
- Informs co-workers of option to pledge through Employee Express, **if applicable.**
- Collects Pledge Forms (from co-workers who wish to use the paper pledge form option), and cash/check contributions.
- Verifies paper pledge forms for accuracy and completeness.
- Prepares Report Envelopes.
- Prints a copy of on-line pledge.
- Forwards payroll option pledge forms to payroll office (both paper & on-line)
- Contacts CFC to turn in Report Envelope with Charity designation information. (copy 2 of the paper pledge form). On-line pledges DO NOT need to be reported to CFC Staff.
- Thank each Employee/Keyworker for supporting the CFC.
- Distributes Club Awards to donors.

KEYWORKER

- Attends Training Session.
- Works with CFC Coordinator to assist with campaign activities.
- Makes pledge to CFC in order to proudly say “I gave!” It is very hard to ask a coworker(s) to do something you have not done yourself – **make your pledge first!**
- Is responsible for personally contacting co-workers to ensure they have an opportunity to participate in the campaign. He/she explains the CFC, answers questions and asks for pledges.
- Inform co-workers of the option to make their pledge on-line at www.cfcgreaterinc.org (Payroll deduction and Credit Card only)
- Informs co-workers of option to pledge through Employee Express, **if applicable.**
- Collects Pledge Forms (from co-workers who wish to use the paper pledge form option), and cash/check contributions.
- Verifies paper pledge forms for accuracy and completeness.
- Prepares Report Envelopes. Turn in to CFC Coordinator.
- Thank each Employee for supporting the CFC.
- Distributes Club Awards to donors.