



CFC & Fundraising Notice

It's that time of year again...the annual kick-off of the Combined Federal Campaign (CFC) began on September 1st. Also, local schools are busy fundraising for student activities. It's a good time to issue a reminder about fundraising in the federal workplace.

Private fundraising, even for the most altruistic community-oriented purposes, such as "band candy", Girl Scout cookies, or bargain coupon books cannot be permitted in official space or on government time. The only authorized workplace solicitation of government employees for a charitable contribution is the annual CFC. Likewise, the selling or delivery of items/products is not appropriate in the Federal workplace (e.g., Avon, Pampered Chef, Tupperware, etc.) [See USDA Departmental Regulation 4070-735-001, **Employee Responsibilities and Conduct** at: <http://ethics.usda.gov/science/ethical-conduct/DR4070-735-001.pdf>]. Use of government equipment is expressly reserved for the conduct of official business.

The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations [5 C.F.R. § 950.102(a)]. Federal agencies traditionally take a very active role in encouraging employee participation in the CFC. The challenge to meet participation goals often results in creative methods used by agencies to involve not only employees, but non-Federal entities, as well. At the same time, employee participation cannot be coerced, and efforts to involve non-Federal organizations must not violate other existing ethical rules. If you are actively involved in the CFC campaign, you are encouraged to read USDA Office of Ethics Issuance, 03-2, Combined Federal Campaign Activities, dated November 7, 2003: <http://ethics.usda.gov/rules/fundraising.htm>

CFC Event Registration

In order to assure that official fundraising events held on behalf of the U. S. Department of Agriculture's Combined Federal Campaign (CFC) program comply with CFC, General Services Administration, and ethics program regulations:

- Employees organizing a CFC event **must** complete form OE-109 (Parts I-III), digitally sign it (*which will ask you to create a digital signature and allow you to save simultaneously*) and then submit it as an email attachment to their agency CFC coordinator.
- Agency CFC coordinators will review this form (Parts I-III) and complete Part IV determining whether it must be submitted to the appropriate Office of Ethics contact for further review.
- Agency CFC coordinators are responsible for retaining forms not sent to the Office of Ethics for review.
- Forms sent to the Office of Ethics will be returned to the agency CFC coordinator with approval or guidance for event restructuring.

The CFC Event Registration form (OE-109) can be found at:
<http://ethics.usda.gov/science/forms/index.htm>

If you have any questions regarding fundraising, please contact your Agency/Area Ethics Advisor at:
<http://ethics.usda.gov/science/docs/agency-ethics-contacts.pdf>