



October 5, 2018

Dear Combined Federal Campaign Charity:

Your organization is invited to participate in the **Missile Defense Agency (MDA)** Combined Federal Campaign (CFC) 2018 Kick-Off Celebration and Agency Fair. This year's celebration will be held on **Monday, October 15, 2018**. The Celebration will be held from 11:00 am to 2:00 pm and will be held at Von Braun III, Redstone Arsenal, Alabama. This event will be held indoors. It is required that your table be fully set-up and staffed by 11:00 am. For your convenience, tables and chairs will be provided. Each charity must furnish their own table tents (with your charity name and CFC #), tablecloths, and decorations. Your presence at the MDA CFC Kick-Off and Agency Fair allows Federal employees an opportunity to visit and learn more about your agency, the services provided, volunteer opportunities, and allows you the chance to network with potential donors, volunteers and fellow non-profit organizations.

To participate, please complete and return the enclosed Registration Form and Charity Outreach Form no later than October 8, 2018. Charity registration is on a **first-come, first-served basis** and is limited to the first 35 charities who return the COMPLETED Registration Form and Charity Outreach Form. The Charity Outreach Form states that the charity will abide by CFC rules and regulations (charities may Google 5CFR950 to read the rules and regulations); failure to do so will cause the charity to be dismissed or escorted from the CFC event. Registered charities will only be allowed two (2) individuals to staff its table. Please ensure that your e-mail address is included on the Registration Form. No fax or telephone registrations will be accepted! If you are a CFC Federation, please forward this information to your federation members so that your members have an opportunity to register for this event. **Also, if exhibitors wish to bypass the Visitor's Center, they will need to provide the representatives name(s), driver's license number and state of issuance for each participant no later than 10:00 am, Tuesday, October 9, 2018.**

We will notify you if your charity is one of the first 35 charities registered for the event. Due to heightened security at Redstone Arsenal, we will contact registered charities to provide additional information on the two personnel who will staff your table.

We hope your organization will take advantage of this opportunity, and we look forward to seeing you this year at the **MDA CFC Kick-Off Celebration and Agency Fair!** Please see enclosed for Registration Form, Charity Outreach Form, and contact information.

Sincerely,

Jennifer L. Edwards, Chair  
MDA CFC Assistant Campaign Manager  
Greater Tennessee Valley CFC



# Missile Defense Agency

## CFC Event Registration Instructions

- Charities **must complete** the enclosed Registration Form **and** Charity Outreach Form (pages 4 & 7) and return by e-mail to: 2018mdacfc@gmail.com
- Registration is on a first-come, first-served basis.
- Capacity is set at **35** charities. No exceptions.
- Registration forms emailed or faxed to federal employees, Local Federal Coordinating Committee (LFCC) a.k.a. CFC board of directors or other email addresses will be classified as incomplete and invalid and will not be processed.
- Registration process includes submission of the Charity Registration Form and the Charity Outreach Form (pages 4 & 7). Both documents must be submitted.
- Incomplete registration will not be accepted.
- Registration closes at 5:00 p.m. October 8, 2018 **or** when 35 charities have successfully submitted their Registration Form and Charity Outreach Form.
- Reserved space will not be 'held' until a charity can decide who will attend the event.
- Each registered charity is limited to no more than two representatives.
- Successfully registered charities will receive a confirmation notice via email.
- No tablets or laptops are allowed inside the MDA facility.
- Exhibitors wishing to bypass the Visitors Center may submit their charity representative name(s), driver's license number and state of issuance for EACH representative to [2018mdacfc@gmail.com](mailto:2018mdacfc@gmail.com). Deadline for this information is Tuesday, October 10, 2018 10:00 am; otherwise you must stop at the Visitors Center. The name of your charity **MUST** be included with the submission!!

- Charity Representatives must meet the following criteria. Additional information will be sent to the registered charities on attendance requirements.
  - A. Be a US citizen.
  - B. Have **VALID** (UNEXPIRED) government issued picture identification (driver's license).
  - C. Attendee's name on registration form **MUST** match the name on 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 or JR Doe.
  - D. Proof of car insurance.
  - E. Vehicle registration (lease/rental contract for a leased/rented vehicle).
  - F. Valid car tag.
  - G. No knives, guns, rifles or weapons of **any** kind are allowed on Federal property.
  - H. 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 an outstanding warrant(s) charged against him/her.
  - I. No laptops or tablets are allowed inside MDA's facilities.



**2018 MISSILE DEFENSE AGENCY  
CFC KICK-OFF and AGENCY FAIR  
REGISTRATION FORM**

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person, Telephone Number, E-mail Address:

Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Individual(s) representing your Charity\*:

Name: \_\_\_\_\_ U.S. Citizen: Yes ( ) NO ( )

Name: \_\_\_\_\_ U.S. Citizen: Yes ( ) NO ( )

\*(Charity representatives' names listed above MUST match the names on the attendees' proof of identification.)

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.

Upon receipt of your completed registration form **AND** Charity Outreach Form, you will receive an e-mail confirmation for attendance at the event.



## 2018 Charity Outreach Program

The Combined Federal Campaign (CFC) is the only authorized charitable giving drive for employees in the Federal workplace. Launched by President Kennedy in 1961, the CFC is one of the largest charitable workplace giving programs in the world. The Office of Personnel Management (OPM) has organized the CFC into 35 geographic zones across the country.

The Combined Federal Campaign of the Greater Tennessee Valley is the local campaign for Federal employees in the Huntsville/north Alabama region. Through the collective contributions of civilian and military Federal employees, the campaign generated more than \$2.9Million in 2017 in pledges for participating local, national, and international charities.

Throughout the campaign, charities may have the opportunity—via kickoffs, charity fairs, speaking opportunities, etc.—to meet directly with campaign leaders and generous Federal employees. These activities provide charities the opportunity for visibility across the CFC donor base. Charities that wish to participate in Charity Outreach Program activities must agree to follow these guidelines by signing the attached 2018 Outreach Program Guideline Agreement.

### **Charity Outreach Program Guidelines**

These guidelines have been set forth to administer the CFC fairly and equitably for all charities within the campaign. Before attending and/or speaking at any campaign events or any associated activity, a leader from your organization must carefully read, sign, and return this form.

1. We understand that we are at a CFC event; therefore, fundraising and collecting names is prohibited.
2. At any event, promotional items of nominal value may be distributed; however, the sale of items is strictly prohibited. Our representatives will check with department or agency sponsors before engaging in raffles or gaming.
3. We understand that when we are at a CFC event, we represent not only our organization, but all charities in the campaign, and will abide by CFC regulations 5 CFR Part §950, OPM instructions, and Federal department and agency ethics guidelines.
4. Our organization has representatives who are willing and able to enter United States government facilities to attend charity fairs.
5. If someone from our organization agrees to attend a campaign event, the representative will arrive on time and with appropriate photo identification(s) issued by a valid government agency (driver's license, U.S. passport, or other). *Note: At times, certain state identification cards such as driver's licenses have been deemed unacceptable for entrance into Federal government facilities. Please check in advance to ensure your state's licensing program meeting Federal standards. Otherwise, an alternate form of identification will be required, such as a U.S. passport. Some facilities may require two forms of ID.*

6. If unable to attend (after confirming their participation), the representative will inform the CFC and the department or agency organizer as soon as possible.
7. Representatives will provide customer service in a professional manner and will greet, receive, and thank all attendees with equal respect, dignity, and enthusiasm.
8. Representatives will not attend events to which our organization has not been invited.
9. We will use only the allotted display area and understand that we may have to share table space with other charities.
10. We will attend all CFC events in professional attire (e.g., no shorts, flip-flops, etc.).
11. We will inform CFC officials immediately about any significant problems encountered or any changes in our contact information.
12. We will ensure that any staffers attending campaign events know of the CFC Charity Outreach Program requirements.
13. Participants realize that their photograph, taken by an MDA CFC volunteer, may appear in CFC promotional and advocacy materials (CFC website, Twitter, FaceBook, etc).



## 2018 Charity Outreach Program Agreement

We understand that failure to comply with any of the 2018 Combined Federal Campaign Charity Outreach Program guidelines could affect our organization's participation in future campaign events.

Name:	_____	Phone:	_____
Title:	_____	Email:	_____
Organization:	_____	CFC #:	_____
Signature:	_____	Date:	_____

Please complete, sign, and return this form to:  
Team Redstone CFC Kick-Off Celebration and Agency Fair  
E-mail: **2018mdacfc@gmail.com**  
Fax: N/A