

DEPARTMENT OF JUSTICE COMBINED FEDERAL CAMPAIGN PROCESS

- Ensure every employee is given an opportunity to make a contribution
- Ensure the proper color Pledge Card is placed in the appropriate pocket of **the** Pledge Card Carrier and seal the pocket
- Do not open *CONFIDENTIAL* gift envelopes; attach *CONFIDENTIAL* gift envelopes to the Pledge Card Carrier

A. Keyworkers

1. Make-The-Ask! Distribute and collect the Pledge Cards
2. Prepare the Pledge Card Carrier (CFC Form 100)
3. Ensure Pledge Cards for payroll deduction (Yellow Copy) includes the donor's signature
4. Double-check the math on the Pledge Card Carrier and make a copy of the Summary Report for your own records

- Collect Keyworker Pledge Card Carriers at least weekly
- Ensure the accuracy of the Pledge Card Carrier Summary Report by opening and examining the Pledge Cards in the White and Yellow Pockets (Do not open any "*CONFIDENTIAL*" envelopes)
- Only send the Yellow Pocket of the Pledge Card Carrier to your Payroll Office. Ensure the Pocket is "sealed" prior to sending to your Payroll Office
- DO NOT remove the adhesive strip nor try to "seal" the Security Deposit Bag

B. Coordinators & Managers

1. Collect Pledge Card Carriers from the Keyworkers
2. Double-check the Pledge Card Carrier Summary Report against the Pledge Cards in the Carrier Pockets
3. Separate the Pledge Card Carrier Pockets (Yellow vs. White)
4. Send the Yellow Pocket containing Yellow Pledge Cards to your Payroll Office
5. Complete the Deposit Report (CFC Form 200) online (<https://manage.cfcnca.org>) based on the Pledge Card Carrier Summary Report
6. Print three (3) copies of the Deposit Report – place one copy in the side pocket of the *unsealed* Security Deposit Bag (CFC Form 300); place one copy inside the Security Deposit Bag with the White Pledge Card Carrier; and retain one copy for your own records
7. Complete the information on the outside of the Security Deposit Bag. Enter "CFCNCA" as the drop-off location. Submit the UNSEALED Security Deposit Bag weekly to the appropriate DOJ Account Executive. Do not seal the Security Deposit Bag or remove the adhesive strip