

CFC Coordinator/Key Worker Fundraising Booklet

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Events and Ideas to put the FUN back in Fundraising!

Your campaign can be so much more than just listening to a small speech and filling out a pledge card. Put the fun back in fundraising with these creative ideas to energize your workplace campaign!

We want to reach – and exceed! - our goal for our charities every year, but it's also important that the campaign remain fun for everyone.

The following are strictly prohibited by the CFC:

- Setting a goal of 100% participation.
- Developing or using lists of non-contributors or providing and using contributor lists for purposes other than the routine collection and forwarding of contributions.
- Using campaign results as a factor in an employee's performance appraisal.
- Asking employees which charities they designated.
- Having supervisors solicit their direct reports.
- Soliciting pledges from contract employees or retirees, although both can participate on their own initiative.
- Soliciting pledges from outside the CFC of Louisiana region. A federal employee may participate in a particular CFC if that employee's official duty station is located within the geographic boundaries of that CFC.

Auctions & Sales

“It’s not art, but....”



Executive Auction

Get the Executive staff to donate half a day to CFC. Then auction each executive off to the employees. The executive must take over the employee’s job for a half day.

Home-Grown Auction/ Craft Fair

Employees donate random items for auction such as cakes, cookies, monthly parking spots, a weekend at their summer cabin, or a home-cooked dinner. Services such as a car detailing, a month of lawn-mowing and wallpapering also may be auctioned, or solicit donations from local businesses

Rummage Sales

Employees donate items to be sold in the parking lot or cafeteria.

Balloon Sales

Stuff a message inside announcing a prize they’ve won, or a thank you for donation to CFC.

Media Swap

Employees donate new or gently used books, DVD’s, etc. Sell the items during lunch.

Basket Auction/Silent Auction

Each department creates a gift basket of donated items. Baskets have themes and may include anything from trinkets to trips! Display baskets and then auction or raffle them off.

Auction Hotline

Set up a special voice mailbox or web page with weekly messages announcing auction items. Outline the items, including their face value in a flyer. Employees can call the hotline to record their bids. Update the recorded message daily, announcing the highest bids received to date. Each Friday announce auction results for the week and next week’s items.

Contests

“Better odds than a football pool.”



Video Game Contest

Set up three or four video matches in a small conference room. Employees pay to play and try to beat the previous players’ scores. This can take place over several days with many repeat players. The winner at the end of the contest time period wins a prize.

Children’s Drawing/Coloring Contest

Give employees copies of the CFC Logo to take home for their children under 12 to draw or color. Charge a \$5.00 entry fee to vote for the best portraits. Display the winning portraits as part of the organization’s permanent art collection. Variations of this event include having children paint depictions of people helping other people. Poems, collages and photography can also be submitted.

Look – a – Like Contest

Employees dress up like famous personalities such as Marilyn Monroe or Elvis. Employees pay to vote on the best costume. The contestant receiving the most votes gets a prize.

Whiz Quiz

Make up an IQ test based on CFC facts. Award prize(s) to employees with the most correct answers. This is a fun, challenging way to increase knowledge about CFC.

Most Humorous Photo Contest

Employees bring humorous photos to work. Employees vote with quarters for the funniest. The winning photographer gets a prize.

'American Idol' /Lip Sync Contest

Hold an *Idol* contest, based on the hit TV show *American Idol*, or a lunchtime lip sync contest. Charge an entry fee and have the audience vote for the best act. Give a prize to the winner. Employees make a donation to vote for the management-singing group of their choice. The duo or group that attracts the most will sing a song of their choice in front of an audience.

Talent Show

Each contestant must educate the audience about the Combined Federal Campaign during the talent competition and the audience votes by placing money in large water jugs.

Casino Night

What are the ingredients for a successful Casino Night? A few gaming tables, a bingo table, a snack table, employees and their families. Have local businesses donate prizes for winners

A Dollar an Inch

Employees pay to cut an inch off their favorite executive tie each time they give to the community. Executives participate in an all-day competition to end the day with the shortest tie.

Executive Prison

Transform an office into a jail cell. Arrest managers and executives and allow them to make a phone call to their staff to "bail" them out. All proceeds go to the campaign.

OR**Catch and Release**

Managers have to stay in a giant "fish Tank" until they raise ten or more dollars in donations. Decorate with an "under the sea" type décor.

Back to School

Relive the glory years of school (without all the homework). Collect school supplies for a Combined Federal Campaign nonprofit agency. Hold a spelling bee. Contestants must spell the word correctly or everyone on the team must pay. The winning team receives a prize. Or e-mail the Combined Federal Campaign pop quizzes to employees with winners receiving a prize. Give away customized lunchboxes. Have employee's kid's help in the decoration of flyers and custom printed materials.

Funniest Home Video Contests

Invite employees to create their own “home” or “work” videos. Charge an entry fee at a viewing party; offer a prize.

Put Yourself in Their Shoes

Ask employees to wear a crazy pair of shoes and enjoy a wild and crazy lunch. The menu: FOOT-long hot dogs, SHOESTRING potatoes, CORN chips, ARCHway cookies and SOLE music, i.e. "Blue Suede Shoes", "These Boots Were Made For Walking".

Whose Legs are Those?

Line up co-workers for mug shots of their legs in Bermuda shorts, legs only. Encourage employees to pay a small fee (\$1) to guess whose legs belong to which co-workers.

Corporate Challenge

Take on another company in your field in a campaign goal challenge.

CFC Riddle Contest

Clues are given to employees in the form of riddles. The department or individual who figures out all the riddles receives a prize at the end of the campaign.

The Combined Federal Campaign Jingle Contest

Employees write jingles for the Combined Federal Campaign. There is \$5 entry fee and voting fee for the best jingles.

Other “Odds” and Ends

- Bingo
- Board Games
- Costume Contest
- Pumpkin Carving Contest
- Cubicle Decorating Contest

Ugly Lamp Month

Use any elephant (an ugly lamp works great) and offer the opportunity to purchase points to move the item to someone’s work space or keep it out of your work area. Calculate and move daily, weekly, etc. Wherever it ends up at the end of the time period, it must stay for one month or until the next campaign.

In Hot Pursuit of Cool Millions

Campaigners dress up as spies wearing trench coats and carrying magnifying glasses. Pass out the Combined Federal Campaign informative messages in code and offer a prize for the employees who can decode the messages.

Male Beauty Contest

Contestants represent a Combined Federal Campaign non-profit agency. They receive votes at so much a bid. They can have photos of themselves with “biography” information available.

Half & Half

Employees each donate a dollar to be kept in a plastic container. Hold a drawing where the worker receives half the funds in the container and the Combined Federal Campaign receives the other half. Employees were also able to buy “Jeans on Friday” coupons for \$5, \$10 or \$20, each which allowed for variable lengths of wearing time.

Beat the Bad Habit

Get co-workers to stop being tardy to meetings, popping their gum, failing to recycle, leaving letterhead in the copy machine, whatever! Offenders pay a quarter for their transgressions!

Drawings/Raffle

Secure a donated prize such as certificates for dinner, weekend stay at a local resort, movie passes, concert tickets, professional/college sports games, museum passes, etc. Sell tickets and draw the winning ticket at a designated time and place. This can also be done in a 50/50 fashion where half the proceeds are given away as the prize. The other half benefits the CFC.

Sports Events

“For all kinds of office athletes”



Golf Tournament or Putt-Putt Contest

Work with a nearby golf course to get reduced rates. Charge players regular price with proceeds going to CFC. Humorous prizes can be handed out later at a potluck dinner (e.g. shortest drive, highest score, etc.) Set up a miniature golf course within your own office, lobby, or work area. Charge each player to play and award a prize to the player with the lowest score.

Tricycle Races

Before the race, employees pay to have sandbags or rolled pennies tied to opposing department managers' trikes. Hold the race in the lunchroom or outside. The first one to the finish line wins a prize for the department.

Tug – of – war

Have employees against executive staff or interdepartmental competition. Each team pays a fee to enter.

Benefit Dance

Organize an outing with co-workers and spouses to enjoy music, dancing and fun. Ask for a cover charge.

Slam Dunk Contest!

Charge a fee to compete and provide a prize for the winner.

Ping Pong – a – thon

Charge an entry fee and have team elimination. Award the winning team with a prize.

Bowling Tournament

Get a bowling alley to reduce normal fees. Charge participants the regular price with proceeds going to CFC. Participants can get pledges for the number of pins knocked over.

Croquet Tournament

Set up a croquet course on a nearby lawn. Charge an entry fee and provide a prize for the winner.

Fun Run

Charge an entry fee to compete and provide a prize for the winner.

Tennis or Racquetball Tournaments

Charge admission and an entry fee to participants. The winner gets a prize.

Office Olympics

Set up an obstacle course in the lunchroom, several offices, several floors of offices, or outside. One station can be for typing a couple paragraphs, another station for filing, another for photocopying, etc. The contestants pay an entry fee and the winner gets the prize.

Teaming Up

Everyone becomes a team player when you tie your campaign to sports. Kick-off your campaign with a tailgate party. Departments can make up the different teams or sporting events. Set up a mini-golf course, briefcase toss or wastebasket free-throw, charging participants to enter. End the campaign with a trophy awarded to the department with the highest participation or most wins.

Mini-Indy 500

Rent or borrow remote controlled cars and set up an "Indy 500" race. Use office supplies to make the track more interesting. Teams can be sponsored to compete. Spectators can place bets on the winner.

Volleyball/Softball/Touch Football/Basketball Challenge

Play real or improvised games with teams of employees. Charge an entrance fee or a canned good for each participant. Have spectators bet for the winning team.

Touchdown for The CFC

For any High School or University –Donate \$5 from every \$15 football ticket when the ticket purchaser mentions the Combined Federal Campaign during their ticket purchase. It's a great way to support the Combined Federal Campaign and a local football team.

Playing the Field

Use baseball, basketball, football, golf or hockey themes. Teams of employees advance around bases or down the field. Include sports-related competitions and prizes for participants.

Sock Hop

Invite employees to kickoff - "Fifties Style." Give prizes for most authentic dress. Hang posters that tell what "fifty cents more per day can do for our community."

International Olympics

Celebrate diversity by transforming departments into various countries with décor and dress to match. Organize an international potluck luncheon where employees bring their favorite ethnic dishes. Host a mini-Olympics tournament. Invite the Combined Federal Campaign speakers to talk about various cultures throughout the area. Showcase music from around the world.

Two-Step Lessons/Dance Lessons

Here's your chance to learn those dance steps! Coordinate recreational dancers to teach interested employees how to dance.

Walk! (or Aerobics, Bike, Etc.)

This is a fun-filled experience for the employees and their families who collect donations to walk or bike a short course around the parking lot (or a city park) on a weekend. Alternately, reserve an empty office or meeting room for an aerobics-a-thon.

Slim Into Shape

Hold a two-month contest at work for everyone who wants to lose weight. Each person pays a set amount for every pound lost or gained. Secure donated prizes for those who attain their weight loss goals.

Food Ideas

“The Way to a Donor’s Heart”



Exotic Locales

Whether you transform your campaign into a Hawaiian luau, African safari or the Australian outback, employees are sure to have a wild time. Encourage staff and volunteers to dress the part. Host a lunch with theme-related food. Organize a scavenger hunt or hula-hoop contest.

A Taste of (your company name here)

Create "A Taste of New Orleans". Invite local restaurants out in the area to set up their best dishes for employees to sample and purchase in order to raise funds for your campaign.

International Food Day

Employees team together to create taste treats from around the world. Employees decorate their own booths and dress in costumes. Hold the event at lunch, allowing employees to purchase tickets redeemable for food at the booths. Have a panel of “celebrity” judges award prizes.

Tailgate Party

Create a sports theme to coincide with football season. Hold the party in the parking lot. Serve hot dogs, chips, soda and peanuts. Play a game of flag football or video football with participants donating an entry fee.

Have a “Good Neighbor” Barbeque

Join with other companies near your business to have a cookout with games and giveaways. Have a non-profit agency present or invite families from area agencies to partake in the festivities.

“Breakfast of Champions”

Decorate with athletic gear, flags and banners. Company departments become teams, campaign progress is marked by moving teams across a playing field poster toward goal, campaign chair or CEO "coach" gives a pep talk at a kickoff "Breakfast of Champions" where Wheaties is served.

Waffle/Pancake Breakfast

Sell tickets and have people sign-up for their choice of pancakes or waffles. Cook breakfast in your company cafeteria. Don't forget bacon, sausage, butter etc. Each department can donate an item. The proceeds will go to the Combined Federal Campaign.

Lunch Box Auction

Employees supply lunches to be auctioned off. Give prizes for the most creative or elegant lunches.

Blue Light Specials

Host daily or weekly "Blue Light Special" rallies throughout the office. Serve food and have a Combined Federal Campaign charity speak on a particular topic.

Brown Bag Lunch

Encourage employees to bring their lunch. The money saved from not going out to lunch is donated to CFC. Add an interesting twist and have everyone switch lunches on one day.

Pizza/Hot Dog Sale

Get the boss to buy a few pizzas or have hot dogs donated. Sell the pizza by the slice or hot dogs with chips and beverages. Many co-workers will appreciate not having to leave the office for lunch.

Cafeteria Donation

Ask the cafeteria to donate a percentage of its sales for a day.

Cookbook

Collect the favorite recipes of co-workers. Compile the recipes into a booklet and sell to co-workers.

Ice Cream Social

Set up an ice cream bar with a variety of favorite toppings. Charge employees by the scoop.

More Tasteful Plans

Whipped Cream Sponge
 Throwing
 Pie-eating contest
 Pancake breakfast
 Oktoberfest
 Ice cream social
 Bake/candy bar/popcorn sale
 Latte Stand

Company Cook-Off

Charge an entry fee for employees who want to cook up their best recipe for chili, beans, gumbo or barbecue.

Breakfast Break

Pick up donuts or muffins and sell them to hungry co-workers.

Be an Everyday Superhero

Employees dress as heroes: Batman, Superman, Spiderman, etc. Serve hero (sub) sandwiches.

“Show Biz” Ideas



Joke Books

Employees submit their favorite jokes.

Historical Eras

Go back in time to the Wild West, Psychedelic Sixties, Roaring Twenties or Renaissance. Ask staff to dress up in clothing from your chosen era and decorate their offices.

Lights! Camera! Action!

Have employees dress up as their favorite characters from movies or TV shows. Act out a plot that involves the Combined Federal Campaign. Incorporate movie plots or famous lines into flyers and emails. Raffle off movie tickets and video gift certificates.

Mardi Gras

Everyone loves a party so why not model your campaign after the biggest party in the world —Mardi Gras! Invite a jazz band to play at your kick-off event. Hold a parade float contest, with departments decorating shoeboxes as floats. Sell bead-o-grams (beads with thoughtful messages attached). Host a Cajun potluck.

Tune into Community

Music is a great way to get everyone moving to the Combined Federal Campaign beat. Hold a Karaoke kickoff party. Have participants and volunteers dress up as their favorite musicians. Sell employees’ old CDs. Hold a musical talent show. Organize a sock hop. Raffle off iPods or CDs.

Comedy Hour

Ask a local comedian or improv group to donate their services over the lunch hour. Have employees buy tickets to attend.

Reality Campaign

Get "real" with your employees and conduct your campaign with a theme centered on the reality TV shows that have taken over the world! Hold daily activities with a tie to the numerous reality shows that are out there, i.e. Temptation Island picnic, Weakest Link putt-putt contest, Who Wants To Be A Millionaire trivia.

The Combined Federal Campaign Goes Hollywood

Use a series of colorful, creative and humorous posters to publicize the campaign. Hold a bake sale with slogans like "The Pies of Laura Mars" and "Romancing The Scones". Hold a bowling party with slogans like "Bowl Durham" or "Honey, I Struck The Pins."

Zoo-Mobile

Rent the Zoo-Mobile. A van that brings various small animals to children’s birthday parties to a company. It touches employees “inner child” makes them excited about the Combined Federal Campaign.

Bon Voyage

With a traveling theme, you can host a “bon voyage” party as a victory celebration. Everyone who gives through the Combined Federal Campaign gets a “passport” to get into the party. Top contributors will be put into a drawing to win a prize, possibly donated from a travel agency or cruise line.

Be a Lifesaver

Have some fun, beach style! Sand, sunglasses, beach balls and the Beach Boys music make your office feel like you are on the beach. Employees who donate are awarded life preservers vests to wear at the next meeting and lifesavers candies in their offices.

Academy Awards Night

Have employees dress as their favorite celebrities. Create video movie “skits” using your favorite movies with a Combined Federal Campaign twist.



Miscellaneous Ideas

Dead Flower Bouquets

This is a great Halloween idea. Get flower shops and restaurants to donate dead flowers. Employees pay to have a dead-flower bouquet with a message sent to another employee. Charge a dollar per flower message.

Soak the Boss

Employees pay per wet sponge to throw at an executive staff member.

Executive Shoe Shine

The company executives set up a shoe shine stand in a heavy traffic area. The executives shine employee’s shoes for a CFC donation.

Go Home Early

The boss collects a set amount to money at the front door from every employee who wants to leave work early that day.

Candygrams

Sell Spooky candygrams for Halloween, baskets for Easter, or homemade candy, suckers, or cookies for Valentine’s Day and other holidays. Balloons and compliments also work well!

Gift Wrap

Solicit a local business to donate boxes, bows and wrapping paper and wrap holiday gifts for a fee.

Fun Day

Booths can be assembled for all kinds of fundraising activities including a dunking booth, arcade games, children’s games, train ride, pony rides, face painting, sporting activities, food and drinks.

Night at the Movies

Sell tickets to a screening of vintage movies and cartoons.

Event Themes

60's, 70's, 80's
Australian
Be a Lifesaver
Circus
Disco
20s/Jazz

Hoe-down
Holiday
Indy 500
Medieval Times
Monopoly
New York! New York!

A Night at the Casino
Picnic
Southwestern
When in Rome

Ideas to Build On

Your Gift Works Magic
Light Up A Life
Touch A Life
Building A Better Community
Share Your Light
Just Care
A Race Everyone Wins

The Magic Is You
Imagine
Making It Happen
Brighten A Life
Do Something Wonderful
Something To Believe In
Be A Star In Someone's Life

The Combined Federal
Campaign – It Works
Sports Slogans: Pitch In for
Your Home Team
Join the Winning Team
Catch the Spirit

Build Your Theme Around a Song

Reach Out and Touch Somebody's Hand...
That's What Friends Are For
You Are The Sunshine Of My Life
You Light Up My Life
One In A Million

Important Reminder:

If any event will highlight a particular charity or cause, an option must be provided for employees who would wish to designate their donation elsewhere.

CFC regulations (5 CFR Part 950.602[b]) states "special events," such as auctions, bake sales, carnivals, athletic and other types of events are permitted if approved by the appropriate Agency Head, consistent with agency ethics regulations. In all special events, "the donor must have the option of designating to a specific participating organization or federation or be advised that the donation will be counted as an undesignated contribution..."

Appreciation Items and Incentives

There's no question about it, incentives and prizes work. Sometimes people give out of the goodness of their hearts...and sometimes they just need a little prodding or recognition for their participation. CEO Involvement is a huge factor in achieving a successful campaign. If your top executive is on board and ready for some fun, employees will love it.

When at all possible, try to get prizes donated. Always give proper credit and as much publicity as possible to the vendors, merchants, or companies who have donated prizes. Below are some creative ways to inspire and thank your employees during your CFC workplace campaign:

Payday Reminders

Hand out payday candy bars as a reminder that when the campaign starts, employees can give through payroll deduction.

Design unique campaign

images slogans or logos. Use the winning design to create t-shirts that can be distributed as donor thank-you gifts.

Thank You Breakfast/Lunch

- Have your management serve breakfast to or prepare lunch for employees who contribute.
- Host an appreciation breakfast or luncheon at a local restaurant.
- Schedule an after-hours wine and cheese party for employees and spouses/special guest.

Balloons and Flowers

On the last day of the campaign, surprise and thank donors with a balloon, flower or other small gift at their desk.

Dress Down

If goals are met, consider relaxing the dress code and offering a year of casual Fridays.

Scooping Up Success

- Have your management team scoop up sundaes and personally thank each employee.
- Provide yogurt and fruit for employees on special diets.

Time Off

- Sleep-in-late awards, call-in "well" days, early-dismissal Fridays or bonus vacation days.
- Consider pairing time off with hotel or airline vouchers (don't forget the company's frequent flyer miles).
- Offer a week of extended lunch breaks or a single two-hour lunch break.

Parking

Convenient parking is a major incentive for many employees. Offer prime parking spaces or the CEO's spot for a week.

Pamper Them

- Distribute gift certificates for massages, manicures/pedicures, etc.
- Have a designer decorate employee offices (great idea for the HGTV fans).
- Serenade them with singers.

Other Incentives

Use of the executive office
Babysitting services
Cabin Stays
One day of limousine service
Stress Balls
Hotel stays
Free oil changes
Open soda machine
Prime parking spaces
Vacation packages
Golf lessons
Gift certificates

Tickets

If your budget permits, concert or sporting event tickets are great incentives.

VIP performs someone else's

job, washes an employee's car, kisses a pig, shaves his/her head, takes a pie in the face, etc.

- If they have a vacation home, ask them to offer it up for a weekend as a special prize.

Sample Incentive Letters

Sample Request Letter

To: Company

Dear *Salutation*:

I am writing to you today requesting prize incentives for our upcoming 20____ Combined Federal Campaign. We will be running our campaign from (*dates*). Your donation will be used as a prize in drawings or other activities that we will hold during the campaign.

Please use this opportunity to support the community and increase employee participation by contributing merchandise or prizes to our campaign. Certainly this is an excellent opportunity for the many employees of (*agency*) to be aware of your generosity.

You can be sure that your donation will help 20____ be another successful year of giving at our agency. I will contact you within the next week to confirm your donation or you may contact me at (*phone #*) if you have any comments or questions.

Thank you for your consideration.

Sincerely,

Your Name
Your Title
Your Agency

PS. The Combined Federal Campaign does not provide any goods or services in exchange for their contribution. Therefore, your contribution is tax deductible.

Sample Thank You Letter

To: Company

Dear *Salutation*,

On behalf of (*Agency*), I would like to thank you and (*Giving Company*) for your gift of _____ for our Campaign. Your donation will be used as a prize in drawings or other activities that we will hold during our campaign.

The dollars given through our campaign work to make people healthier, make people as independent as they can be and make our neighborhoods safer. Thank you for being part of the circle of caring in our community.

Once again, thank you!

Sincerely,

Your Name
Your Title
Your Agency

PS. The Combined Federal Campaign does not provide any goods or services in exchange for their contribution. Therefore, your contribution is tax deductible.

Put on the Finishing Touches

Here are a few ways to say thanks:

**THANK YOU, THANK YOU,
THANK YOU...**

You can't say these words too often! Please take every opportunity to thank your co-workers - for coming to special events, for turning in pledge cards, for donating their time and talents, and for showing that they want to make a difference in our community by supporting the CFC.

Thank you letters

CFC has a sample Thank You letter on our website in the Coordinators section. Or feel free to write your own that expresses your company's unique style and appreciation.

Thank You Gifts

Credits or gift cards redeemable at company store

- Tickets for free dessert from company cafeteria
- Candy kisses/chocolate hearts

Thank You Awards

Recognition of groups, departments, individual contributors and volunteers can take many forms.

- Paper weights
- Certificates
- Desk sets
- Plaques

Thank You Events

Special events are a meaningful way to wrap up an employee campaign and show employees just how much they have accomplished and how much their support is appreciated.

- Thank you breakfast or lunch
- Victory rally
- Crawfish boil
- Morning donut break

Public Thank-Yous

- Place a banner in a heavily travelled area
- Place CFC thank you posters throughout your facility
- Publish a special thank you edition of your internal employee publication or newsletter
- Email or voicemail
- Develop a bulletin board or display with photos and mementos of your CFC activities