



January 29, 2016

Dear Coordinator,

As this year's campaign comes to a close, I wish to thank you and your employees for supporting the 2015 Combined Federal Campaign (CFC) in Louisville and at Fort Knox. I would like to invite you and your employees to the **CFC Awards Ceremony** for the 2015 campaign on **Thursday, February 25, 2016 at 8:30 am**. The ceremony will be held at the **Home of the Innocents** located at 1100 E. Market Street, Louisville, KY 40206. The ceremony will last approximately 45 minutes.

We will present several different types of awards at the ceremony. Federal agencies will be receive recognition based upon the percent of participation amongst employees in the fundraising campaign. The federal agencies with the most contributions will also be recognized amongst the "Top 10." Federal agencies will receive certificates of appreciate for both their level of participation and place in the top 10.

The CFC would like to recognize those Coordinators and Keyworkers who went above and beyond in their roles for the campaign. Federal agencies may nominate one or more volunteers for their extraordinary efforts. Examples of extraordinary efforts include:

- Attended a CFC training sessions
- Achieved increases in participation or total giving, or both
- Showed exemplary leadership for the CFC campaign
- Planned and coordinated a special event
- Made the campaign a regular agenda item at group meetings
- Made sure that every person was personally asked to participate

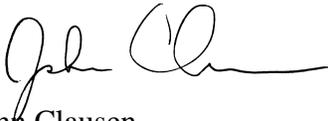
The CFC would like to recognize those volunteers nominated with a special gift at the awards ceremony. These volunteers need not be present to receive the gift, but we hope that they will choose to be recognized by their peers for their efforts. We ask that federal agencies limit the nominations to two from offices with less than 100 employees. Larger offices may nominate more volunteers if they meet the criteria.

We hope that all federal leaders and the volunteers who helped administer the campaign this past year will join us for this special ceremony. A representative from the Home of the Innocents will speak about the good work they are doing in the community and how federal charitable contributions are changing lives. In addition, staff from Home of the Innocents will offer a tour of their facilities at the conclusion of the ceremony. We hope all guests will be able to stay for this insightful tour.

Please complete the attached document [rsvp to attend the awards ceremony](#) and [nominate Coordinators and Keyworkers](#) for their extraordinary efforts. [Submit the completed form by email to \[John.Clausen@cfcindiana.org\]\(mailto:John.Clausen@cfcindiana.org\)](#) by February 19, 2016.

Please contact me at (317) 423-3442 if you have any questions. Thank you for helping to make this year's CFC a great success.

Sincerely,

A handwritten signature in black ink, appearing to read "John Clausen". The signature is fluid and cursive, with the first name "John" and last name "Clausen" clearly distinguishable.

John Clausen
Campaign Director
Indiana, Kentucky & Southwestern Ohio Combined Federal Campaign (CFC)