



# Group Meeting Agenda

Group Meetings may take as little as 15 minutes or run for an hour, depending upon which elements you wish to include and on how much time your work environment and managers will allow. One of the best formats for a CFC presentation is to tie in with a regular all-employee meeting or annual event.

- **Suggested Agenda for a CFC Employee Meeting:**  
**Agency Leadership: Commander — Agency Manager presides**
  - Welcome, Remarks endorsing the Combined Federal Campaign
  - Personal endorsement
  - Organization's campaign schedule and structure
- **Remarks by Labor Officer (if applicable)**
- **Remarks by CFC Agency Keyworker**
  - Brief verbal presentation, campaign video, questions and answers
- **Charity speaker, scheduled through your keyworker, PCFO, and/or employee testimonial.**
  - 3-5 minutes
- **Making the ASK (See THE ART OF ASKING & 3 STEPS IN MAKING THE "ASK")**
  - Group Solicitation**
    - Ask your colleagues to join you in supporting the CFC
    - Explain how to fill out pledge cards
    - Ask employees to complete pledge cards and turn them in as they depart
    - Thank employees for their time and support
    - Keyworkers follow up with employees unable to attend meeting
  - One-on-one Solicitation**
    - Explain that solicitation will begin immediately after employee meeting
    - Keyworkers personally follow up with each employee
    - Keyworkers answer questions and explain how to use the Agency List and Pledge Card