



**THE 2011 CFC NORCAL
LOANED EXECUTIVE NOMINATIONS
(Due June 30)**

Purpose

Loaned Executives (LE) are the backbone of the Combined Federal Campaign (CFC). They are employees who are loaned, on a short term basis, by their agency to serve the community through CFC Norcal. CFC Norcal serves 34 counties spanning from the San Francisco Bay Area, to Sacramento, to Lake Tahoe, and all points north to the Oregon and Northeastern California border.

Benefits

- Develop leadership skills: LEs interact with federal officials, charity CEO's and other community leaders.
- Positive national recognition:
 - In 2011 CFC Norcal is being recognized by OPM Director's Innovation Award for its *Go Green With CFC* program, which saved \$200,000; June 28, 2011, The White House, Eisenhower Bldg.
 - Participate in a Blue Ribbon Event for the 50th Anniversary of the CFC.
 - In 2010 CFC Norcal LE, Paul Pinault, was recognized in Washington DC for his outstanding commitment to the CFC.
- Loaned Executives receive marketing and communication training from professionals; by popular demand LEs will receive training from actor, comedian & producer Barry Ratcliff (*Nip Tuck, Brothers & Sisters, Nash Bridges* and new feature film *The Witches of Oz*).
- Rewarding opportunities: LEs will have an amazing one-day opportunity to work at a CFC charity assisting in work that supports those who are less fortunate.
- Fun! LEs will work on the CFC Norcal Golf Tournament, the Walk-a-Thon, kick-offs, holiday and thank you events.
- The CFC and local charities benefit because of the good works of our LEs.

Qualifications

Loaned Executives are drawn from front line workers to the management ranks of the sponsoring agency. Regardless of position, they must have the following qualities:

- An ability to be self-directed and exercise good judgment, even under stressful situations.
- A talent for both organization and communication.
- A willingness to accept new assignments with enthusiasm and imagination.
- A successful LE is someone who is respected, trusted, and liked by his/her co-workers.

Loaned Executive Responsibilities

Under the direction of the CFC Director, Loaned Executives work with Coordinators and Key Workers to plan, organize and implement a successful campaign that increases employee participation and knowledge of CFC Norcal. LEs work with Coordinators to ensure CFC Norcal is promoted throughout the agency and encourage opportunities for charities to speak directly to employees through kick-offs, special events and other gatherings. Education, interaction and promotion ensure every employee is touched in some way by the CFC. A positive, can-do attitude along with supportive encouragement is vital for the LE. Duties Include:

- Attending a 3-day orientation and training, attending monthly CFC Norcal board and LE meetings (second Tuesday of the month, August-January, 10:30 am at the Oakland Federal Building.)
- Participate in major kickoffs and train Coordinators and Key Workers.
- Analyze 2010 results and plan a strategy to increase participation and contributions.
- Personally contact all assigned accounts and maintain regular communication; ensure they have necessary campaign materials.
- Track weekly contributions and account kick-offs and update the CFC Norcal Director and Administrator.
- Provide presentations when needed at kick-offs, rallies and fairs.
- Promote and educate employees about the *Go Green With CFC* program.
- Distribute campaign materials and encourage a *Green* campaign, collect pledge forms and reporting envelopes and submit to CFC office in a timely manner.
- Participate in campaign wrap-up, thank you events and the 2011 evaluation.



2010 South Bay Kickoff Loaned Executives, Coordinators and Keyworkers

2011 Loaned Executive Schedule:

- August: Mostly part-time Volunteer
 - Attend three-day Loaned Executive Training, Aug 17-19: Policy and procedures, volunteer day at local charity, role playing and promotions.
 - CFC Norcal Cabinet & LE Meetings: (August 9th if able)
 - Organize training sessions for Coordinators and Key Workers.
 - Visit Coordinators and Key Workers.
 1. Provide promotional materials.
 2. Assist in planning of kick-off.

- September, October, November & December: Full-time Volunteer
 - CFC Norcal Cabinet & LE Meetings, 10:30-1pm: 9/13, 10/11, 11/8 & 12/13
 - Major CFC & departmental kick-offs: 9/12 - 23
 - Golf tournament, TBA
 - Gather pledge forms & door prize entries and return them to local CFC offices; ongoing.
 - Distribute commemorative coins; ongoing.
 - Participate in Hot Cocoa Days (December only).
 - Loaned Executive Luncheon: 12/15

- January: Part-time Volunteer
 - Attend CFC Norcal Cabinet Meeting: (1/10 if able)
 - Attend Federal Executive Board Installation Meeting; TBA in January.
 - Complete a 10 question internet survey.
 - Coordinator and Key Worker thank you receptions; TBA in February.



Former FEB Chair Cathy Dunlap (IRS) with NASA Retiree & 2009 CFC Loaned Executive Paul Pinaula, Recipient of the National Hero Award & was recognized in Washington DC, June 28, 2010.



2010 Loaned Executive Linda Thomas at the 1st CFC Bowling Tournament



2010 Loaned Executive Phil Fluegemann and 2009-2010 CFC Chair Mark Reiss



2010 Loaned Executive Lt. Sam Hudson and Barry Ratcliff, CFC Loaned Executive Trainer



CFC NORCAL
2011 LOANED EXECUTIVE NOMINATION FORM

Please indicate below the name(s), agencies, telephone numbers, and fax numbers of those individuals whom you wish to nominate for the CFC Loaned Executive Program. Your completed nomination(s) should be e-mailed (preferred) or faxed by **June 30, 2011** to the San Francisco Federal Executive Board at Gail.Castaneda@gsa.gov, FAX: 510-637-1579. Thank You.

Name of Nominee	
Title	
Agency	
Address	
E-mail Address	
Telephone Number	
Fax Number	
Nominated By	
Agency	
Point of Contact	
E-mail Address	
Telephone Number	
Fax Number	

