**FROM:** Department/Agency Leadership or Campaign Manager

**TO:** All Employees

**CONTENT:** Campaign worker recruitment

**DATE TO SEND:** Mid-to-Late Summer

**SUBJECT**: Are you interested in being a leader in the Combined Federal Campaign?

Dear colleagues,

Planning for the 2021 Combined Federal Campaign (CFC) hosted by the Office of Personnel Management is underway, and I am pleased to support the process in our [DEPARTMENT / AGENCY]’s search for volunteers to fill campaign leadership roles. I have been proud to support the campaign for the last [X] years, and can share firsthand how rewarding the roles can be. Each year, thousands of federal employees work together to implement the CFC and inspire their colleagues to give to the charities they care most about.

These positions are a great way to develop professional skills, such as public speaking, financial accountability, and expertise in building public-private sector partnerships. Leadership and service within the CFC also can help augment the knowledge, skills, and abilities required to advance to more senior-level positions.

You don’t have to be a long-time federal employee, or CFC donor, or even know what the CFC is to serve in this important role. Training committees will provide all of the resources and materials you need to inspire your colleagues to collectively raise critical funds for the more than 5,000 charities participating in the 2021 campaign.

If you are interested in pursuing a leadership role within the CFC, please reach out to your [SUPERVISOR/MANAGER/POC], so they can discuss the steps and timeline. Training is just around the corner, and we are eagerly anticipating an important year in giving to support our local communities, the nation, and all of those in need around the world.

As a campaign worker, you can be the face of change! The work you will do is critical to the success of this effort. The CFC unites the entire federal community through dedication to a life-long tradition of giving, and this would be a fine addition to a legacy of being a changemaker.

Thanks,

[Department/Agency Leadership or Campaign Manager]

[Title]