

For: FSA Employees (**Except** Non-Federal Employees)

Combined Federal Campaign (CFC) Event Registration

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

CFC is the **only** authorized solicitation of employees in the Federal workplace on behalf of charitable organizations [5 CFR 950.102(a)]. There are more than 200 CFC campaigns throughout the country and internationally that help raise millions of dollars each year. Pledges are made by Federal civilian, postal, and military donors during CFC season (September 1 to December 15) to support eligible nonprofit organizations that provide health and human service benefits throughout the world. Every official CFC fundraising event held on behalf of USDA **must** comply with CFC, GSA, and USDA ethics program regulations. The USDA Office of Ethics will ensure that each USDA CFC fundraising event is compliant.

B Purpose

This notice:

- highlights key CFC fundraising event timelines and responsibilities
- provides the USDA Office of Ethics CFC event approval process that includes USDA Form OE-109, “Combined Federal Campaign (CFC) Event Review Form” (Exhibit 1)
- summarizes compliancy requirements for event coordinators
- provides contact information for event coordinators.

Disposal Date	Distribution
January 1, 2012	All FSA employees; State Offices relay to County Offices, except non-Federal employees

2 CFC Fundraising Events

A Timelines

The CFC season began on **September 1, 2011**, and runs through **December 15, 2011**.

Requests to hold CFC events **must** be preapproved by the USDA Office of Ethics no later than **15 workdays before the date of the event**.

B Responsibilities

Every employee actively involved in CFC is encouraged to:

- read USDA Office of Ethics Issuance 03-3, “Combined Federal Campaign Activities”, that is available at <http://www.usda-ethics.net/rules/fundraising.htm>
- review USDA CFC, USDA ethics training module that is available at http://www.usda-ethics.net/training/module_22/.

C Approval Process

The sponsoring employee or organization **must** submit a completed OE-109 (Exhibit 1) that is available at <http://www.usda-ethics.net/forms>, to the Office of Ethics. See contact information in subparagraph E.

The USDA Office of Ethics will review OE-109 to determine that the event is compliant or contact the sponsoring organization to address any noncompliant events.

Failure to obtain approval of CFC fundraising events with the USDA Office of Ethics may result in cancellation of the event.

D Summary of Compliancy Guidelines for Event Coordinators

All cash proceeds from sales of items or services **must** go to the CFC General Fund.

Note: If participants are provided the opportunity to designate specific charities, such designations shall **only** be accomplished through pledge cards.

No for-profit organizations, such as Tupperware, Avon, Mary Kay, etc., shall be involved in the event. Items will either be donated by USDA employees or purchased for sale.

No employee or other individual shall sell items with a percentage of the sale donated to CFC. For example, no employee shall sell crafts, and in turn, donate a percentage of the sale to CFC.

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2 Combined Federal Campaign Fundraising Events (Continued)

D Summary of Compliancy Guidelines for Event Coordinators (Continued)

Events shall **not** involve gambling that is defined as:

- betting something of value, usually money
- a game of chance
- offers an award or prize.

No fees shall be charged to enter events.

No prize shall exceed \$100 in value. No appropriated funds shall be used to purchase prizes, refreshments, gifts, or other items not essential to support CFC.

No portion of an event shall be conducted off Government-owned or Government-leased property.

The event coordinator **must** advise **all** participating employees that soliciting donations from:

- outside sources, vendors, and contractors is **prohibited**

Example: Federal employees are **not** permitted to approach a restaurant and ask them to donate a restaurant gift certificate to raffle/auction off at a CFC event.

- a contract employee is **prohibited**; however, accepting unsolicited (voluntary) contributions is permissible.

E Contact Information

Questions about the contents of this notice and OE-109 should be directed to Tonya S. Willis, FSA National Ethics Program Manager for USDA, Office of Ethics, Conservation, Farm, and Rural Programs Branch by any of the following:

- e-mail to **tonya.willis@dm.usda.gov**
- telephone at 202-720-0055
- mail to 1400 Independence Ave SW, Washington DC 20250.

Example of USDA Form OE-109



United States Department of Agriculture
Office of Ethics (Form OE-109)
[5 C.F.R. Part 950](#)

Combined Federal Campaign (CFC) Event Review Form

Initial Request *Modification*

In order to assure that official fundraising events held on behalf of the U. S. Department of Agriculture's Combined Federal Campaign (CFC) program comply with CFC, General Services Administration, and ethics program regulations, each event must be reviewed by the USDA Office of Ethics **no later than 15 working days prior to the date of the event.**

Upon the receipt of a fully completed Event Review Form (and attachments) the Office of Ethics will review the proposed CFC event in order to determine whether it complies with the ethics rules, CFC regulations, and is consistent with Agency practices. Where the proposed event is disapproved or requires revision, the Office of Ethics will work with the sponsoring organization to resolve those aspects of the event which are prohibited by regulation.

For more information see the following link: [USDA Ethics Issuance 03-2, November 7, 2003, Combined Federal Campaign Activities](#)

*****FAILURE TO OBTAIN REVIEW FROM THE OFFICE OF ETHICS MAY RESULT IN CANCELLATION OF THE EVENT*****

PART I: EVENT AND EVENT COORDINATOR INFORMATION

Name of Agency/Person/Organization [Event Coordinator] planning to hold the event?

Forest Service Only--Select Region

Email:

Tel:

Event Date:

Event Time:

Event Location:

Title of Event:

Description Of The Event To Be Held:

Example of USDA Form OE-109 (Continued)

Attach Event Advertisements (Posters, flyers, etc.) to this request: *(Your request will not be reviewed without them)*

Event Advertisements are: SELECT ONE

Approving Building Manager's Name:

Email:

Tel:

Date Event Was Approved By Building Manager:

PART II: EVENT COORDINATOR'S CHECKLIST [Check Each Box After Reviewing]

- All cash proceeds from sales of items or services will go to the CFC General Fund. *[If participants are to be provided the opportunity to designate specific charities, such designations shall only be accomplished through pledge cards.]*
- No for-profit organizations (i.e., Tupperware, Avon, Mary Kay, etc.) will be involved in the event. Items will either be donated by USDA employees or purchased for sale.
- No employee or other individual will sell items with a percentage of the sale donated to CFC. *For example, no employee will sell crafts, and in turn, donate a percentage of the sale to CFC.*
- This event will not involve gambling [defined as: (1) betting something of value – usually money, (2) in a game of chance, (3) that offers an award or prize]
- No fees will be charged to enter this event.
- No Prize shall exceed \$100 in value.
- No appropriated funds will be used to purchase: prizes, refreshments, gifts, or other items not essential to support CFC.
- No portion of this event is to be conducted off government-owned or government-leased property.
- As Event Coordinator I will advise/have advised all participating employees that soliciting donations from outside sources, vendors, and contractors is prohibited. *(For example: It is impermissible for a Federal employee to approach a prominent local restaurant and ask them to donate a restaurant gift certificate to raffle/auction off at a CFC event).*
- As Event Coordinator I will/have advised all participating employees that soliciting donations from contract employees is prohibited *(however, acceptance of unsolicited (voluntary) contributions is permissible).*

PART IV: EVENT COORDINATOR CERTIFICATION

I certify that the information included and attached to this form is true and correct to the best of my knowledge and that I have read and understood the rules regarding the conduct of CFC events as set out in the checklist above.

Event Coordinator's Signature:

Date:

Example of USDA Form OE-109 (Continued)

Part V is to be Completed by The Forest Service Only

Part V: CFC REGIONAL or AGENCY COORDINATOR'S APPROVAL

I have reviewed and approved the event proposed by the event coordinator.

Regional/Agency Coordinator's (Signature) Date:

Regional/Agency Coordinator's (Printed Name)

Email:

Tel:

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Example of USDA Form OE-109 (Continued)

PART VI: USDA OFFICE OF ETHICS OFFICIAL REVIEW:

CFC EVENT REVIEW:

The Office of Ethics finds that the proposed event, based upon the information provided by the Event Coordinator, is hereby:

APPROVED APPROVED with Conditions (See Below) DISAPPROVED (See Below)

Signature:

Date:

Printed Name: