



Combined Federal
Campaign of the
National Capital Area
www.cfcnca.org



TO: Agency Campaign Managers and Coordinators

FROM: CFCNCA

SUBJECT: Closing Schedule

DATE: December 15, 2010

The Office of Personnel Management (OPM) has approved the extension of the overall CFCNCA solicitation period through January 17, 2011. The following important dates will help you to schedule your campaign wrap up activities and to report all your pledges promptly.

e-Giving: There are various deadlines for a donor to make an electronic pledge depending on the method chosen. For details, see the chart below. **Please inform your employees of these important dates so they can use their preferred method for pledging while the systems are still available.**

Reporting: Access to the MANAGE system will be phased out. Your access to reporting new deposits in the **CFCNCA MANAGE** system will end at the close of business *February 17, 2011*. After that time, pledges must be delivered to the CFCNCA office at 750 17th Street, NW Suite 200 Washington DC where they will be entered into the system.

Depositing: You must deliver all Deposit Bags to one of the credit union locations before close of business *February 17, 2011*. After that time, all CFCNCA Deposit Bags must be brought to the CFCNCA Offices located at 750 17th Street, NW, Suite 200 Washington, DC.

Ordering: You must order all awards from the MANAGE system by March 31, 2011. Awards not ordered by that date can only be ordered by calling your CFCNCA team leader.

Viewing: Between March 31, 2011 and June 1, 2011 you will be able to view reports in Manage.



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These deadlines allow us to audit all pledges in time to start distributing funds to designated charities by April 1, 2011.

Electronic Pledging Deadlines

Activity Type	Deadline
Recurring Credit Card, Debit Card, e-Check	December 31, 2010
Employee Express E-Pledge Donation	December 31, 2010
Print & Submit Donations	January 17, 2011
One-time Credit Card, Debit Card, and e-Check donations	January 17, 2011
Paperless Payroll Donations at www.cfcnca.org (EPA, FRB, GAO, ITA, NOAA, USAID, USPTO)	January 17, 2011

Campaign Manager/Volunteer Deadlines

Activity Type	Deadline
Campaign Manager access to enter deposits into MANAGE	February 17, 2011
Credit Union Deposit Drop-Off	February 17, 2011
CFCNCA Deposit Drop-Off	March 2, 2011*
Order Awards	March 31, 2011
MANAGE Access to view reports	June 1, 2011

*CFCNCA will accept paper pledges after March 2, 2011, but charity allocations will not be honored.