



Dear MBDA Employee,

I am glad to announce the U.S. Department of Commerce has begun accepting contributions for the 2012 Combined Federal Campaign of the National Capital Area!

Last year, MBDA was able to exceed its goal and contribute about \$5,612.00 to numerous charities in our area. This year, we seek to do the same and not only meet our goal of \$6,149.00, but give as much financial assistance as possible to help the missions of the very capable groups of people providing various products and services to the residents of our immediate communities. With a selection of over 4,000 approved charities, there is sure to be at least one group whose mission is close to your individual interests and passions. Let us all fall in line with this year's slogan and "choose hope" for those in need.

How to contribute you ask? There are a couple of different ways to contribute and you will find a quick guide to them on the flipside of this announcement. As always, have you any additional questions, I will be glad to help. Remember, donations are tax deductible and pledges are easy to make.

Thank you,

Wendy Echeverría

MBDA's 2012 CFC Campaign Manager

Making Your CFC Pledge in 3 Steps

1. **Go to <http://cfcnca.org/>:** You can search for charities in the search box on the *bottom left* of the webpage or click “Catalog of Caring” under the search button in the same box to get to a PDF version of the full catalog. Make sure to note the CFC five-digit code number of your desired charities. You’ll need these for your forms.
2. **Choose your method of pledging:** See the chart below and find the option that works best for you. Please note the e-Pledge and e-Giving are the most recommended as they are direct donations and allow for a lower overhead cost in the running of the entire campaign; translation, more money for the organizations!

Pledge Type	Methods for Payment	Donor Benefits	How to give	Give pledge form to me?
e-Pledge	Payroll deduction (Federal employees in the National Capital Area only)	<ul style="list-style-type: none"> • Online convenience • Paperless, payroll pledging (over 26 pay periods) • Confidential and Secure 	Visit http://cfcnca.org and click on the red button “ Donate ”. Follow the simple online instructions. Note: you will have to “login” with your work email in order to complete this process.	NO
e-Giving	Credit/Debit or e-Check (Federal Employees and Contractors)	<ul style="list-style-type: none"> • Online convenience • One-time or 12 recurring monthly payments (Jan-Dec) • Paperless pledging • Confidential and Secure 	Same as e-Pledge .	NO
Online Pledge Assistant	Payroll deduction (Federal Employees) Check or cash (Federal Employees and Contractors)	<ul style="list-style-type: none"> • Hard copy documents • Electronic fill-in form 	Same as e-Pledge above, but in the final step, print <u>three</u> copies of your pledge form to turn in to me.	YES
Paper Pledge Form	Payroll deduction (Federal Employees) Check or cash (Federal Employees and Contractors)	<ul style="list-style-type: none"> • Hard copy documents • Conventional Method 	Obtain a pledge form from me.	YES

3. **Turn in your forms (if required) or notify me:** Follow the chart above concerning pledge forms and please inform me if your donation qualifies for an Eagle or Double Eagle Donor recognition.

Remember, **December 15th** is the final day for donations.