



Combined Federal Campaign (CFC) Event Review Form

Initial Request

Modification

In order to assure that official fundraising events held on behalf of the U. S. Department of Agriculture's Combined Federal Campaign (CFC) program comply with CFC, General Services Administration, and ethics program regulations, each event must be reviewed by the USDA Office of Ethics **no later than 15 working days prior to the date of the event.**

Upon the receipt of a fully completed Event Review Form (and attachments) the Office of Ethics will review the proposed CFC event in order to determine whether it complies with the ethics rules, CFC regulations, and is consistent with Agency practices. Where the proposed event is disapproved or requires revision, the Office of Ethics will work with the sponsoring organization to resolve those aspects of the event which are prohibited by regulation.

For more information see the following link: [USDA Ethics Issuance 03-2, November 7, 2003, Combined Federal Campaign Activities](#)

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

PART I: EVENT AND EVENT COORDINATOR INFORMATION

Name of Agency/Person/Organization [Event Coordinator] planning to hold the event?

Email:

Tel:

Event Date:

Event Time:

Event Location:

Title of Event:

Description Of The Event To Be Held:

Attach Event Advertisements (Posters, flyers, etc.) to this request: *(Your request will not be reviewed without them)*

Event Advertisements are:

Approving Building Manager's Name:

Email:

Tel:

Date Event Was Approved By Building Manager:

PART II: EVENT COORDINATOR'S CHECKLIST

[Check Each Box After Reviewing]

All cash proceeds from sales of items or services will go to the CFC General Fund. *[If participants are to be provided the opportunity to designate specific charities, such designations shall only be accomplished through pledge cards.]*

No for-profit organizations (i.e., Tupperware, Avon, Mary Kay, etc.) will be involved in the event. Items will either be donated by USDA employees or purchased for sale.

No employee or other individual will sell items with a percentage of the sale donated to CFC. *For example, no employee will sell crafts, and in turn, donate a percentage of the sale to CFC.*

This event will not involve gambling [defined as: (1) betting something of value – usually money, (2) in a game of chance, (3) that offers an award or prize]

No fees will be charged to enter this event.

No Prize shall exceed \$100 in value.

No appropriated funds will be used to purchase: prizes, refreshments, gifts, or other items not essential to support CFC.

No portion of this event is to be conducted off government-owned or government-leased property.

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 for a Federal employee to approach a prominent local restaurant and ask them to donate a restaurant gift certificate to raffle/auction off at a CFC event).*

As Event Coordinator I will/have advised all participating employees that soliciting donations from contract employees is prohibited *(however, acceptance of unsolicited (voluntary) contributions is permissible).*

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 CFC events as set out in the checklist above.

Event Coordinator's Signature:

Date:

Part V is to be Completed by The Forest Service Only

Part V: CFC REGIONAL or AGENCY COORDINATOR'S APPROVAL

I have reviewed and approved the event proposed by the event coordinator.

Regional/Agency Coordinator's (Signature)

Date:

Regional/Agency Coordinator's (Printed Name)

Email:

Tel:

PART VI: USDA OFFICE OF ETHICS OFFICIAL REVIEW:

CFC EVENT REVIEW:

The Office of Ethics finds that the proposed event, based upon the information provided by the Event Coordinator, is hereby:

APPROVED

APPROVED with Conditions (See Below)

DISAPPROVED (See Below)

Signature:

Date:

Printed Name: