

UNIT COORDINATOR RESPONSIBILITIES

The CFC-O Unit Coordinators are responsible for planning, implementing and overseeing the campaign for all uniformed and civilian personnel in their unit, squadron, company, battery, division or Geographical Separated Unit.

Pre-Campaign (August-September)

- Provide your contact information and an alternate Unit Coordinator to your CAPO Team.
- Notify your Unit Commander of your appointment, and ask for his or her support during the campaign.
- Obtain an accurate number of potential contributors in your unit, which includes all civilian employees and active duty and reserve service members.
- Recruit enough Keypersons to assist you with the campaign. **Note: One Keyperson is suggested for every 20-50 potential contributors.**
- Invite Keypersons to attend the CFC-O training session at your installation/area. Dates and times for training will be provided by your CAPO Team.
- Attend the CFC-O Campaign Representative training session.
- Assist your CAPO Team with planning and executing a campaign kickoff event for your installation.
- Receive campaign materials (e.g., Charity Listings, Pledge Cards, Posters, Report Envelopes, Thank You Coins) from your CAPO Team and distribute to your Keypersons prior to the campaign kickoff.

During Campaign (October-December)

- Participate in the installation's campaign kickoff event.
- Publicize the campaign within your unit. Review the publicity tools and resources at www.cfcoverseas.org for inspiring stories, ideas and suggestions.
- Encourage senior leaders, including officers and enlisted, to support and energize your local campaign.
- Ensure all potential contributors receive a Pledge Card and have access to the 2011 Charity Listing. Provide potential contributors with 100% informed opportunity to give.
- Assist your Keypersons with making "the Ask."
- Collect weekly Report Envelopes from Keypersons and verify that the envelopes are complete and accurate.
- Verify all Pledge Cards are complete and accurate and that all contributions are represented by a Pledge Card.
- Consolidate all Report Envelopes obtained from your Keypersons into one Report Envelope to submit to the CAPO Team. For your records, retain a copy of all envelopes.
- Ensure Keypersons receive enough Thank You Coins to share with contributors who contribute \$120 or more. Contact your CAPO Team if more coins are needed.
- Brief unit leadership on weekly and overall campaign results.

Post Campaign (January-February)

- Provide your CAPO Team with the names of all the Keypersons who supported you during the campaign for forwarding Certificates of Achievement.
- Provide your CAPO Team with award information for engraving purposes, if needed.