# 2018 Department of Energy CFC Event Approval Form

## Event Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Planner: |  |  |  | Date: |  |
|  | Name | Organization |  |  |  |

|  |  |  |
| --- | --- | --- |
| Event Description: |  |  |
|  | Type of event (e.g. Chili Cook-Off, etc.) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Description of how event will be funded, who will provide food/supplies, etc. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Phone: |  | Contact Email | : |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Event: |  | Time of Event: |  | Event Location: |  |

|  |  |
| --- | --- |
| Describe any arrangements made with facilities management: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you want the CFC Team to publish this event on the website? | YES | NO | Is this event open to all DOE Employees? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will there be any door prizes, raffles, games of chance, or other similar activities at this event? | YES | NO | If there will be prizes, etc., what kind and who will be able to participate? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you considered the safety aspects of this event? | YES | NO | If this event involves physical activity, what steps are you taking to mitigate the risk of physical injury? |

If this event involves physical activity, what steps are you taking to mitigate the risk of physical injury?

|  |  |
| --- | --- |
|  |  |
|  |  |

## Charity Involvement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you want any CFC charities to be invited to your event? | YES | NO | Your senior coordinators will request charities through the CFC website, NEXUS. Please note that many CFC charities are staffed by volunteers and therefore are not able to staff your event. |  |

**\*\*\*\***The CFC website provides the option to select specific charities to attend your event. Please note that DOE’s policies regarding the CFC require that the CFC randomly select the charities that participate. You may not choose the charities that will be at your event.**\*\*\***

## Where to submit this form

**Please email the completed form to [INSERT EMAIL ADDRESS] with a copy to [Campaign Co-Chairs] at least 14 days prior to the event. Please submit earlier than 14 days prior to the event if you are requesting charities to attend your event.**

**PLEASE SEE PAGE TWO FOR IMPORTANT RULES FOR PLANNING EVENTS**

|  |  |  |
| --- | --- | --- |
| Do you acknowledge these requirements? | YES | NO |

**Important rules about CFC Events:**

**DONATIONS**

* No money may be collected at any CFC Event. This includes charging for food and drink.
* All food items or other items at the event must be donated by DOE employees. You may not solicit or accept donations from outside organizations.

**EVENT THEMES, PUBLICITY, and ENTERTAINMENT**

* Please be sensitive to all who may attend the event. For example:
* NO music with offensive lyrics may be used.
* All entertainment and publicity must be in good taste and may not be expected or intended to offend.
* No CFC funds may be used for entertainment.
* NO events may have a religious theme, religious music, or religious items for sale. Secular seasonal music (like “Frosty the Snowman”-type songs) may be used, but music with a strong religious theme (like “Hark, the Herald Angels Sing” or “The First Noel”) may not.
* Please use your common sense to ensure you are not inadvertently offending any person or group with your event, publicity, or decorations.
* Please do not use any individual charity names, symbols, or other things that may suggest endorsement of a particular type of charity on your flyers, invites, or decorations. For example, you may not use a particular color ribbon to promote awareness of a certain type of cancer. Your event must be neutral and not support any specific charity or charities.

**USE OF TIME AND SPACE**

* CFC events should not take up an excessive amount of an employee’s work day. If you will be decorating a space for your event, in the event description section, please include a statement to indicate that this rule will be followed. Suggestions include:
* “We will not spend the day decorating for our event.”
* “We will not have contracting staff spending time decorating for our event.”
* “All decorating will be done in a manner befitting the Federal workplace and the event’s theme will be professional and in good taste.”
* Anything requiring a table in a public hallway or other space in a DOE facility must be scheduled through Conferencing Services.
* The Graphics department will produce large signs (i.e. stiff foam-backed signs).
* DO NOT post signs in the hallway walls or around elevator banks; facilities maintenance will remove these signs if they are posted. Other ways to publicize your event include:
* Passing out flyers at building entrances during the morning rush
* Place larger signs on tripods at strategic locations in the building

**CREDIT FOR PLEDGES RECEIVED AT EVENTS**

* All pledges received at a CFC special event must designate a specific charity. The DOE program hosting the CFC special event will not be credited for such pledges.