The Combined Federal Campaign (CFC) is OUR campaign – an opportunity for federal employees to come together, wherever we are, and change the world. The CFC has become a tradition each fall, and over the past 59 years, we have raised more than $8.4 billion for causes like finding cures for diseases, supporting our military heroes, and promoting equality for all. As a Keyworker, you have the most important impact: inviting your co-workers to join the CFC community. Following this checklist will ensure a successful CFC!

Checklist of Keyworker Activities

- **Attend training** to learn more about the CFC.
- **Get your supplies** from your Campaign Manager/Coordinator if there are printed campaign materials available in your area this year.
- **Know your CFC unit code:** how your unit/office will get credited with donations made by your co-workers.
- **Publicize the campaign** using emails, posters, brochures, leadership messages, social media, and campaign event ideas all available on the website!
- **Practice giving** via the online portal, a paper pledge form, and the CFC Giving Mobile App so you can answer questions from co-workers. Use the *How to Give Card* for instructions.
- **Invite each of your co-workers to give** by speaking to them in person, even via Zoom, and following the steps to the right.
- **Follow up** by providing resources via email and in meetings.
- **Submit completed paper pledge forms** if you are in a work space and are able to collect them. Otherwise, provide information on how your co-workers can mail completed paper pledge forms directly to the pledge processing center.
- **Express gratitude** by thanking everyone for their time and providing recognition items (like the *Thank You Card*) if available in your area.

For more detailed information on how to be a Keyworker, check out our complete Keyworker Guide.