



WASHINGTON STATE COMBINED FUND DRIVE

WELCOME

Welcome to the Washington State Combined Fund Drive (CFD) giving program! As a CFD Member Charity, you are a part of a statewide organization that is helping make positive change in our communities.

We have designed this packet for you to better understand how your organization can benefit through sustainable donations, enthusiastic volunteers, and unique fundraising events.

The benefits for organizations like yours are clear:

- It saves your development time and money
- Our pledge fulfillment rate is 90%, allowing our member charities the chance to plan their budgets for the year to come
- Much of our funding is non-restricted, giving your organization the flexibility to fund programs
- Our disbursement system sends you four quarterly checks or EFTS, simplifying efforts for your finance department

Thousands of state employees across Washington use this method to give to charities. In 2017, more than \$5.4 million was pledged to CFD Member Charities. Some charitable organizations even use the CFD as their primary source of funding.

Participating in the CFD can provide access to thousands of potential donors and volunteers. It will also give you a range of opportunities to have your mission heard in unique new formats.

OUR MISSION

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

CHECK LIST

This simple check list will help your organization understand how to use the CFD more efficiently.

- ☐ Be registered with the IRS as a charitable organization (either a 501(c)3 or 170(c)1).
- ☐ Be registered with the Washington State Office of the Secretary of State Charities Program.
- ☐ Visit www.cfd.wa.gov to sign-up or update information for your CFD Account.
- ☐ Complete the Combined Fund Drive online application and submit.
- ☐ Complete the Statewide Vendor Form (SWV) and submit to ensure a smooth transfer of funds into your account. The application is located on your CFD Application.
- ☐ Place your organizations renewal date on your internal organization calendar to remind yourself when to renew. (Charities that are not active will not receive funding).
- ☐ Welcome to the program!
- ☐ Add cfid@sos.wa.gov to Safe Sender list in your e-mail account. (Our e-mails will provide opportunities for your organization and quarterly fiscal information).
- ☐ Visit www.cfd.wa.gov/calendar and send us an e-mail (cfid@sos.wa.gov) to submit your events on our public calendar
- ☐ Place your seven-digit CFD Charity Number on publications and websites for state employees to find you and start giving. You may request a direct link for your website to connect donors to start giving to you through their paycheck.
- ☐ Go to page 8 for tips your organization can use through the CFD. You can find out how to sign-up for the Speakers Bureau and many more opportunities!