



## Charity Involvement in the CFC

The Pacific Northwest CFC strives to give each charity the opportunity to present their organization's work to federal employees. It is our goal to be unbiased as we campaign on behalf of all member charities.

Each charity in our campaign is given the same opportunities to interact with federal employees. Charities are automatically assigned a CFC code and listed in three databases, as follows:

- **The print charity list.** All Federal employees receive this list during the campaign. The charity list provides a brief description of a charity's services, and gives its EIN number, taxonomy codes, and contact information.
- **The Online Searchable Directory.** Federal employees can search the Online Directory in a variety of ways—agency name, taxonomy code, keyword in the 25-word description, location, etc. The charity's information will appear as it does in the print charity list. Federal employees can access the Online Searchable Directory at [www.yourcfc.org](http://www.yourcfc.org).
- **Employee Express.** Some federal employees are able to give online through the online Employee Express system, used to manage payroll and HR-related information. Charities will be listed in this program the same way that they are in the other directories.

Charities also have the option to voluntarily participate in the CFC in other ways. They can:

- **Sign up for Speaker's Bureau.** We distribute the Speaker's Bureau list to campaign coordinators and post it on our website. Agencies select charities from this list to speak at meetings and special events during the campaign. If you are contacted to speak, please clear any promotional materials you would like to distribute with the agency leadership through your campaign coordinator prior to your visit. *Note: Signing up for Speaker's Bureau does not guarantee a speaking engagement.*
- **Attend a charity fair.** We will send notices via email if an agency hosts a charity fair open to all charities. In most cases a CFC coordinator will contact an agency directly and ask them to participate.

Please note that CFC regulations prohibit charities from soliciting federal agency personnel for speaking engagements or other promotional activities at federal agencies.