

2004 CFC REGIONAL WORKSHOP AGENDA

| | SESSION TITLE / SPEAKERS | DESCRIPTION |
|----------------------|--|--|
| SUNDAY | | |
| 1:00 – 5:00 | CFC 101 | Are you overwhelmed by your new role with the CFC? Join campaign veterans as they walk newcomers through the basics of the CFC, including its history, regulations, language, and annual timeline. This informative session will provide the foundation for the topics that will be discussed throughout the workshop and give participants a chance to have their questions answered. <i>This session is for individuals with less than two years experience with the campaign.</i> |
| 6:00 | Reception | Meet new colleagues and get re-acquainted with old friends over hors d'oeuvres. |
| MONDAY | | |
| 8:30 – 9:45 | Welcome and OPM Operations Report | The Director of the Office of CFC Operations, Mara Paternoster, will present the preliminary results of the 2003 CFC, report on developments in the campaign over the past year and review future program and policy priorities. |
| 9:45 – 10:00 | National CFC Committee Overview | The National CFC Committee offers a variety of services to campaigns, such as the production of the national video, management of the CFC Today website, publishing the communications kit, and organization of the regional workshops. Committee Chair, Marshall Strauss, will bring attendees up-to-date on the group's accomplishments in 2003 and goals for the 2004 campaign. |
| 10:00 – 10:15 | Break | |
| 10:15 – 12:00 | CFC Eligibility and Appeals | The CFC regulations ensure that applicants around the country are reviewed by LFCCs using the same criteria regardless of their size or location. Whether you are new to the process or simply need a refresher course, trainers will walk you through the core application requirements and most recent OPM guidance. |

| | | |
|----------------------|--|--|
| Noon | Lunch on your own | Mara Patermaster and the Office of CFC Operations staff will be available for one-on-one consultations on CFC policies and guidance. (Lunch will not be provided.) |
| 1:30 – 2:45 | Campaign Research | Knowing your audience can be the key to running a successful campaign. View highlights of donor research on why Federal employees give or do not give. |
| 2:45 – 3:00 | Break | |
| 3:00 – 5:00 | How Do I? Sessions | This plenary session will involve roundtable discussions on a variety of topics ranging from campaign events and promotions to LFCC issues such as 990s and audits from CFC applicants. Each group will have 25 minutes each to discuss their topic. |
| TUESDAY | | |
| 7:30 – 8:30 | Continental Breakfast | |
| 8:30 – 9:15 | OIG | This session will focus on the role of the Office of Inspector General (OIG) and the audit process, including incorporation of the Agreed-upon Procedures performed by local Audit firms. Prior year audit findings will also be reviewed. |
| 9:15 – 10:30 | Audit Guide | This session will cover the CFC Audit Guide issued in April 2003. The Office of CFC Operations' Senior Compliance Officer, Mark Lambert, will discuss the audit requirements, changes for this year, and results from last year. |
| 10:30 – 10:45 | Break | |
| 10:45 – Noon | Government Structure – Plus FEB/FEA | This session will focus on the three major categories of Federal employees solicited by the CFC – postal, military, and civilian, plus a short presentation on FEBs/FEAs. A panel of experts will describe the organizational structure, leadership, and personnel trends of each category to help you gain a better understanding of the groups participating in the CFC. The session will be followed by breakouts in the afternoon. |

| | | |
|----------------------|--|---|
| Noon – 1:30 | Lunch/Awards Ceremony | |
| 1:30 – 2:45 | Knowing Your Customer | This session will provide specific information that will give you an understanding of the postal, military, and civilian structures and communities. There will be an opportunity to share and discuss "Best Practices" and actions you can take that can lead to more successful campaigns. You will have an opportunity to ask questions of the presenters and to engage in a discussion with them. |
| 2:45 – 3:00 | Break | |
| 3:00 – 4:15 | Knowing Your Customer (repeat session) | This session will provide specific information that will give you an understanding of the postal, military, and civilian structures and communities. There will be an opportunity to share and discuss "Best Practices" and actions you can take that can lead to more successful campaigns. You will have an opportunity to ask questions of the presenters and to engage in a discussion with them. |
| | | |
| WEDNESDAY | | |
| 7:30 – 8:00 | Continental Breakfast | |
| 8:00 – 10:00 | LFCC/PCFO Forums PCFO will be broken into large and small | Join your colleagues to discuss the issues and challenges you are facing in your campaign. This is your opportunity to share ideas and network with your peers. |
| 10:00 – 10:15 | Break | |
| 10:15 – Noon | Future of CFC | A panel of experts and veterans of the CFC will discuss their vision for the future of the CFC with a focus on the impact of technology on the campaign's structure, business practices, and fundraising methods. |