Inland Northwest Combined Federal Campaign
LFCC Campaign Schedule

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finalize and balance last fall's CFC Results	X	X										
Thank you awards	X	X										
LFCC advertises for PCFO	X	X										
PCFO publishes CFC application process in local media		X										
Final designation reports to recipient organizations		15										
PCFO mails donor acknowledgement requests to all recipient organizations		X										
Hold local application training for local organizations and federations		X	X									
Assess merger and expansion possibilities		X	X									
Chairperson organizes LFCC			X									
All campaign results due to OPM (Form 1417)			15									
LFCC selects PCFO			15									
Regional CFC workshop			X	X								
Begin monthly disbursement of funds collected (Over $500,000) to recipient organizations				N/A								
Begin CFC GAAS/GAAP audit process				X								
Local applications due to LFCC				X								
LFCC holds eligibility meeting				X	X							
LFCC requests Campaign Coordinator appointments					X							
LFCC requests Account Executive appointments					X							
LFCC notifies agencies of eligibility					5							
Deadline for local appeals					19							
LFCC establishes training schedule						X						
Begin quarterly disbursement of funds collected (Under $500,000) to recipient organizations						1						
LFCC notifies local organizations of local appeal decisions						2						
PCFO Audit on CFC due to LFCC						15						
OPM completes local appeals and notifies charity and LFCC						30						
National listing received from OPM						X						
Local CFC listing finalized following appeals process							X					
LFCC Meeting of random drawing for local brochure order							X					
Order brochures							X					
Order pledge cards							X					
LFCC coordinate LFCC/PCFO Campaign Coordinator training							X	X				
Assemble and pack materials									X			
Kick-off									1			
Campaign ends												15