

PROHIBITED PROCEDURES

1. Direct solicitation of personnel by their supervisor

- Doesn't prevent supervisor from encouraging subordinates to consider participating in CFC or in campaign events
- Doesn't prevent supervisors from exhibiting their support of the CFC

2. Setting 100% participation as a goal

- 100% contact is allowed
- Use of contributor lists, and/or non-contributor lists, for anything other than routine collection and forwarding of contributions and allotments

3. Setting an “expected” or specific gift amount that someone should donate

4. Inquiries by executives and supervisors about whether a person chooses to participate or not

- Summary information only may be shown to supervisors

5. Permitting the size of an individual's donation to influence a performance evaluation

6. Endorsing or criticizing any charitable organization, its services or programs, to any Federal employees

7. Donor Pressure

- Participation in the CFC is strictly voluntary
- Once the CFC has been explained and the person says “no” - do not pressure them to participate
- Do not require everyone to fill out a pledge card just to track contact
- Thank them for their consideration and tell them you'll be available should they change their mind