



Combined Federal Campaign (CFC) Special Event Request Form

Purpose and Instructions:

To ensure that special CFC events comply with CFC, ethics, and postal regulations, please submit this form, including any promotional materials, to the Ethics Office for approval **at least two weeks** before the planned event. If it is determined that this request does not meet applicable regulations, the Ethics Office will provide guidance on the changes necessary to bring the event into compliance.

Please read the form carefully!

Send this completed form to: Ethics.Help@usps.gov

*****FAILURE TO OBTAIN REVIEW FROM THE ETHICS OFFICE MAY RESULT IN CANCELLATION OF THE EVENT*****

PART I: EVENT INFORMATION

Name(s) of Event Coordinator(s):

Email:

Tel:

Event Date:

Event Time:

Event Location:

Title of Event:

Description of the Event: **(no funds may be raised or collected at any special CFC event)**

Describe any door prizes and how they will be given out: **(must be of minimum financial value, purchased with approved Postal funds or donated by postal employees only!)**

Will there be any refreshments **(purchased with approved Postal funds or donated by postal employees)?** (circle one) yes no

Name of Responsible Facilities Head or Postal Officer:

Date Event Was Approved by Facilities Head or Postal Officer:

Please attach posters, flyers, or other promotional materials that are related to the special CFC event (drafts are fine)

QUESTIONS ABOUT THE REQUESTED INFORMATION? CALL THE ETHICS OFFICE AT 202-268-6346

KEY POINTS ABOUT CFC EVENTS:

- All events are solely to raise awareness for the CFC. **Fundraising or collecting funds at any special CFC event is prohibited.**
- Events must be open to all employees whether or not the employees participate in the CFC.
- If prizes are offered, they must be modest in nature and value. Examples of appropriate prizes may include opportunities for lunch with agency officials, agency parking spaces for a specific time period, and gifts of minimal financial value (no more than \$25).
- Participation in special CFC events is voluntary. No one may put undue pressure on employees to attend any CFC events.
- CFC donations are voluntary. No one may put undue pressure on employees to donate to the CFC or a specific CFC charity.
- Special CFC events may not involve gambling. Gambling is defined as: (1) betting something of value – usually money, (2) in a game of chance, (3) that offers an award or prize.
- No fees may be charged to participate in special CFC events.
- Special CFC events must be conducted on government-owned or government-leased property.

CFC EVENT COORDINATOR RESPONSIBILITIES:

- As Event Coordinator, I will advise/have advised all participating employees that soliciting donations from outside sources, vendors, and contractors is prohibited. *(For example: It is impermissible to ask a local restaurant to donate a restaurant gift certificate to raffle/auction off at a special CFC event).*
- As Event Coordinator, I will/have advised all participating employees that soliciting donations from contractors is prohibited. *However, acceptance of unsolicited (voluntary) contributions from contractors is permissible. It must be in the form of a check.*

PART IV: EVENT COORDINATOR CERTIFICATION

I certify that the information included and attached to this form is true and correct to the best of my knowledge and that I have read and understood the rules regarding the conduct of special CFC events as set out in the checklist above.

Event Coordinator's Signature:

Date:

