

Weekly Reporting Procedures for Deputy Coordinators

Thursday is Report Day. This is the day when all the prior week's pledges are entered into MANAGE, the CFCNCA's data reporting system, placed in Deposit Bags and turned over to NIH's central CFC office at NCI. The first report day of the 2008 NIH CFC is Thursday, October 9th.

COLLECTING PLEDGES FROM KEYWORKERS

- Set a weekly deadline for your keyworkers to submit all pledges they have collected to you and/or your Assistant Coordinators. Each week, remind your keyworkers to turn in any pledges they collected the prior week using the Pledge Card Carriers, a two pocketed envelope.
- Collect the Pledge Card Carriers from keyworkers. Make sure all white copies are in the "white pocket" of the carrier with checks or cash donations attached to the corresponding pledge card. Confidential gifts should be in sealed envelopes and stapled to the upper right corner of the white pocket. For all payroll deduction pledges, make sure the yellow copy of the pledge card is in the "yellow pocket" of the carrier.

ENTER PLEDGE INFORMATION INTO "MANAGE"

- Enter the information on the outside of the Pledge Card Carriers (Form 100) into MANAGE, the CFCNCA's online reporting system (<http://manage.cfcnca.org>). (If you need assistance logging on to MANAGE, please contact Shannon West, NCI.)
- Print a summary report (Form 200).

DELIVER DEPOSIT BAGS

- Separate the Pledge Card Carriers into two parts: white pocket and yellow pocket.
- Put all white pockets into the plastic Deposit Bag(s). You may use more than one Deposit Bag if you have lots of pledges. Put the Form 200 in the outside pocket of the Deposit Bag.
- On Campus Coordinators: Deliver all Deposit Bags prepared that week to the NIH Federal Credit Union in Building 31, A wing, 1st floor. Make sure to keep the white strip from each of your Deposit Bags once you seal the bags. Staple that strip to a copy of your Form 200 and keep it as your receipt.
- Off Campus Coordinators: Deliver your Deposit Bag(s) to Christine Brake (703-407-1909—Silver Honda Pilot) at one of the scheduled pick up locations (schedule attached or under Deputy Coordinator Resources on the web site).

DELIVER PAYROLL DEDUCTION COPIES

- Confirm that your keyworkers have correctly sorted the yellow payroll deduction pledges by Civilian and Commissioned Corps/Military employees.
- Send yellow copies for Civilian employees to your IC's Final Authorizer on East Jefferson Street (see attached list of Final Authorizers).
- Send yellow copies from Commissioned Corps personnel to CDR Doris Ravenell Brown, NIH CC Liaison Officer (Building 31/B2B63).