### **CFC Event Registration**

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 registered with the USDA Office of Ethics no later than 15 workdays prior to the date of the event. Within 3 workdays of receiving such notice, the USDA Office of Ethics will either determine compliance with regulation and register the event on the CFC calendar for general distribution, or contact the sponsoring organization to resolve those elements prohibited by regulation. Failure to register with the USDA Office of Ethics may result in cancellation of the event.

with the USDA Office of Ethics may result in cancellation of the event.			
In order to register, the requesting organization must provide the following information:			
1.	Name of agency, person, or organization planning to hold the event along with their mailing address, e-mail and phone number:		
2.	Event date:		
3.	Event start and end time:		
4.	Brief description of the event to be held:		
5.	Copies of all event advertisements including posters and fliers.		
6.	Location of the event:		
7.	Date building manager approved use of official space:		
8.	Building manager's name and telephone number:		

#### **CFC Event Registration**

# Complete the checklist below. Provide an explanation for unchecked items. 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. No fees will be charged to enter events. If the event is to include raffle prizes, they are modest in value and nature, and no prize exceeds \$100. No portion of this event is to be conducted off government-owned or -leased property. Title and Description of Event: The above responses are correct and complete to the best of my knowledge. Event Coordinator's Signature Date Print Event Coordinator's Name Office Telephone Number Once completed, please mail this form to: **USDA Office of Ethics - Science Ethics Branch** 5601 Sunnyside Avenue, Rm. 2-2284

Beltsville, MD 20705-5620

## **CFC Event Registration**

### **USDA Office of Ethics**

Requesting Agency/Branch/Location:		
Title of Event:		
Date: Time of Event:		
CFC Event	Approval	
The USDA Office of Ethics finds that the above proposed event complies with ethics rules and CFC regulations and is consistent with Agency practice. Therefore, this event will be added to the CFC calendar as a bona fide event.		
Approved		
Ethics Specialist's Signature	Date	
CFC Event Di	sapproval	
The USDA Office of Ethics has found issues precluding the running of this event. Please call us immediately at so that we may discuss solutions to the problems noted.  Disapproved		
Ethics Specialist's Signature	Date	