



## What is my role as an IC Deputy Coordinator?

The IC Executive Officer (EO) serves as Campaign Coordinator for the IC. The IC Deputy Coordinator

- is appointed by the EO,
- provides leadership for the IC's Combined Federal Campaign (CFC),
- coordinates the day-to-day activities of the campaign, and
- supervises the IC Keyworkers.

Most ICs also have Assistant Coordinators as part of the leadership team. Deputy Coordinators report directly to their IC Executive Officer.

## What are my responsibilities?

### Leadership

**Takes ownership for creating a successful campaign** within the IC.

**Recruits a CFC leadership team** to assist in the IC's CFC efforts that will take a hands-on approach and take responsibility for doing the work of the campaign. This could be as simple as designating a few volunteers to take on certain responsibilities or as formal as pulling together a full committee.

**Leads the IC team in developing strategies** that fit the IC's culture for meeting the IC's goal.

**Leads the IC team in raising awareness** of the CFC among IC employees.

**Regularly briefs the IC Campaign Coordinator (EO)** regarding progress of the campaign and asks for assistance and support when necessary.

**Identifies and resolves campaign difficulties.** You should feel free to contact NIH CFC leadership team with questions at [nihcfc2008@mail.nih.gov](mailto:.nihcfc2008@mail.nih.gov).

## **Planning**

**Recruits charities** to participate in IC events, Keyworker training, and to attend office staff meetings as requested.

**Builds on past experience.** Talks with last year's Deputy Coordinator to

- Find out what components of the campaign were successful
- Ask about the pace of the campaign
- Learn about IC CFC traditions
- Inquire about potential challenges that could be avoided with planning

**Enlists support from the IC Campaign Coordinator (EO).** Meets with the EO to

- Ask EO to communicate with Assistant Coordinators and Keyworkers to explain the Deputy Coordinator's role in the campaign.
- Get agreement on a schedule for communicating with the EO on weekly progress and highlights.
- Request help from the EO on enlisting involvement by the IC Director in ways such as participating in the IC Directors' challenge competition and scheduling a visit to the Keyworker Orientation and Reception.
- Present the IC's CFC campaign plan and asks for input and support.

**Makes decisions** based on the campaign timetable and the pace of the campaign.

## **Campaign Supplies**

**Assess IC supply needs and ensure there are enough**

- Keyworker training kits for all Keyworkers
- Catalogues and pledge cards for every employee including contractors
- Promotional materials (posters, tent cards)
- Collection supplies (pledge card carriers and deposit bags)
- Work with Keyworkers to make sure you have the right amount of supplies. The FTE reports won't cover every employee, so rely on people in your IC for the best information.

**Coordinates supply order, receives supplies, and distributes supplies. Remember to**

- Use provided order form
- Be available during your scheduled delivery
- Follow up with Keyworkers to make sure they distribute their supplies

## **Keyworker Recruitment, Training and Support**

**Recruits Keyworkers.** See attachment "Recruiting Keyworkers."

**Organizes and hosts the Keyworker Orientation.** See attachment "Keyworker Orientation and Reception Checklist."

**Distributes supplies to each Keyworker** at Keyworker Orientation. Supplies contain

- A "Keyworker Training Kit" for the orientation
- A pledge card and a Catalog of Caring for each employee the Keyworker will be responsible for contacting
- Three additional pledge card carriers
- CFC posters and other promotional items
- Thank-you cards for contributors
- Drawing handouts

**Check in** with your Keyworkers regularly. **Communicate** with your Keyworkers at least weekly. Show up, call, or e-mail so that you know how your Keyworker is doing.

**Monitor your Keyworker progress** and work with your Keyworkers to make sure that they are meeting their goals. This ensures your IC meets its overall goal. Use Reports from the MANAGE system or monitor by hand in the sheets provided in this training packet.

**Invite your Assistant Coordinators and Keyworkers to the CFC Kick Off, October 2<sup>nd</sup>.**

**Encourage Keyworkers to promote attendance at NIH-wide CFC events** as an opportunity to learn more about the charities and the CFC.

**Make sure that Keyworkers distribute a thank-you card** to each contributor.

With assistance from the Keyworkers, **distribute CFC mementos and a special thank-you note** to Eagle and Double Eagle contributors.

**Recognize Keyworkers** at the end of the campaign.

## **Collections**

**Collects completed pledge card carriers** from each Keyworker weekly.

**Submits a weekly report of the IC's progress** to CFC headquarters (an on-line system called "CFCNCA MANAGE") and to the IC's Keyworkers. Tracks progress of the campaign.

**On campus - turns in completed deposit bags to the NIH Federal Credit Union** in Building 31 by 11:00 am on Thursdays.

**Off-campus - gives deposit bags to Christine Brake** at the appointed time on Thursday mornings.

**Sends *payroll deduction copies* of pledge cards from *civilians* to your IC's Final Authorizer in the Client Services Division and *payroll deduction copies* from *Commissioned Corps personnel* to Doris Ravenell Brown (Bldg 31/B2B63).** Tip: Find out in advance in which unit your IC's Commissioned Corps personnel work so that you know to look out for their pledge cards.