CFC MEMORANDUM 2009-01

TO: LOCAL FEDERAL COORDINATING COMMITTEES

FROM: MARK W. LAMBERT
               DIRECTOR, OFFICE OF CFC OPERATIONS

CC: PRINCIPAL COMBINED FUND ORGANIZATIONS

RE: 2009 ANNUAL CFC E-TECHNOLOGY STATUS REPORT AND
               E-TECHNOLOGY REQUEST FORM

On an annual basis, the Office of CFC Operations (OCFCO) will review the status of e-technology usage in the CFC. Please complete the attached E-Technology Status Report and Request Form (E-Technology Form) on the following pages no later than June 2, 2009 to assist in that review. OCFCO may use the information provided in the E-Technology Form to audit campaign websites for compliance with the Guidelines for the Use of E-Technology in the CFC and to issue corrective instructions to bring websites into compliance.

The E-Technology Form also serves as LFCC notification to OCFCO that it has completed its annual review and approves of the local campaign website content and format, and any e-giving initiatives currently in use or in development for the campaign. In addition to LFCC review and approval for e-technology initiatives, pledging tools, or programs used for the CFC, OCFCO *written approval is required for activities not previously approved in writing by OCFCO or modified since OCFCO approval. Products used in multiple campaign areas must be approved by each LFCC and OPM for each campaign area .*CFC websites, however, do not require OCFCO authorization although websites are subject to compliance reviews by OCFCO as stated above. Additional information on CFC E-Technology policy and guidance can be found at http://www.opm.gov/cfc/E-Technology/index.asp or contact Cherlynn Stevens at casteven@opm.gov for questions and comments on this guidance.

Attachments: 2009 Annual CFC E-Technology Status Report – Without Website
                    2009 Annual CFC E-Technology Status Report – With Website
                    2009 E-Technology Request Form to Initiate or Continue Using E-Pledging Tools

2009 ANNUAL CFC E-TECHNOLOGY STATUS REPORT – WITHOUT WEBSITES

CAMPAIGNS WITH WEBSITES: Skip this page and go to page three.

CAMPAIGNS WITHOUT WEBSITES in 2009:

Check the appropriate boxes below, obtain PCFO and LFCC signatures, and return before June 16, 2009 to cfc@opm.gov , with the subject line as your Campaign ID, State Abbreviation, 2009 E-Tech Status Report .

Campaign Name: **Campaign Number:**

□   Will not have a CFC website for the 2009 campaign.

                        AND

□   Plan to have a website before or during the 2009 campaign season

                        OR

□   Plan to have a website by the _____ [Insert year] campaign season

                        OR

□   Definitely do not plan to have a website by the 2009 campaign season.

□   Other (Specify)

_____   _____
LFCC Chair (print name)   **PCFO (print name)**

_____   _____
LFCC Chair Signature   Date   **PCFO Signature   Date**

Stop here. Thank you completing this form.

2009 ANNUAL CFC E-TECHNOLOGY STATUS REPORT – WITH WEBSITES

CAMPAIGNS WITH WEBSITES

Check the appropriate boxes below, obtain PCFO and LFCC signatures, and return before June 2, 2009 to cfc@opm.gov , with the subject line as your Campaign ID, State Abbreviation, 2009 E-Tech Status Report.

Campaign Name: **Campaign Number:**

The campaign website located at this URL:

☐   Is a dedicated CFC website that conforms to the enclosed Guidelines for the Use of E-Technology in the CFC.

☐   Does not conform to the Guidelines in the following respects:

☐   Has a write-protected searchable PDF CFC charity list that conforms to the enclosed Guidelines for the Use of E-Technology in the CFC.

☐   Has a different searchable format. Please explain:

☐   Does not have a searchable format.

☐   Has a charity look-up tool for multiple search functions (for example, AFR and NTEE), that conforms to the enclosed Guidelines for the Use of E-Technology in the CFC.
Describe how the look-up tool functions:

☐   Website is compliant with Section 508 of the Rehabilitation Act.

☐   Has or intends to implement an on-line pledging tool that conforms to the enclosed Guidelines for the Use of E-Technology in the CFC. **Complete page four below.**

_____   _____
LFCC Chair (print name)   **PCFO (print name)**

_____   _____
LFCC Chair Signature   Date   **PCFO Signature   Date**

Thank you completing this form.

2009 E-TECHNOLOGY REQUEST FORM
TO INITIATE OR CONTINUE USING E-PLEDGING TOOLS

Complete the form below, obtain PCFO and LFCC signatures, and submit with a complete description or proposal of the pledging tool for OPM review. See the CFC E-Technology Planning Guide for the specific elements that each request must address. Include URLs that may be reviewed and screen-shots of donor and administrative/PCFO screens for new and continuing tools. Send to cfc@opm.gov before June 2, 2009 with the subject line as your Campaign ID, State Abbreviation, 2009 E-Pledge Review Request.

CAMPAIGN NAME: **CAMPAIGN NUMBER:**

☐   PRODUCT NAME for other Assisted E-Pledging Tool, Software, Program or Initiative other than EEX:

☐   This is a new request to OPM

☐   This is a continuing request to OPM

☐   That has not changed in product features or scope of implementation since approved by OPM in writing on:

           OR

☐   That has changed in features or scope as described in the accompanying documentation. See instructions above.

_____   _____
LFCC Chair (print name)   **PCFO (print name)**

_____   _____
LFCC Chair Signature   Date   **PCFO Signature   Date**

Thank you completing this form.