September 2, 2015

Dear Combined Federal Campaign Organization:

Your organization is invited to participate in the Tennessee Valley Combined Federal Campaign (CFC) 2015 Kick-Off and Charity Celebration. This year’s event will be held on Tuesday, September 22, 2015. The Charity Celebration will be held from 12:30 p.m. – 3:00 p.m. at the NASA Activity Center, Building 4316, Redstone Arsenal, AL. The formal Kick-Off Program will be hosted by Marshall Space Flight Center Director, Patrick Scheuermann. The event will be held indoors. It is required that your table be fully set-up and staffed by 12:30 p.m. For your convenience, tables and chairs will be provided. Your presence at the Kick-Off Celebration will allow Federal employees an opportunity to visit and learn more about your charity and the services provided, and you will have the chance to network with fellow non-profits and with potential donors along with volunteers.

Registration for the Charity Celebration will open on Thursday, September 3, 2015. NO reservations will be accepted prior to Thursday, September 3rd. To participate in the Charity Celebration, please complete and return the enclosed registration form by noon Friday, September 11, 2015. Due to space limitations, we have the capacity to host 40 charities. Participation will be on a first-come, first-served basis (reservation only). You will be allowed only two (2) individuals to staff your table. Confirmations will be sent via e-mail, so it is imperative that your e-mail address be included on the registration form.

Due to continued and heightened security at Redstone Arsenal, please provide the names of the individuals who will staff your table, as well as confirmation that they are U.S. citizens. A list will be provided to the Provost Marshal’s Office for individuals to be granted unescorted access to Redstone Arsenal. Individuals staffing your table are required to have a picture identification (driver’s license), proof of car insurance, and car registration (or lease/rental contract for a leased/rented vehicle) available in order to gain access to Redstone Arsenal.

We would also like to take this opportunity to remind you that in compliance with 5 CFR-950.105(b), all charitable federations and organizations are afforded the opportunity to attend planning meetings and campaign training events, review all campaign materials, audits, and offer suggestions related to campaign operation information.

We hope your organization will take advantage of this opportunity, and we look forward to seeing you this year at our Kick-Off and Charity Celebration! Please contact us at tvfc2015kickoff@gmail.com.

Sincerely,

Mark E. Boudreaux
Chairperson
Local Federal Coordinating Committee
Tennessee Valley CFC

Cynthia Robinson
CFC Director
Tennessee Valley CFC
Kick-Off Program/Charity Celebration
FYI and Registration Instructions

- Registration opens Thursday, September 3, 2015.
- **NO** registrations will be accepted prior to Thursday, September 3rd.
- Registration is on a first come, first-served basis.
- Capacity is set at 40 charities. Once 40 participants/charities are confirmed, active registration is closed and a registration waitlist begins.
- Registration closes at noon (12:00 p.m), Friday, September 11, 2015 or when 40 charities have responded to the invitation; whichever comes first.
- Registration form must be submitted to Tennessee Valley CFC via the following email address:

  tvfc2015kickoff@gmail.com

- Registration forms sent to the email address of a federal employee, Local Federal Coordinating Committee (LFCC)/CFC board member or PCFO staff member will be classified as incomplete and invalid.
- Each registered charity is limited to two (2) representatives.
- Incomplete registration forms will not be accepted.
- Successfully registered charities will receive a confirmation notice via email
- Attendees must meet the following criteria:
  
  A. Be a US citizen.
  B. Have **VALID** (UNEXPIRED) picture identification (driver’s license).
  C. Attendee’s name on registration form **MUST** match the name on the driver’s license. If the name on the driver’s license is Margaret Smith, then the name on the registration form must be Margaret Smith; not Meg Smith. If the name on the driver’s license is James Doe, then the name on the registration form must be James Doe; not Jack Doe.
  D. Proof of car insurance.
  E. Vehicle registration (lease/rental contract for a leased/rented vehicle).
  F. Valid car tag.
  G. No outstanding warrants. New security at the Redstone Arsenal gates **will** scan an individual’s driver’s license and notify security if the driver has outstanding warrants charged against him/her.
2015 TENNESSEE VALLEY CFC KICK-OFF/CHARITY CELEBRATION
REGISTRATION FORM

Charity Name: ____________________________________________
Address: ________________________________________________

Contact Person, Telephone Number, E-mail Address:
Name: __________________________________________________
Telephone Number: (____) _________________________________
Email Address: __________________________________________

Names of Individuals (only 2 per Charity) Attending From Your Non-profit Organization:
Name: ____________________________ U.S. Citizen: Yes ( ) NO ( )
Name: ____________________________ U.S. Citizen: Yes ( ) NO ( )

PLEASE NOTE: A table and 2 chairs will be provided for each registered charity.

Please complete and email this form no later than 12:00 p.m., (noon) Friday, September 11, 2015.

RSVP/registration must be sent to: tvcfc2015kickoff@gmail.com

It is important that the registration form is completed in its entirety. Incomplete registration forms cannot be used to 'hold' reservation slots until the charity confirms internal commitment to this event. Incomplete registration forms will not be considered.

All correspondence concerning this event will be via email. Upon receipt of your COMPLETED RSVP, you will receive an e-mail confirmation regarding your request to participate in the 2015 Tennessee Valley CFC Kick-Off Program/Charity Celebration.

REMINDER: RESERVATIONS OPEN, THURSDAY, SEPTEMBER 3RD and ARE ACCEPTED ON A FIRST COME, FIRST SERVED BASIS.