



CFD Fundraiser Toolkit

Your guide to everything you need to know about conducting a CFD fundraiser

What is a CFD Fundraiser?

A CFD fundraiser is an event where money is raised in support of the CFD and its member charities. These events can be used to kickoff your campaign or to raise awareness of this great program. Fundraising events provide a great opportunity to educate your fellow employees of the benefits of donating to charities using the CFD's online giving tool via monthly payroll deduction.

Are Fundraisers ethical?

CFD fundraisers are 100% ethical. They are an important part of the Combined Fund Drive and fall within the laws that govern the CFD. Please refer to WAC 357-55-425 for detailed information on the legislation that permits fundraisers as part of the Combined Fund Drive.

Can state resources be used in support to the CFD and CFD fundraisers?

Yes. WAC 357-55-320 states that "State agencies and higher education institutions, at their discretion, are authorized to use reasonable state resources to support, promote, and conduct the annual combined fund drive campaign within their organization." Please work with your workplace leadership to determine what is "reasonable" before diving into your fundraising efforts.

Are fundraisers effective?

Fundraisers are a great way to create awareness for the Combined Fund Drive. They also provide a great opportunity to educate people about the benefits of giving to charities via payroll deduction. However, our research shows that fundraising events require a lot of time to pull off and provide a fraction of the overall donations collected during the campaign. So we encourage you to educate your event attendees about the benefits of payroll deduction.

What do I do with the money I raise from a fundraiser?

Please follow these simple steps to ensure that the money raised from a fundraiser is handled properly:

- Deposit all money raised into your agency's 525 account following OFM's "next day" rule.
- Hold **ALL** fundraiser deposits in your agency's account until the end of your campaign.
- When you are all done with fundraising event you will transfer all money and submit a "Fundraiser Transfer Form", found on the CFD website, on or before the **December 16 deadline**.

IMPORTANT: The Transfer Form **MUST** match the total amount transferred to the Office of the Secretary of State.

After you submit the "Fundraiser Transfer Form" sign into your CFD volunteer account, click the "Fundraisers" link and fill out the online fundraiser form. This will be used by CFD/SOS's finance office to verify the information provided by the "Fundraiser Transfer Form".

Can fundraisers benefit multiple charities?

Yes. This is possible *ONLY* if the money is transferred **ONCE** at the end of the campaign. It is up to your Local Coordinators to communicate what charities benefit from a fundraiser the amount they should receive. Keep track of this information. Then submit this information to the CFD when you fill out the online fundraiser form at the end of the campaign.

IMPORTANT: If the CFD receives more than one fundraiser transfer the money will automatically go into CFD's Non-Specified fund.

Who do I contact if I have questions regarding fundraisers?

You may contact the CFD office at 360-704-7143. Either Randy or Philip will be happy to answer any of your questions.

What other resources are available to provide guidance with fundraisers?

The Campaign Leader Handbook provides detailed information on this year's fundraising policy and can be found on the CFD's website.