

ETHICS CLEARANCE FOR COMBINED FEDERAL CAMPAIGN EVENTS



General Standards. The purpose of the Combined Federal Campaign (CFC) is to provide a convenient means for Federal employees to donate to charities. In keeping with applicable regulations and policies, organizers of CFC events must adhere to the following standards.

- Participation by a Federal employee in the CFC or a CFC event must be strictly voluntary and non-coercive. Contractors may make single contributions to the CFC but may not be solicited.
- Funds may *not* be raised or collected at any CFC event, but events may be designed to facilitate employee participation in the CFC by providing pledge forms or access to giveCFC.org.
- Individual charities cannot be endorsed at CFC events, but event organizers may request that CFC randomly select a charitable organization (e.g., for the cause of the week) to participate in virtual or in-person charity fair events.
- Events should be designed to avoid controversial issues with the potential to cast a negative light on the Department, or the purpose or spirit of the CFC.
- Contractors may not be invited to CFC events. Contractors may be permitted to attend CFC events if learning about them generally, but event organizers may not include contractors in invitation emails or other event communication.
- All CFC events require prior written approval from this office and the DOC Campaign Manager.

Prior Approval for CFC Events and Gifts or Prizes. All CFC events and activities require prior written approval from an ethics official and the DOC Campaign Manager. Approval is also required for use of gifts or prizes at a CFC event. Gifts and prizes are limited to items of nominal value. When planning your event, please keep the following points in mind.

- Use of Appropriated Funds – In some instances, appropriated funds may be used to further the purposes of the CFC. If you intend to use appropriated funds for any event or activity, you must first contact the Department’s Office of the General Counsel (or USPTO’s General Counsel’s Office for USPTO CFC events) for advice on whether such funds may be used.
- Solicitation of Donations for Use as Prizes from Outside Organizations – Soliciting for funds or items for use as prizes is prohibited. Contact a CFC campaign manager for further guidance.
- Donations from CFC Charities – Charities that are supported by the CFC may donate items for use in CFC fundraising, but the charity cannot be acknowledged as a sponsor or donor at any CFC event or fundraiser.

For advice on the rules regarding CFC events or clearance for a CFC event, please contact the Ethics Law & Programs Office at EthicsDivision@doc.gov or (202) 482-5384.

This handout is for information purposes only. Check our [website](#) for additional guidance.