



Made in the

80S

**Campaign
leader Training
Handbook**

WASHINGTON STATE
**COMBINED
FUND DRIVE**

www.cfd.wa.gov

Table of CONTENTS



Message from Kim Wyman	Page 2
What is the CFD?	Page 3
Facts and Figures.....	Page 4
CFD Timeline.....	Page 5
Our Donors	Page 6
How to Give	Page 7
Types of Giving.....	Page 7
Volunteer Tracker	Page 9
Our Charities	Page 10
Our Volunteers	Page 11
Recruiting Your Team	Page 12
The Five Week Plan	Page 13
Campaign Timeline	Page 14
Administrative Costs	Page 15
Income.....	Page 16
Expenses.....	Page 17
Bottom Line	Page 18
Fiscal Matters	Page 19
Cash Handling	Page 20
Reimbursement	Page 21
Petty Cash Funds	Page 22
Logging Fundraisers.....	Page 22
Credit Cards	Page 25
Contact Us	Page 26
CFD Glossary of Terms	Page 27



A Message from Secretary of State Kim Wyman

Greetings,

On behalf of the Washington State Combined Fund Drive and all those in need, I thank you for volunteering for the 2015 Annual Giving Campaign. The CFD is an important part of our community, providing much needed financial relief to local, national and global charities through payroll contribution and fundraising events.

The CFD has become one of the most innovative and successful public employee giving campaigns in the country, raising more than \$5 million annually for the last 12 years and over \$120 million since the program began in 1984.

This would not be possible without the support of volunteers like you.

The impact of your work will be felt throughout your community. Thanks again for your efforts.

Sincerely,

Kim Wyman
Secretary of State





Created in 1984, the Combined Fund Drive (CFD) was established to consolidate the numerous charitable fundraising campaigns being conducted on state work sites. The purpose of the Combined Fund Drive is to provide one avenue through which Washington State agency and higher education employees can raise money for charities. Employees can give through payroll contribution or at agency fundraising events. The program conducts an annual giving campaign during the final three months of the year, raising millions of dollars for local, national and global charities.

Our Mission

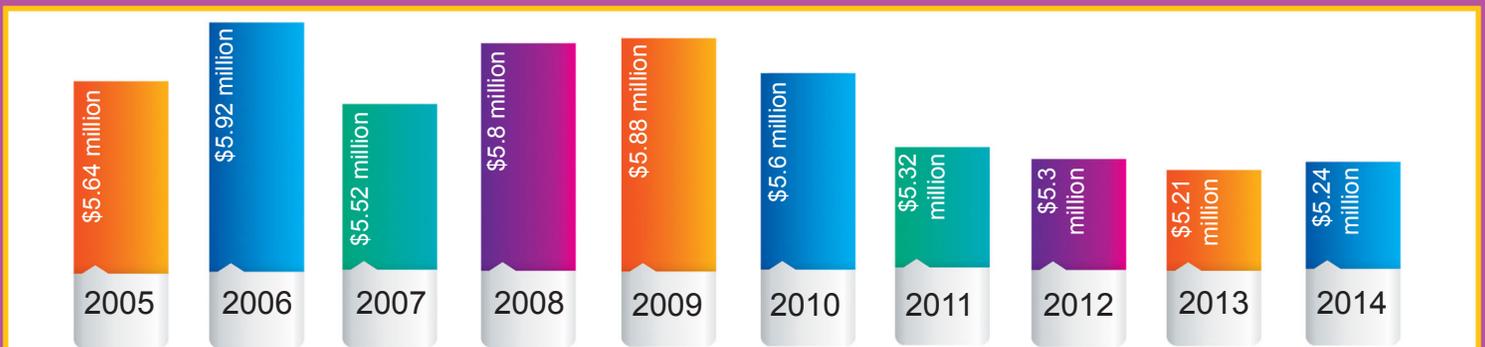
To empower Washington public employees and retirees to strengthen their communities through the funding and support of charities.

Our Values

- We connect state employees and retirees to improve our world, state and local communities through charitable involvement.
- We strive for excellent customer service when dealing with each of our stakeholders.
- We value and respect employee choices by providing the widest range of giving opportunities.
- We value innovation and that best serve the needs of employees, retirees, and the charities they support.
- We consistently improve our operations to increase accessibility and participation.
- We value and feel it critical to foster a partnership among the federations and charities, the CFD Committee, the CFD staff, and state employees.

Ten Year Campaign Results

Annual pledges since 2005



Facts and FIGURES

\$ 120 million

The total amount of dollars that have been raised by the Combined Fund Drive since the program began in 1984.

\$5.24 million

The total number of pledged dollars that were raised during the 2014 Annual Giving Campaign.

4th

Washington State's rank amongst all of the other public employee giving programs throughout the country. Despite ranking thirteenth in population, Washington State trails only Texas, New York and California in annual giving by public employees.

16,466

The total number of donors that pledged to give through payroll contribution with the CFD during the 2014 Annual Giving Campaign.

875

The number of registered volunteers that helped administer the Annual Giving Campaign in 2014.

31

The number of years the CFD has been a program. It was officially created in 1984 and the first campaign was conducted in 1985.

5,590

The number of active charities currently enrolled in the CFD.

\$243,472*

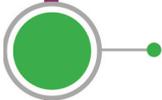
The amount of money that has been saved by charities through the hours logged in the Volunteer Tracker by state and higher education employees and retirees.

*This number is based on an estimate of \$26.72 per hour saved by charities through volunteerism. This is according to the Independent Sector, which conducted a salary survey across the United States. For more information visit: https://www.independentsector.org/volunteer_time

CFD Timeline

A Brief History of the Program

1984



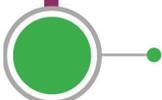
The Combined Fund Drive is created through an executive order from Governor John Spellman in direct response to requests from numerous agencies to reduce the confusion brought on by competing payroll giving programs throughout state government.

2000



After toying with the idea for nearly a decade, it was decided that the CFD would fund itself through an administrative percentage taken from agency fundraising events. The CFD non-specified fund has its own charity code (#0316854) and can be donated to by anyone.

2000



The State Ethics Board rules that the CFD is an official part of state business (Ethics Opinion 00-99), providing volunteers the opportunity to research charities and hold fundraisers during work hours.

2003



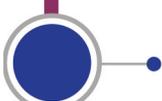
The Washington State Legislature officially writes the Combined Fund Drive into law (RCW 41.04.033), making it easier for the program to solicit donations and raise money.

2004



The CFD creates one of the first online payroll giving stations for state employees in the United States. The CFD online system is fed a list of state employees and their information allowing donors to verify their identity and immediately begin giving online.

2010



The CFD is moved from the Department of Personnel to the Office of the Secretary of State. It is housed under the Special Programs division alongside the Address Confidentiality Program.



Who is eligible...

Washington State law allows three different kinds of donors to participate in the Combined Fund Drive:

State Employees

More than 60,000 potential donors work within agencies across the state. Each employee is eligible to give through payroll contribution or at an agency fundraising event.

Higher Education Personnel

Over 42,000 donors can participate in the CFD across the state, ranging from technical and community colleges to staff and faculty of four-year universities. Donors can even give back to their own institutions through their foundations.

Retirees

Over 100,000 retirees reside in the state of Washington and that number only continues to grow. The CFD reaches these retirees through mailings, brochures and presence at events centered around state retired personnel.

Other organizations have also decided to use the Combined Fund Drive as their main method of giving through payroll contribution.

Seattle Housing Authority

About 500 employees work for the Seattle Housing Authority.

Port of Olympia

The Port of Olympia is a municipality that participates in payroll contribution through the CFD. There are about 45 employees that are eligible to give through the Port of Olympia.

How to GIVE Types of Giving

Payroll contribution

The best way for employees to connect with their favorite charities in a consistent, safe fashion is through payroll contribution. The CFD offers four different methods:

Monthly Contribution

This is the most common method of giving used by our donors. Nearly \$4.4 million of the funding that comes through the CFD is from recurring monthly donations.

These ongoing dollars are the most important resource for our charities. Our member organizations can use these pledges to set budgets and ultimately keep their own administrative costs low.

Monthly Deductions are split in half and taken from each paycheck during the month.

97%

Limited-Time Contribution

An employee choose a specific length of time and the contributions are taken out of their paychecks until the chosen end date. They are not recurring.

One-Time Contribution

The one-time contribution is the second most popular form of giving through the CFD.

An employee chooses a single paycheck to deduct the contribution from and the funds are taken out one time. Donation is not recurring.

2%

Recurring Limited-Time*

Employees choose a specific length of time and the contributions are taken out of paychecks until the chosen end date. These are recurring each year until the employee chooses to stop.

*Recurring Limited Time is no longer an option in the CFD. However, certain state employees have had their donations grandfathered in to continue as recurring limited-time donations.



How to **GIVE** Types of Giving

Fundraising Events

Fundraising events are one way to encourage fellow employees to give to charity. Chili cookoffs, silent auctions and coin drives are just a few ways to raise money.

Volunteers can choose where they want the money from their event to go. The money will remain in the CFD account until the end of the campaign. Funds given to the CFD non-specified account are divided amongst each charity in proportion to the amount of specified funds they receive.

Personal Checks

A personal check may be written to the Combined Fund Drive during the campaign. The CFD cannot accept checks made payable to a specific charity. The check is to be made payable to the Combined Fund Drive and must be accompanied by a paper contribution form highlighting the charity that is being donated to.

Credit Cards

The CFD has begun offering donors the opportunity to use their credit cards to donate to their favorite causes. Currently, this feature is available only for fundraising events (or disaster relief campaigns) and must be requested by the Campaign Leader. Credit cards can be used for fundraising events that are dedicated to specific charities.

METHODS OF GIVING

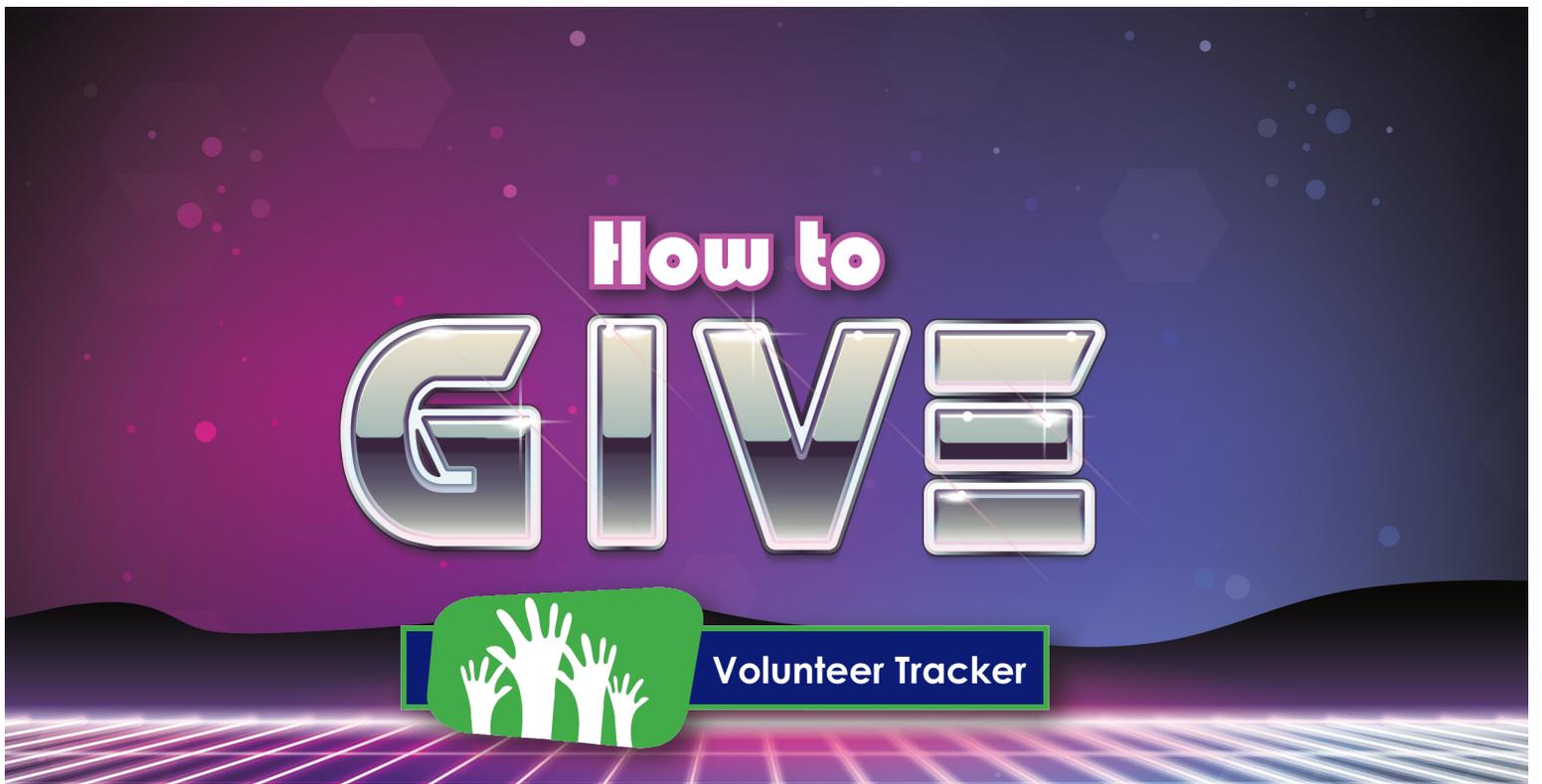
Online Giving

Donors can manage their accounts online by visiting www.cfd.wa.gov and clicking on the “Donor Sign-In” box at the top of the page, where they can log in using their employee ID number and donate any time. Donors can also give through the CFD search engine.

Paper Contribution Forms*

Employees can also give to charity by filling out a paper contribution form and specifying the charity of their choice. The form must be filled out, signed and will then be processed by the CFD office staff.

*NOTE ON PAPER CONTRIBUTION FORMS: If a donor uses a paper form, he/she must still register at our website to manage his/her account online.



The CFD recognizes that sometimes giving money just isn't an option for everybody. For our member charities, giving time can be just as crucial in saving money as receiving a monetary donation.

That's why since the beginning of 2013, the Combined Fund Drive has been tracking volunteer hours that our state employees log with any of our member charities. At the end of the campaign, special recognition is given to agencies and individuals who log the most hours.

You can either use the Volunteer Tracker paper contribution form or sign into your online account and enter the hours using the tracker using the following steps...

1. Sign-in to your donor account
2. Click on "My Volunteer Hours"
3. Fill in all required information
4. Click "Finish"

Volunteer Hours

Here are the volunteer hours you have recorded.

Charity	Hours	Date	Description	
Combined Fund Drive	4.5	05/12/2015	Test	Delete

Add Volunteer Hours

Step One: Find the Charity

To record your volunteer hours, first find the charity your worked for. Use any combination of the fields below.

Charity Name

Keywords

Charity Code

Federal Tax ID Number

[SEARCH](#)



The volunteers of the Combined Fund Drive work tirelessly to improve their communities through donations to charities throughout the world. For our member charities, the requirements are simple:

 <p>IRS Department of the Treasury Internal Revenue Service</p>	<p>Be registered with the IRS as a charitable organization</p> <p style="text-align: center;">and</p> <p>Be registered as a charity with the Washington State Secretary of State</p>	 <p>SOS Office of the Secretary of State Corporations & Charities Division</p>
--	--	--

Benefits for Charities

There are many reasons for a charity to be involved with the Combined Fund Drive. Here are just a few:

- It's FREE to join!!!
- CFD participation saves time and money, reducing administrative and development costs and provides more dollars to actual services.
- Payroll contribution continues to be one of the most cost effective ways for charities to raise funds.
- Charities can plan out their fiscal years better because they can project donations in advance.
- For some charities, the CFD is their primary source of funding.
- Participating in the CFD can provide access to thousands of potential donors.

2014 Top Three Charities of the Combined Fund Drive

1 WASHINGTON STATE
**COMBINED
FUND DRIVE**
Combined Fund Drive
\$402,059

2 northwest
HARVEST
Northwest
Harvest
\$167,858

3  Thurston County
Food Bank
\$140,870



The Combined Fund Drive would not be a successful program without the tireless efforts of its volunteers. The CFD has different volunteer roles and responsibilities for each of its volunteers:

Executive Sponsor

This is the leader chosen by the agency director to help provide key support to the agency Campaign Leader. Duties of the Executive Sponsor can range from simple emails to agency staff promoting the campaign to participating in agency fundraising events. The Executive Sponsor also acts as a liason between the Campaign Leader and Executive Management.

Campaign Leader

The volunteer that runs the annual CFD campaign for his or her agency. Each agency or higher education institution is equipped with at least one Campaign Leader. This Campaign Leader administers the campaign, recruits volunteers, orders supplies and logs fundraising dollars.

Local Coordinator

Volunteers within agencies who assist Campaign Leaders in running the annual CFD campaign. These volunteers have significantly less administrative duties than their Campaign Leader counterparts. They typically work in individual departments amongst each agency and help run fundraising events as well as payroll contribution campaigns.

County Committees

A group of volunteers that come together on a monthly basis to plan county events for the CFD. These committees are housed in the busiest counties (Thurston, King, Spokane and Whatcom) and are not tied to one specific agency. Members are made up of agency volunteers and charity employees. Significant events planned by county committees include charity fairs, volunteer recognition events and training presentations.



“Alone we can do so little.
Together we can do so much.”

-Helen Keller

The Combined Fund Drive is only as successful as its volunteers and it is the responsibility of our Campaign Leaders to recruit and manage Local Coordinators who are reliable and enthusiastic. The most effective campaigns are run by volunteers who are each great at something, but not all great at the same thing.

Take a look at your coworkers. Do you know someone who's a people-person, great at engaging conversations? Do you have a coworker who's brilliant at design? Who plans the birthday parties and staff events? Who's the person pointing out the missing details in your meetings? What's your biggest weakness but one of your coworkers' biggest strengths? Recruit these coworkers to be a part of your team.

Consider these tips when selecting your Local Coordinators:

- Recruit employees who represent all divisions in your workplace.
- Use the materials that are provided to you by the CFD state office.
- Encourage your Executive Sponsor to help in the recruitment process.
- Give everyone a role like marketing, event planning, solicitations, etc.
- Select one Local Coordinator for each office location or one for every 50 employees.
- CFD is a part of state business: make sure your Local Coordinators understand this and know how to integrate CFD into their workplaces.
- Promote the benefits of being a Local Coordinator:
 - It looks great on your resume.
 - Helping your community benefits everyone.
 - You'll learn new skills in planning, organization, oral presentations and written communications.
 - Employees get an opportunity to know and work with others in their agency, as well as other agencies and higher education institution.
 - Being a part of CFD events is a great morale booster for your office.



It can be hard to even know where to start when it comes to recruiting your volunteers on a statewide level, but the CFD has adopted a five week plan that has seen dramatic results.



1. Log into your Campaign Leader account and download the **Volunteer Report Spreadsheet** for your agency.
2. Have your Agency Director or Executive Sponsor send out a recruiting email to ALL agency employees.



1. Send an email out to the volunteers identified on the volunteer report asking if they will be returning to the Annual Giving Campaign.
2. Gauge the progress of new and returning volunteers by adding them to your spreadsheet.



1. Ask your management team to send out a recruitment email to the volunteers who have not responded, as well another email to your agency.
2. Gauge the progress of new and returning volunteers by adding them to your spreadsheet.



1. Repeat the steps from Week 2.
2. If you've already confirmed all of your volunteers, skip to Week 5.



1. Enter your confirmed volunteers into the CFD system.
2. For all of the volunteers who have not returned your emails, assume that they are rejoining the campaign this year.

Campaign Timeline

Annual Giving Campaign Schedule

The CFD annual campaign kicks off in October 2015, but there's a number of events and deadlines that happen throughout the year.

Important Dates to Remember

Campaign Leader Training	June 16, 18 and 24, 2015
CFD Staff mails all Campaign Material	August 2015
Local Coordinator Training	August 2015

Campaign Kickoff	October 1, 2015
Campaign Results Posted at www.cfd.wa.gov	Ongoing throughout campaign
Turn in Fundraisers	December 11, 2015

Campaign Planning Checklist

Task	Due Date	Complete
Recruit your volunteer team	June 30, 2015	
Design a campaign plan	July 15, 2015	
Add Local Coordinators and order supplies at www.cfd.wa.gov	July 31, 2015	
Obtain leadership support	July 31, 2015	
Train Local Coordinators	August 2015	
Run your CFD campaign	October - December 2015	
Thank employees, volunteers and donors	November - December 2015	
Transfer fundraiser dollars to the OSOS finance office <small>If your fundraiser is not transferred to OSOS finance by December 11, 2015, there's no guarantee your fundraiser will be disbursed in January 2016. Fundraisers transferred after this date may be disbursed at the next available date, April 2016.</small>	December 11, 2015	
Nominate volunteers for county and/or state awards	December 31, 2015	
Share your agency and statewide results and evaluate your campaign	January 2016	
If available, attend the recognition event in your area	February or March 2016	



What are administrative costs?

Each year, charities are asked to submit FORM 990 to the Internal Revenue Service. This document is a report of their functional expenses for the year. There are two different costs incurred by charities:

Operational Costs

These are everyday expenses like rent and utilities, bookkeeping, annual audits, staff, benefits, training, etc.

Fundraising Costs

This is the cost of raising funds through community awareness events such as charity fairs, direct mailing campaigns, event planning and coordination.

These two fees are added up to form the percentage that charities advertise on our website. The CFD is no different. The program incurs cost like any other charity and uses an administrative fee to pay for them.

Dollar breakdown of different services

Below are the costs per dollar that charities incur to raise ONE DOLLAR. As you can see, the Combined Fund Drive remains one of the most cost effective ways for charities to raise money.

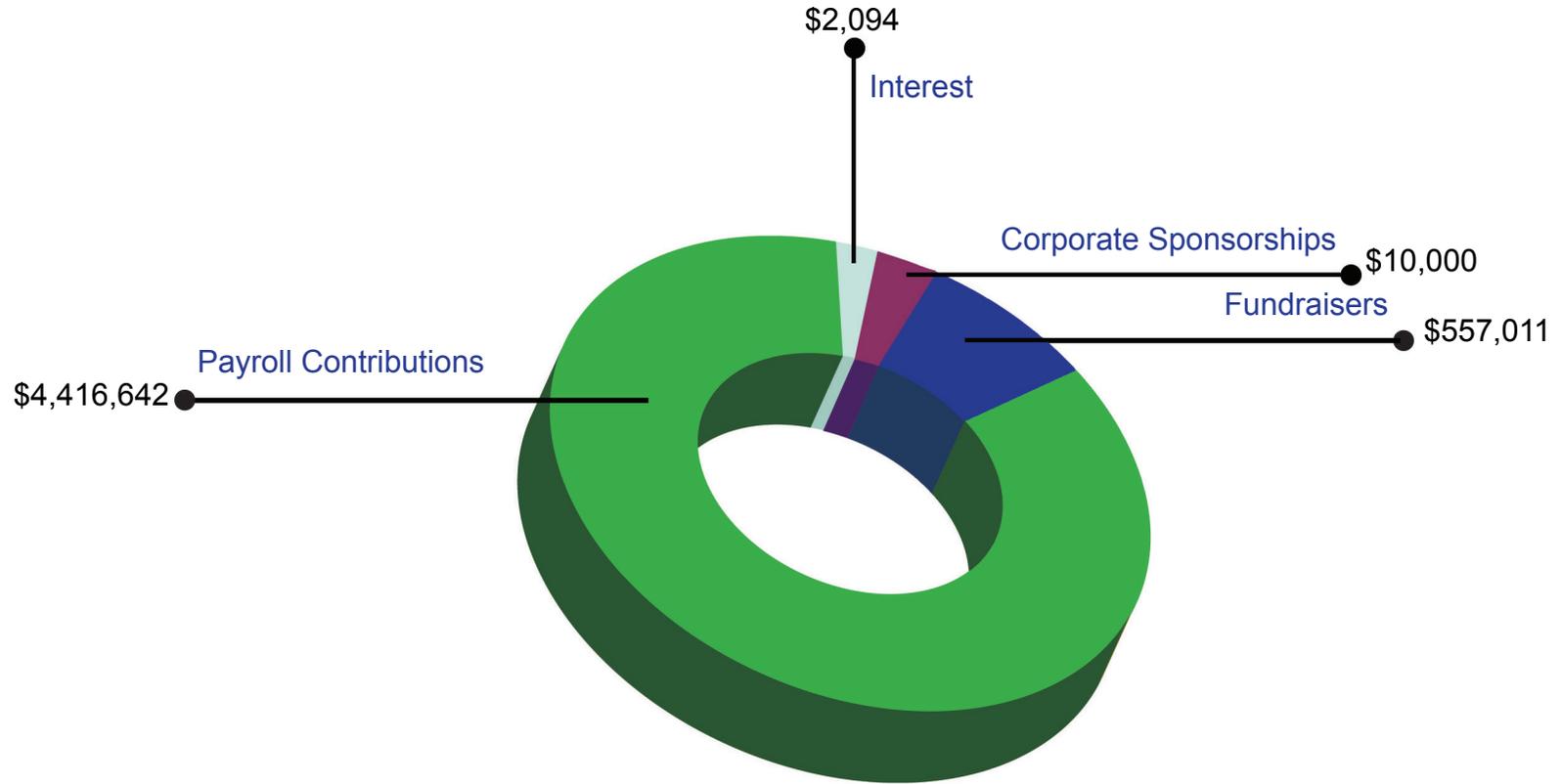


Financial Picture

Income

Income is generated for the Combined Fund Drive in four different ways. The main source of funds that come through the CFD are payroll contributions along with donations collected at agency fundraising events, with corporate sponsors and interest generated from the CFD non-specified fund.

The total income breaks down like this:



The total income for the Combined Fund Drive in 2014 was:

Payroll Contributions

This is all income from contributions made through any employee paycheck. Monthly, one-time, limited-time and recurring limited-time contributions are tracked through this, along with personal checks.

\$4,416,642.06

Fundraisers

Volunteers in agencies around the state hold fundraisers to raise money for the CFD and charities in their communities. These are the funds that are collected as a result of those events.

\$557,011.15

Corporate Sponsorships

The CFD also pursues partnerships with businesses and institutions that cater to state employees. These funds are collected and counted toward the income for the year.

\$10,000.00

Interest

As with any bank account, the CFD accumulates interest on the money it accrues. This is tracked on a monthly basis and reported in one lump sum at the end of the year.

\$2,094.36

Total Income

\$4,985,747.57

Financial Picture

Expenses

Like any other nonprofit, the Combined Fund Drive has expenses that help administer the program on a statewide level. The program has two different classifications of expenses.

Operational Expenses

The CFD has operational costs that are accrued throughout the year. Below are the costs for 2014:

Employee Salaries	\$178,718.27
Employee Benefits	\$63,239.56
The Combined Fund Drive currently pays the salaries and benefits of 3.5 employees: <ul style="list-style-type: none"> • Outreach & Executive Services Deputy Director (1/2 salary) • CFD Program Manager • Fiscal and Policy Coordinator • Resource Coordinator 	
Purchased Services Contracts	\$162,180.26
To help administer the program statewide, the Combined Fund Drive entered into contractual agreements with four different organizations: <ul style="list-style-type: none"> • University of Washington • Department of Social and Health Services • Spokane United Way • United Way of Thurston County 	
General Supplies	\$4,983.96
Communications (telephone)	\$1,018.10
Rent and Utilities	\$4,604.24
Facilities and Services	\$1,657.92
Data Processing	\$3,831.36
Shipping and Postage	\$10,466.79
Employee Development and Training	\$464.00
IT Equipment and Software	\$7,226.11
Travel	\$19,208.23
Other Goods and Services	\$48,571.02

Total Operational Expenses \$506,169.82

Fundraising Expenses

The CFD also incurs costs associated with marketing materials and fundraising events. Below are the fundraising costs in 2014:

Printing and Reproduction	\$28,564.68
The Combined Fund Drive creates publications and purchases promotional materials to assist volunteers in raising awareness. Some examples include: <ul style="list-style-type: none"> • Posters • Brochures • Charity Guides • New Employee Rack Cards • Retiree Rack Cards • "I Give" campaign items (index cards, signs, etc.) 	
Marketing and Advertising	\$19,715.05
To raise awareness during the campaign, the CFD also purchases promotional items to give out at events. Some examples include: <ul style="list-style-type: none"> • "I Give" wrist bands • Balloons • CFD shirts for sale • "I Give" buttons 	
Fundraising Event Costs	\$32,487.29
The CFD conducts fundraising events throughout the year to help lower administrative costs. Some of these events include: <ul style="list-style-type: none"> • CFD 30th Birthday Party • Football Kickoff Online Auction • 2014 Golf for Veterans Tournament • 2014 Masquerade Ball 	
Reimbursements to Agencies	\$16,889.31
Volunteers of the Combined Fund Drive are entitled to reimbursement through the standard statewide reimbursement process. Some examples of costs for reimbursement include: <ul style="list-style-type: none"> • Chili Cookoff supplies • Purchases for softball tournaments • Silent auction purchases 	
These purchases are typically made during the campaign. Volunteers seek reimbursement from their respective agency. Many agencies wait until the end of the giving campaign to send in a reimbursement request to the CFD.	

Total Fundraising Expenses \$97,656.33

Operational and fundraising expenses are tracked on a monthly basis and added together at the end of the year to acquire the total expenses of the Combined Fund Drive.

Total Operational Expenses	\$506,169.82
Total Fundraising Expenses	\$97,656.33

Total Expenses \$603,826.15

Financial Picture

The Bottom Line

The staff of the Combined Fund Drive work hard to keep program costs as low as possible to ensure that our member charities get as much of the donation that has been specified for them as possible.

The aggregate administrative costs of running the Combined Fund Drive in 2014 were calculated to reflect the following:

Total Income	\$4,985,747.57
Total Expenses	\$603,826.15

Administrative Costs 12.11%

To ensure that the Combined Fund Drive isn't taking eleven cents of every dollar from our member charities, all administrative costs are deducted from the CFD Non-Specified Fund first. This fund is replenished on a quarterly basis through payroll contributions made to the program, fundraising events and corporate sponsors.

Total Expenses	\$603,826.15	These are the total expenses during 2014 to for the program.
MINUS		
CFD non-specified fund amount	\$402,059.15	This is the total amount of money raised for the CFD Non-Specified Fund during (this will be used to pay for all expenses first)
EQUALS		
Total Remaining Admin Fees	\$201,767.00	This is the total remaining funds that will be charged to charities.

Once the total remaining administrative fees are calculated, those are charged to the CFD member charities at each quarterley disbursement. These fees are only passed on to charities that are receiving funds through disbursement, and are charged based on the percentage of the whole.

Total Income	\$4,985,747.57
MINUS	
Total Remaining Admin Fees	\$201,767.00
EQUALS	
Total Disbursed to Charities	\$4,783,980.57

Average Percent Charged to Charities 4.05%

What does that mean for your dollar?



That means that 95% of your dollar went to the charity it was intended for in 2014.

fiscal MATTERS



Cash

HANDLING

The CFD Fundraising Cash Handling Policy applies to all state agencies and higher education institutions engaged in CFD fundraising activities. For questions about the CFD Fundraising Cash Handling Policy, where to find forms, how to log fundraisers or transfer funds, please contact the CFD at (360) 902-4162, cfd@sos.wa.gov or visit our website www.cfd.wa.gov.

Cash Handling at Fundraising Events

All fundraisers will be assigned a unique fundraiser number prior to the beginning of the campaign. Your fundraiser **will not be authorized without this number**. Contact Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181 if you do not have a fundraiser number.

All funds (cash and checks) must be safeguarded with adequate internal controls. Tips to use when handling cash and checks at your fundraiser include:

- Keep cash and checks in a locked and secured location
- If using a locked cash box at your fundraising event, it must be in the possession of a CFD volunteer at all times
- Two people must count and record cash and checks, initial and date the record
- Transmit cash, checks and their corresponding records to your fiscal office daily or by the next business day

When counting and recording cash and checks, list checks, cash and credit card totals in their own category, then add all three together for a grand total (grand total must match total on your Fundraiser Transfer Form).

Cash and checks received at fundraisers must be collected in full. Expenses and reimbursements must not be removed from donations given at fundraising events (see CFD Reimbursement Process for the correct way to receive reimbursements).

Checks received at fundraising events must be made payable to the **CFD** or **Combined Fund Drive**. If you receive a check written to a specific charity, return it to the donor. The donor can send the check directly to the charity or reissue the check payable to the CFD.

Transferring Funds to your Fiscal Department

All fundraisers must be entered online in the CFD system by Campaign Leaders prior to transferring funds. Use your unique fundraiser number when entering your fundraiser online. Funds that are not designated to a specific charity will be designated to the CFD non-specified account, #0316854.

Make copies of all documents submitted to your Fiscal Department for your records. When submitting your documents and funds to your Fiscal Department, make sure your unique fundraiser number is on your Fundraiser Transfer Form.

Send your fundraiser funds and documents to your Fiscal Department prior to December 11, 2015.

December 11, 2015 is the last day your Fiscal Department can transfer funds from your agency or higher education CFD 525 account to the Office of the Secretary of State's CFD 525 account to ensure your fundraiser will be disbursed to your charities in January 2016. Your Fiscal Department does not need to make multiple transfers to the OSOS 525 account, but may wait until your fundraisers are complete before transferring all funds at one time.

Your Fiscal Department may transfer funds via the following methods:

- Inter-agency Payment (IAP) (use SWV 0006745-17)
- Journal Voucher (use agency code 085, account 525)
- Warrant/Check

Any fundraiser funds received by the OSOS Financial Services office after December 11, 2015 are not guaranteed to be disbursed to your chosen charities in January 2016 (4Q2015). If your fundraiser funds are received after this date, your chosen charities will receive those funds in April 2016 (1Q2016).

If you or your Fiscal Department has questions about how to submit fundraisers, please contact the CFD at (360) 902-4162 or cfd@sos.wa.gov.

Contact your fiscal office directly if you have questions about how to transmit funds to them.

REIMBURSEMENT

State agencies and higher education institutions may pay for CFD fundraising expenses out of their state budget and request reimbursement from the CFD state office. The OSOS will reimburse your agency for CFD fundraising expenses. **Fundraising expenses must not exceed fundraising donations for each fundraising event.** Please contact the CFD state office for questions about reimbursement limits.

To request a reimbursement for fundraising expenses, make a copy of your receipts for your records. Send receipts with a brief explanation of the purchased materials' purpose to your fiscal office and indicate that you are requesting a reimbursement. Your Fiscal Department will submit the reimbursement request to the CFD state office to be reimbursed and reimburse you.

Petty Cash FUNDS

Depending on the need, the CFD may fund CFD petty cash or change accounts within state agencies or higher education institutions. CFD petty cash and change accounts may only be used for CFD fundraising costs.

There are two types of cash accounts available:

- Change Account: funds used solely for making change that do not increase or decrease and do not reimburse purchases
- Petty Cash Account: funds used to make payments when issuing a warrant/check or using a state agency credit card is not practical or timely

If you feel your campaign will need a petty cash or change account, speak to your Fiscal Department and obtain their approval before sending the appropriate request form (found at www.cfd.wa.gov under the Volunteers tab) to the CFD. The OSOS Financial Services office will work with your Fiscal Department to establish the account and proper controls. Establishment of CFD petty cash or change accounts is subject to OSOS approval.

Never make financial decisions for CFD funds or accounts without involving your fiscal office.

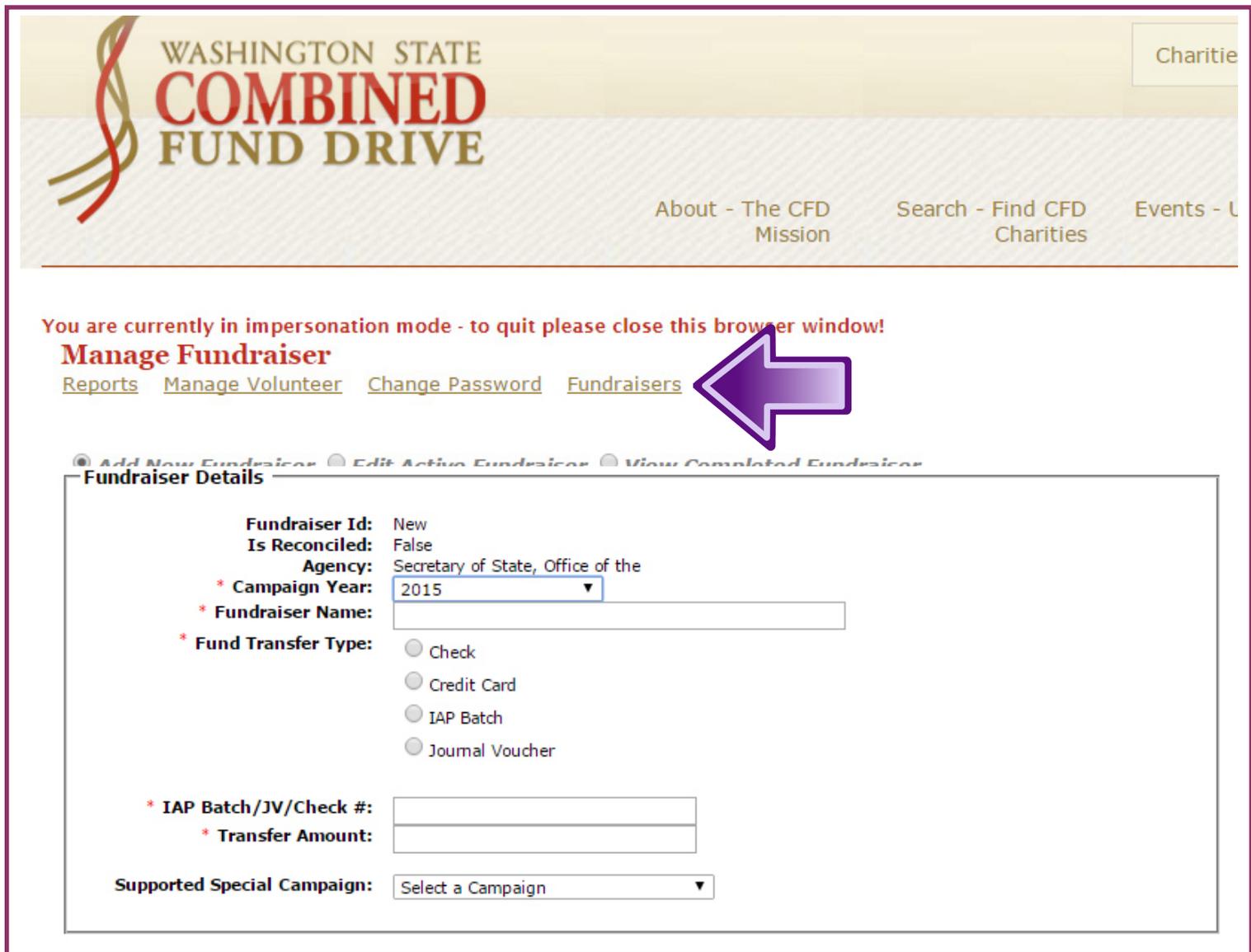
Logging FUNRAISERS

Once your agency fiscal personnel have transferred the funds to the OSOS fiscal office, volunteers must enter the fundraiser into the CFD system so that CFD staff can reconcile the funds and earmark them for disbursement.

To log and transfer a fundraiser, please adhere to the following procedure:

1. The agency fiscal office gives the Campaign Leader the JV, warrant, or batch number (depending on the method of transfer) that was used to transfer the funds
2. The Campaign Leader completes the Fundraiser Transfer Form (available under the "Volunteers" tab)
3. The Campaign Leader mails the Fundraiser Transfer Form and supporting documentation to the CFD at PO Box 40250, Olympia, WA 98504
4. If necessary, the Campaign Leader can also use the Fundraiser Allotment Form or Tracking Fundraisers Workbook to specify which charities the money is to be transferred
5. The Campaign Leader logs the fundraiser into the CFD online system (as seen below)

To access the online method to transfer fundraising dollars, sign into your online profile and select the Fundraisers tab at the top of the page:



WASHINGTON STATE
COMBINED
FUND DRIVE

Charitie

About - The CFD Mission Search - Find CFD Charities Events - U

You are currently in impersonation mode - to quit please close this browser window!

Manage Fundraiser

[Reports](#) [Manage Volunteer](#) [Change Password](#) [Fundraisers](#)

[Add New Fundraiser](#) [Edit Active Fundraiser](#) [View Completed Fundraiser](#)

Fundraiser Details

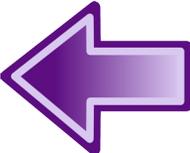
Fundraiser Id: New
Is Reconciled: False
Agency: Secretary of State, Office of the
* Campaign Year: 2015
* Fundraiser Name:
* Fund Transfer Type:
 Check
 Credit Card
 IAP Batch
 Journal Voucher
* IAP Batch/JV/Check #:
* Transfer Amount:
Supported Special Campaign: Select a Campaign

Complete the fields in the Fundraiser Details section and select the Supported Special Campaign from the drop-down menu. Fill in the details for which charity the fundraising dollars go to in the Charity Details Section:

1. Search by CFD code or dropdown box
2. Enter dollar amount
3. Check add charity
4. Repeat the process for multiple charities until all funds have been entered
5. The total must equal "transfer amount" from the FUNDRAISER DETAILS section

Fundraiser Details

Fundraiser Id: New
Is Reconciled: False
Agency: Secretary of State, Office of the
*** Campaign Year:** 2015
*** Fundraiser Name:** CFD Test Fundraiser
*** Fund Transfer Type:**
 Check
 Credit Card
 IAP Batch
 Journal Voucher
*** IAP Batch/JV/Check #:** 5555-5555
*** Transfer Amount:** 250.00
Supported Special Campaign: 2015 CFD Annual Giving Campaign



Fill out the required information in the "Fundraiser Details" section

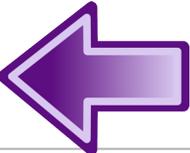
Charity Details

Please add at least one charity

Charity Code Search:

Charity: Select a Charity

Donation Amount:
\$



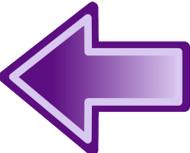
Fill out the required details in the "Charity Details" section

Add division details if necessary. This differentiates between buildings and can be used to see which division outperformed others.

Division Details (Optional)

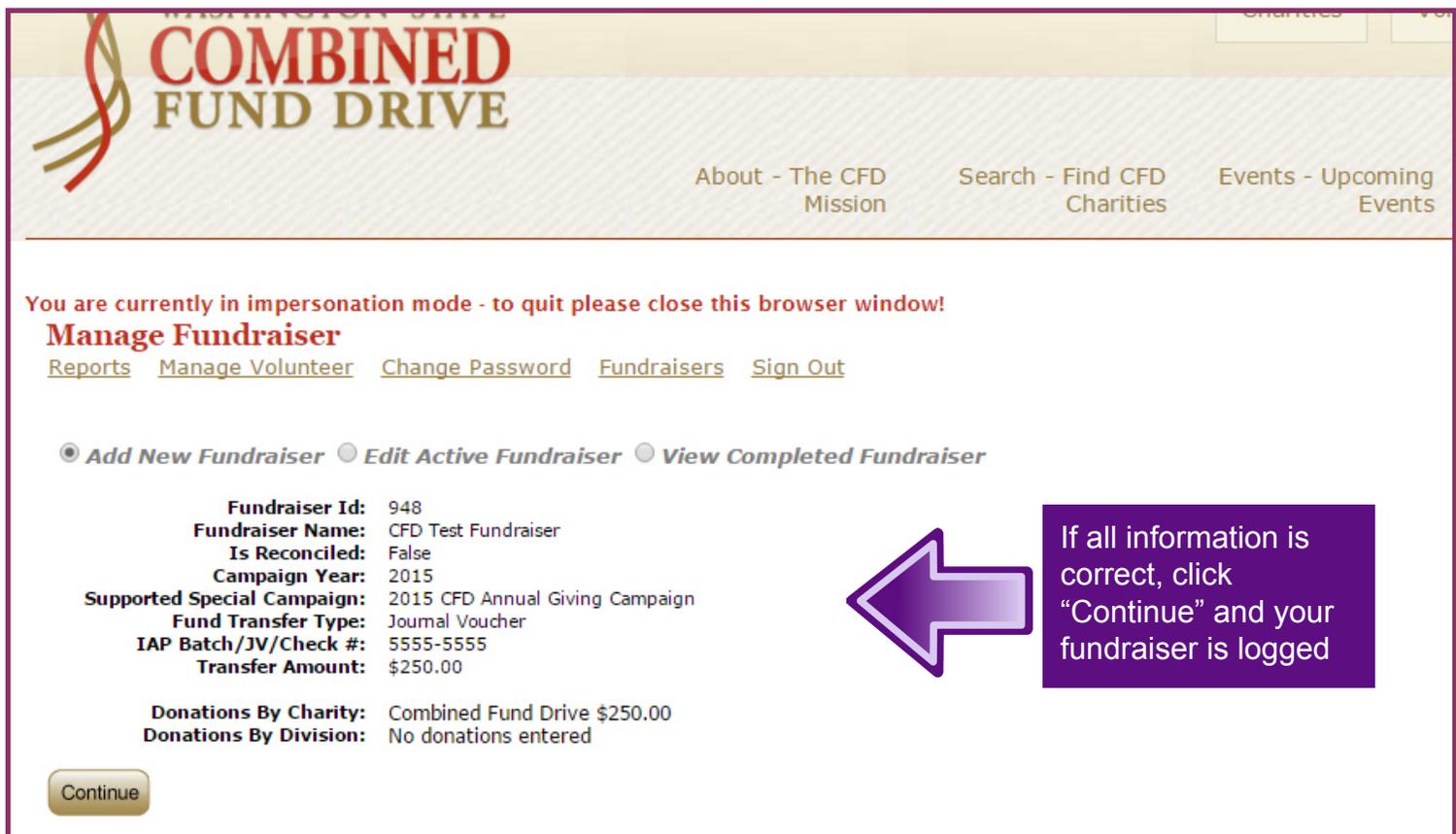
Administration/Division:

Donation Amount:
\$



Fill in the details (if necessary) in the "Division Details" section

Click "save" and review the fundraising details.



COMBINED FUND DRIVE

About - The CFD Mission Search - Find CFD Charities Events - Upcoming Events

You are currently in impersonation mode - to quit please close this browser window!

Manage Fundraiser

[Reports](#) [Manage Volunteer](#) [Change Password](#) [Fundraisers](#) [Sign Out](#)

Add New Fundraiser Edit Active Fundraiser View Completed Fundraiser

Fundraiser Id:	948
Fundraiser Name:	CFD Test Fundraiser
Is Reconciled:	False
Campaign Year:	2015
Supported Special Campaign:	2015 CFD Annual Giving Campaign
Fund Transfer Type:	Journal Voucher
IAP Batch/JV/Check #:	5555-5555
Transfer Amount:	\$250.00

Donations By Charity: Combined Fund Drive \$250.00
Donations By Division: No donations entered

[Continue](#)

 If all information is correct, click "Continue" and your fundraiser is logged

Credit CARDS

The CFD also offers donors the opportunity to use their credit cards to donate to their favorite causes. Currently, this feature is available only for fundraising events and must be requested by the Campaign Leader. Credit cards can be used for fundraising events that are dedicated to specific charities.

Procedure

1. The Campaign Leader contacts the Combined Fund Drive state office and officially logs the campaign event. Information on the event can include dates, times, itemized pricing when necessary (registration fees, T-shirt charges, etc.) and what agency is to be given credit for the event.
2. CFD staff webtasks details of the event, including fundraiser name, agency and pricing points.
3. Once completed, CFD staff reviews the link and sends it to the volunteer.
4. The Campaign Leader holds their event.
5. Once the event has finished, the Campaign Leader generates a report (found in the campaign leader's online profile under Credit Card Event Contributions) that shows the full amount generated from that specific event, as well as the breakdown of items ordered by donors.
6. The Campaign Leader enters this amount into the Manage Fundraiser section found in the online profile as a credit card transfer and follows the procedure for logging fundraisers.

In the case of a fundraiser where both cash donations AND credit card payments were collected, credit card payments must be logged and reported separately from cash.

Contact US



Stephanie Horn

OUTREACH AND EXECUTIVE SERVICES DEPUTY DIRECTOR Stephanie Horn

Stephanie is in charge of the Special Programs Division, which houses the Address Confidentiality Program (ACP) and the Combined Fund Drive. She also oversees reception services and event planning at the Capitol Building.

Contact Stephanie if you need help with:

- OSOS policies
- Contacting agency leadership
- OSOS availability for events, communications with elected officials, budgetary spending and overall program changes

stephanie.horn@sos.wa.gov

(360) 902-4193



Phil Kerr

CFD PROGRAM MANAGER Philip Kerrigan

Philip is in charge of the day-to-day operations of the CFD. He also backs up CFD personnel and establishes connections with community charities, county committees and volunteers.

Contact Philip if you need help with:

- Website requests
- To connect with volunteers and county committees
- Requests for state CFD presence at fundraising events
- Publications and marketing materials associated with the CFD

philip.kerrigan@sos.wa.gov

(360) 902-4182



Heather Lucas

FISCAL AND POLICY COORDINATOR Heather Lucas

Heather works with the OSOS fiscal office and IT staff on crucial issues such as charity disbursements, donations, web-based system issues and works with the CFD Program Manager on crafting and monitoring policies and procedures.

Contact Heather if you need help with:

- Reports
- Disbursement of funds to charity
- Help with donation, reconciliation or payroll contribution issues
- Logging fundraisers

heather.lucas@sos.wa.gov

(360) 902-4181



Dawn Sanquist

RESOURCE COORDINATOR Dawn Sanquist

Dawn is the CFD's unofficial firefighter. She tackles questions and concerns from donors, charities and volunteers. She also works on developing relationships between the community and the CFD.

Contact Dawn if you need help with:

- Donor accounts
- General CFD questions and inquiries
- Requests for fundraising events or donations
- Inquiries regarding reimbursement for fundraising events

dawn.sanquist@sos.wa.gov

(360) 902-4162

CFD Glossary of Terms

501(c)3 – One of the two tax exemption numbers that the Combined Fund Drive will accept from charities. This is a number received from the IRS when a charity files its paperwork. A 501(c)3 organization is operated by private interests and is considered a charitable organization by the IRS.

Administrative Costs – The costs of doing business for the CFD and all other charitable organizations. These costs include rent, employee salaries, travel and lodging, and marketing and fundraising costs. In order for a charity to be approved at the federal level, it must disclose its administrative costs.

Agency Code – The three-digit code given to an agency or higher education institution participating in the Combined Fund Drive.

Advisory Council – A group of 10 individuals that meets on a quarterly basis to advise the Combined Fund Drive staff on policies with the intention of improving program operations. The group is currently supported through CFD WAC codes (WAC #434-750) and is chaired by the Secretary of State.

Agency Fundraising Event – An event held at any agency, higher education institution or county gathering that promotes awareness and donations toward the Combined Fund Drive. Most fundraising events go to the CFD Non-Specified Fund, which is dispersed to all charities receiving payroll contributions in the program. The volunteer running the event is allowed to choose his or her agency fundraising event.

Campaign Leaders – The volunteer who runs the annual CFD campaign for his or her agency. Each agency or higher education institution is equipped with one Campaign Leader. This Campaign Leader administers the campaign, chooses volunteers, orders supplies and logs fundraising dollars.

CFD Brochures – A marketing brochure that highlights what the Combined Fund Drive does for the community.

CFD Campaign – The annual campaign that promotes giving to charity through agency fundraising events and payroll contributions. Each agency runs its own campaign with the assistance of the state CFD office. Materials are sent out prior to the campaign and promotions are run from September through December each year.

CFD Campaign Poster – The poster used during the annual campaign.

CFD Campaign Video – A video produced each year highlighting the work of the charitable programs within the CFD. The Governor or the Secretary of State typically makes a statement in this video.

CFD Charity Guide – An annual directory of charities housed in the CFD system.

Change Account – An account that never decreases or increases and is only used to make change; not used to pay for purchases or expenditures of any kind.

Charity Code – The seven-digit code given to charities that are participating in the Combined Fund Drive. A charity receives this number after finishing the initial part of its application.

Contribution Form – A paper form an employee fills out dictating his or donations. The paper contribution form can be used at fundraising events, during silent auctions, or for general use if an employee does not have access to a computer.

County Committees – A group of volunteers that comes together on a monthly basis to plan county events for the Combined Fund Drive. These committees are housed in the counties with the highest percentage of state employees (Thurston, King and Whatcom) and are not tied to one specific agency. They do not oversee the daily functions of agency campaigns. They are made up of agency volunteers and charity employees. Significant events planned by county committees include charity fairs, the Thurston County CFD Motorcycle Ride and training presentations.

Credit Card Donation Tool – A tool used for fundraising events that processes credit card payments. This tool is available upon request only and tracks donations through specific events. Campaign Leaders and Local Coordinators can request an event be added to the donation tool and Campaign Leaders are allowed to generate reports based on events or agency.

Disbursement – The period of the year in which the money collected from payroll contributions and agency fundraisers is sent to charities. This happens quarterly (in January, April, July and October), with the bulk of fundraising dollars disbursed in the fourth quarter of each year (January).

Donor – Any state, higher education employee or retiree who gives to the charity of his or her choice through the Combined Fund Drive.

Employee Identification Number – The employee-specific number that identifies each donor. This number is needed each time a donor signs into his or her account. Every employee receives an identification number when he or she is hired. **NOTE:** The CFD system cannot accept running zeroes at the beginning of an employee identification number, so employees are prompted to bypass those digits when entering in their number.

CFD Glossary of Terms

Ethics Board Opinion – The ruling by the Washington State Ethics Board that enables the Combined Fund Drive to solicit advertising dollars and in-kind donations from private businesses (Ethics Opinion 00-99).

Federal Tax Identification Number – This is the number assigned to a charity when it has applied and received tax exemption status from the Internal Revenue Service. This number is specific to the charity that applies for it, and cannot be used by another charity unless it is considered a program of a larger charity, at which point all finances (donations, salaries, etc.) go through the program charity. This number is used by charities to sign up for the CFD.

Federation – A large charity (United Way, Earthshare Washington, Global Impact, etc.) that houses smaller community charities under its umbrella to help with marketing and finance costs. These federations are very important for smaller charities that cannot afford to market themselves or pay for additional staff to handle donations. Charities can move in and out of federations on a yearly basis.

Higher Education Foundation – The nonprofit foundation at a higher education institution that oversees the scholarship funds and various programs within that institution. Nearly every single higher education institution is represented in the CFD, and their programs make up nearly 700 of the total nonprofits registered in the program.

Limited Time Contribution – One of the methods that employees can use to donate. Employees choose a specific length of time and the contributions are taken out of paychecks until the chosen end date.

Local Coordinators – Volunteers within agencies who assist Campaign Leaders in running the annual CFD campaign. These volunteers have significantly less administrative duties to attend to than their Campaign Leader counterparts. They are typically housed in individual departments amongst each agency, and help run fundraising events as well as payroll contribution campaigns.

Mission Statement – A short written statement of a charity or organization's goals and/or philosophies. The Combined Fund Drive's mission statement is, "To empower Washington public employees and retirees to strengthen their communities through the funding and support of charities."

Monthly Contribution – One of the methods that employees can use to donate. This is the most common method. Deductions occur at each pay period.

One-Time Contribution – One of the methods that employees can use to donate. An employee can choose a single paycheck to deduct the contribution from and the funds are taken out at that time.

Petty Cash Account – An account used to make change or pay for purchases, which decreases over time and is replenished to bring it back to the original amount.

Program of a Larger Charity – A specific program (scholarship funds, county Boy Scout troops, etc.) that is managed under a charity. This program uses the same financial information as its larger charity and cannot operate on its own.

Reconciliation – The method the CFD uses to verify donations collected and disbursed.

Recurring Limited Time Contribution – One of the methods that employees can use to donate. Employees choose a specific length of time and the contributions are taken out of paychecks until the chosen end date. These contributions will be recurring from year-to-year until the employee chooses to stop.

Speaker's Bureau – A webpage dedicated to connecting charity speakers with Local Coordinators and Campaign Leaders. The webpage address is <http://www.cfd.wa.gov/invite-a-speaker.aspx>.

WAC Codes – The general rules of the Combined Fund Drive (WAC #434-750) passed into law.

Washington Charitable Solicitations Number (aka Washington Registration Number) – The number specifically assigned to a charity that applies with the OSOS Charities Division. Any charity that chooses to do business in the state of Washington or receive donations through the Combined Fund Drive must apply for a solicitations number.

www.cfd.wa.gov – The Combined Fund Drive website. This site is home to the News & Events, Volunteer Resources, Campaign Leader profile link and donation homepage.