



Sioux Empire Combined Federal Campaign Informational Sheet

1. The 2011 Combined Federal Campaign Official Solicitation Period is September 1 - December 15, 2011. The campaign should be concluded no later than November 18, 2011 to ensure enough time for proper processing of pledges.
2. Coercive Activity prohibited
 - * Solicitation of employees by their supervisor or by an individual in their supervision chain is prohibited.
 - * Supervisory inquiries about whether an employee chooses to participate or not are prohibited.
 - * This does not mean a supervisor cannot demonstrate his/her support of the CFC. Asking employees to consider joining with him/her is okay.

Other prohibited areas

- * Setting 100 percent participation goals.
 - * Establishing personal dollar goals and quotas. Supporting guidelines of one hour's pay per month or one percent is acceptable. (See brochure for guidelines.)
 - * Developing and using lists of non-contributors other than to ensure everyone is contacted.
3. Pledge Form
 - * ORIGINAL (page 1) is to be sent to the contributor's payroll office if the contributor selects payroll withholding. Payroll authorization should reach the payroll office no later than December ____, 2010.
 - * 1st Copy (page 2) is to be returned in the campaign envelope to the central receipt point.
 - * 2nd Copy (page 3) to be kept by the contributor as a receipt.

Check either the "DO NOT" release or one of the "Release" options for acknowledgement of designated gifts. Complete the address information if applicable.

4. Designations
 - * The donor may only designate to the agencies and groups listed in the brochure.



5. Hand-outs
 - * Each employee is to be given a pledge form and access to the Agency Listings. They are available on the Sioux Empire CFC website at www.siouxempirecfc.org or in print form. Agency Listing brochures may be shared to save cost. Each agency will receive one printed Agency Listing. They can be duplicated internally if needed.
6. Turning in completed material
 - * Complete all information requested on the envelope form and check whether it is a partial or final report.
 - * Make sure you have completed the award form and include it in the envelope with the pledge cards.

Please personally take the envelope with the contribution pledge cards enclosed to the Principal Combined Fund Organization, c/o Sioux Empire United Way, 1000 N. West Avenue #120, Sioux Falls SD 57104.

7. Employee Rally Assistance:
If you need help with your employee rally or an Agency speaker, contact JoEllen Wrolstad at United Way, 336-2095.
8. Yankton, Mitchell and all other CFC envelopes need to be returned for auditing to:
Sioux Empire Combined Federal Campaign
1000 N. West Avenue, Suite 120
Sioux Falls SD 57104-1314
(605) 336-2095

If you have any questions, please feel free to contact:

JoEllen Wrolstad – PCFO Contact
Sioux Empire United Way
1000 N. West Avenue #120
Sioux Falls SD 57104-1314
(605) 336-2095 (phone)
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