## 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.

# 2017 Charity Outreach Program Agreement

We understand that failure to comply with any of the 2017 Combined Federal Campaign Charity Outreach Program guidelines could affect our organization’s participation in future campaign events.

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

**Please complete, sign, and upload the form to:**

<https://lonnabernard.wufoo.com/forms/upstate-ny-combined-federal-campaign-charity-form/>

If you are cannot access the link, or you cannot technically scan and upload the form, please complete the form and email to Amy Ervin at amy.ervin@upstatenycfc.org