

2017 COMBINED FEDERAL CAMPAIGN (USPS): Information and FAQs on Permissible CFC Events and Activities

IMPORTANT: The CFC regulations as revised in January 2017 **DO NOT PERMIT RAISING OR COLLECTING FUNDS AT CFC SPECIAL EVENTS.** If you are a CFC keyworker or organizer, before you invest time and energy into planning a CFC activity, make sure it will comply with NEW CFC regulations and the federal ethics rules.

CFC RULES

Because of the changes this year to the CFC regulations, all employees involved in CFC fundraising activities should be familiar with these important provisions at 5 C.F.R. § 950.502:

(a) Employee solicitations shall be conducted during duty hours using methods that permit **true voluntary giving** and shall reserve to the individual the option of disclosing any gift or keeping it confidential. Campaign kick-offs, victory events, awards, **and other non-solicitation events to build support for the CFC** are encouraged.

(b) Special CFC events are permitted during the campaign **if approved by the appropriate agency head or government official, consistent with agency ethics regulations.** No costs for food or entertainment at a special event may be charged to the CFC. **CFC special events must be undertaken in the spirit of generating interest in the CFC and be open to all individuals without regard to whether an individual participates in the CFC.** If prizes are offered, they must be modest in nature and value. Examples of appropriate prizes may include opportunities for lunch with agency officials, agency parking spaces for a specific time period, and gifts of minimal financial value. **Any special CFC event and associated prize or gift must be approved in advance by the Agency's ethics official to ensure that the special event is consistent with Office of Government Ethics regulations and its own regulations and policy.** **No funds may be raised or collected at these events.** (Emphasis added.)

If a special CFC event complies with the CFC regulations, the Standards of Ethical Conduct, and postal regulations and policies, the event is permissible. Organizers are required to seek advance approval from a Postal Service ethics official: Ethics.Help@usps.gov or 202-268-6346. **Please include the information listed on page 2 of this document when contacting the Ethics Office for approval.**

KEY POINTS ABOUT CFC FUNDRAISING ACTIVITIES

- Participation in CFC events and making CFC contributions is voluntary. No one may put undue pressure on employees to attend CFC events, or donate to CFC or a specific CFC charity.
- CFC regulations require special events to be open to all individuals, *regardless of whether an individual participates in the CFC.* Special events are intended to *raise awareness about CFC; no funds may be raised or collected at CFC events.*

CFC FAQs

Q: Can a fundraiser be held where part of the entry fee goes to the base cost, and the remainder to the CFC (for example, a golf tournament where the entry fee is \$50: \$30 of which covers the base cost with \$20 going to CFC)?

A: No. In accordance with 5 CFR §950.502(b), no funds may be raised or collected at CFC events.

Q: Can a postal employee donate to the CFC a LCD television to be sold at a CFC Silent Auction or CFC raffle? Can a postal employee donate his services to be sold at a CFC Silent Auction or Raffle (for example, a meal catered in the winner's home, Spanish lessons, babysitting, etc.)?

A: No. CFC regulations do not allow for non-monetary donations, and fundraising events are not permitted.

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Q: May we accept CFC donations from contractors in our office?

A: Yes, contractors working in Federal and postal facilities may make voluntary one-time CFC contributions by check, *but you may not SOLICIT contractors to make donations*. A contractor who expresses an interest in donating should complete a pledge form, and return it – with his or her check attached – to the keyworker. Payroll deduction is not available for contractors.

Q: May we hold CFC bake sales and “Jeans Days,” and raffle off gift baskets for a small donation, then give the proceeds to CFC?

A: Not if these events and activities involve raising or collecting funds. The revised CFC regulations state that no funds may be raised or collected at CFC special events. Special events may be held only for the purpose of building awareness and support of CFC. For example, you may have a Jeans Day activity to raise awareness of CFC, but you may not ask for or accept funds from employees who want to participate in the activity.

Q: May postal funds be used to purchase door prizes or refreshments for special CFC events?

A: Check with your management and Finance. If proper authorization is received, postal funds may be used for special CFC events. **But remember:** (1) CFC regulations require that any prizes offered must be modest in nature and value, and (2) all special events must be approved by the Ethics Office.

REQUESTING APPROVAL FOR YOUR SPECIAL EVENT

To request approval for your special event, send an email message to ethics.help@usps.gov at least two weeks before your planned event with the following information:

1. Write “**CFC Special Event Request**” in the subject line.
2. Provide the following information in your message:
 - a. The **date** of your proposed CFC special activity.
 - b. The **location** of your proposed CFC special activity.
 - c. A **description of the proposed event**. *For example:*
 - Our special event is called “Game Day.”
 - Employees will be able to play games such as beanbag toss, office basketball using wastebaskets and nerf balls, and magnetic darts.
 - Employees will be encouraged to wear their favorite team jerseys and t-shirts.
 - The room will be decorated with CFC posters, and our Vice President will lead a brief CFC “pep rally” to encourage employees to consider donating to CFC.
 - Popcorn and soda/water will be available to everyone who attends.
 - Each employee who attends will get a ticket when they enter the event for a door prize drawing during the event. The prizes will be a lunch with our VP, a sheet of “Have a Ball” stamps (if postal funds are approved), and balls featuring the names of our local sports teams (if postal funds are approved).
3. Provide your **name and contact information**.
4. Provide the **name of the head of your facility and/or your Officer**.
5. Include as attachments any **flyers or other messaging** you intend to use to promote the event.

The Ethics Office will respond promptly to your request, and contact you if more information is necessary.

QUESTIONS?
Contact the Ethics Office:
202-268-6346 or [**Ethics.Help@usps.gov**](mailto:Ethics.Help@usps.gov)