

## CFC Donor Information Frequently Asked Questions

When CFC donors complete their pledge forms, they indicate whether they would like to be thanked by the organizations they support. Those that say yes are asked to provide their names and contact information. This information is collected by the local CFC administrators, who forward it to us so that we can share it with you.

Because CFC processes and procedures vary across the administrative zones, which numbered around 38 in 2017, donor information reaches us in a variety of formats. In addition, donors sometimes provide incomplete information. The attached list includes all the information that reached us.

We recommend that you contact donors as soon as possible to thank them for giving through the CFC and again when the CFC starts again in the early fall, reminding them of their past support. You may also distribute annual reports, newsletters, and other communications to donors on this list.

CFC rules do not forbid soliciting additional direct donations from your CFC donors, but we do not recommend it. The donors whose names you are receiving today are currently contributing to your organization through monthly payroll deductions and will continue to do so throughout this calendar year.

CFC regulations prohibit the transfer of CFC donor information to anyone outside your organization.

## Frequently Asked Questions

### **Q: Why do only some of the records contain pledge amount information?**

**A:** Donors themselves choose whether they wish to reveal the amounts of their contributions.

### **Q: Does the attached list include everyone who donated to our organization?**

**A:** No. Your donor list shows only the names of those donors who indicated they want you to acknowledge their gifts. It is very likely that you have many other donors who chose not to identify themselves.

### **Q: Some of the information is incomplete. What can I do to fix this?**

**A:** Your donor list includes the information provided by CFC donors when they designated their gifts. Sometimes this information is incomplete. You may wonder, as we sometimes do, why someone would ask to be thanked for a gift and then give no contact information, but it happens. We also recognize that some address information will be out of date by the time you receive it. Unfortunately, there is no remedy for this problem.

### **Q: Should we provide donors with a formal receipt acknowledging their gift?**

**A:** No. Technically, the donations are made to the Combined Federal Campaign itself. Local CFC administrators provide tax receipts to donors.

### **Q: Do we need to issue a tax receipt to the federation?**

**A:** Thanks for thinking of us, but federations do not need receipts of any kind.