



2016 ACM & Keyworker Training
Central Virginia Area
Combined Federal Campaign



Welcome and Introductions



Your CFC Staff:

- Victoria Adams, Managing Director
- Simone Gourguechon, Campaign Coordinator
- Kristi Kennell, Campaign Coordinator

Your Loaned Executives:

- Barry Krieg – National Park Service
- Alison Faulk – Hunter Holmes McGuire VA Medical Center



Training Agenda



- What is the CFC
- What is YOUR role
- Steps for “Making the Ask”
- Online Pledging Options
- Universal Giving
- NEW – ACM/Keyworker Toolbox
- Question and Answer



CFC 101

In 1961, a signed Executive order by President Kennedy created the CFC. The CFC is:

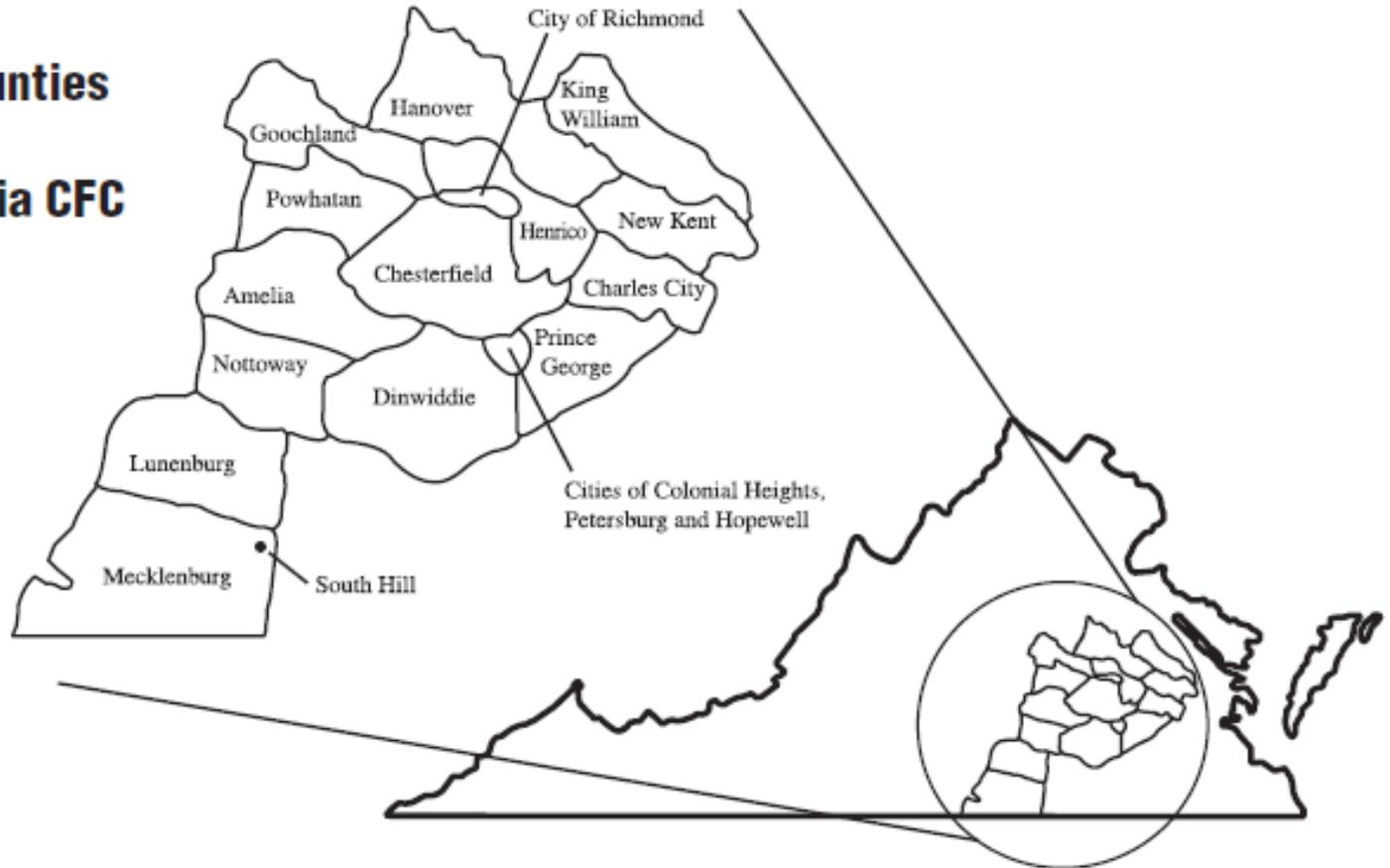
- A way to connect federal employees to charitable organizations.
- The most successful fundraising campaign in the world.
- A strong military and federal tradition.



What is the CVA?



Cities and Counties Served by the Central Virginia CFC

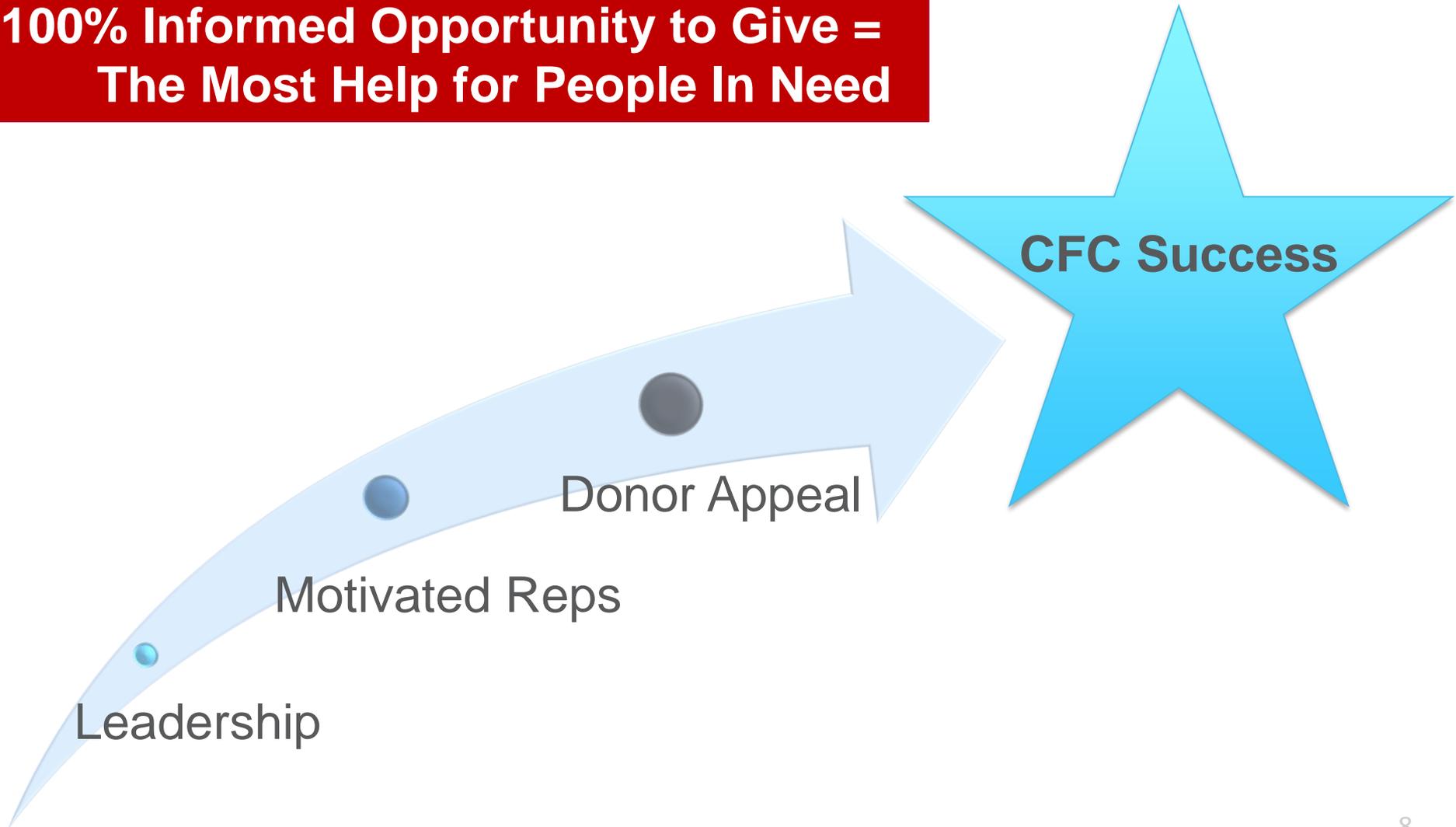


2015 Central Virginia Area raised over 730k for those in need around the world.

The CFC Goals



**100% Informed Opportunity to Give =
The Most Help for People In Need**



Regulations



OPM

***Code of Federal
Regulations, Title 5,
Part 950***

**DoD Instruction
5035.5**

Service Regulations

Army: AR 600-29

***Navy: SECNAV
5340.60***

***Air Force: AFI
36-3101***

Regulations available:

www.cvacfc.org

www.opm.gov



Preparation & Implementation



ACM

- Plan, organize, train and recruit keyworkers for your agency
- Distribute campaign materials
- Organize events in collaboration with Loaned Executive or CVA Staff, include charity speakers
- Collect donations from keyworkers and turn those in to Loaned Executive or CVA Staff
- You will possibly be responsible for track results on Nexus pledge site

Keyworker

- Personally contact and discuss the importance of the campaign with each eligible employee, “Making the Ask”
- Communicate the purpose of the CFC, needs of charities and the advantages of giving through the CFC
- Collect donations from employees
- Plan follow-up visits to employees on vacation and sick leave

Agency Leadership Engagement



Schedule office call with
Agency Head:

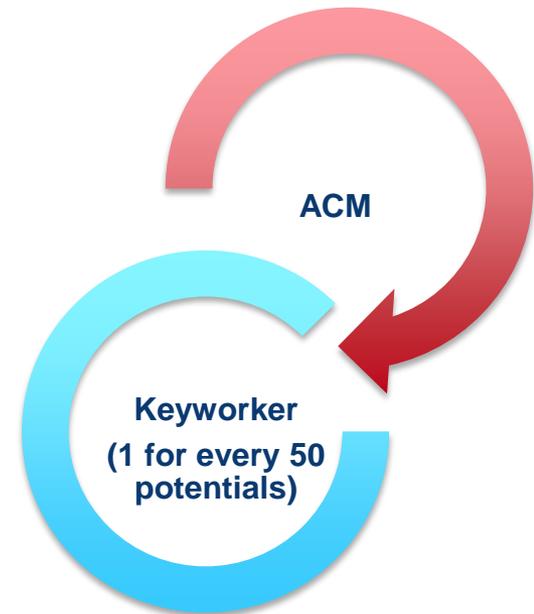
- Ask for support:
 1. Memo's
 2. Participate in SSL photo day
- Request Participation
 1. Kickoff/Awareness Event
 2. Keyworker Recognition/Motivation
 3. Make CFC pledge & declare cause
- Plan weekly campaign progress updates



Build Your Team



A successful campaign starts with a strong leader and a well built, dedicated team!



Make sure all department agencies are represented

Event Objectives:

1. Raise campaign awareness
2. Encourage participation
3. Create a CVA community

Recommendations:

1. Establish a committee
2. Consistency and truthfulness
3. Use available templates and resources at cvacfc.org



Sgt Brendan Schuler
U.S. Marine Corps

Gloria Cruz
Federal Employee

Types of Events:

1. Kickoffs
2. Awareness/education
3. Fundraising
4. Mid-campaign rallies
5. Campaign culmination

***Start planning NOW
and don't forget to invite us!***



Campaign Materials



show Some Love

It's now easier than ever to Give to your favorite causes. Choose from thousands of **Local, National & International Charities** and make an **impact** in the world around you.

Bessie Sharpe
Federal Employee

— Campaign Member Contact Information —

CFC
Combined Federal Campaign

Choose your cause cvacfc.org and show some love today.

show Some Love for **Health**

Our Help Is Needed

- One in eight women will develop invasive breast cancer over the course of her lifetime.
- Every two seconds someone in the U.S. needs a lifesaving blood transfusion.
- Internationally, more than 1.5 million children under the age of 5 die yearly from vaccine-preventable diseases.

James Faracis
Federal Employee

It's Easy To Make An Impact

<p>Promote Hygiene</p> <p>\$30</p> <p>delivers emergency hygiene kits to a family of four impacted by a disaster.</p>	<p>Prevent Disease</p> <p>\$50</p> <p>provides 10 children against polio.</p>	<p>Provide Medical Supplies</p> <p>\$75</p> <p>provides eight week supply of medication needed for one medical care citizen.</p>
<p>Give Clean Water</p> <p>\$110</p> <p>provides clean water for one year to a family of three.</p>	<p>Save a Child's Life</p> <p>\$250</p> <p>trains a midwife to save thousands of newborns.</p>	<p>Help Detect Breast Cancer</p> <p>\$500</p> <p>provides mammograms for five women in need.</p>

Here's How It Works

1. Choose to give online or via paper pledge form
2. Select your payment method
3. Donate to charities working on your favorite causes
4. Charities receive and use funds throughout the year
5. Help is given to those in need

Choose your cause at cvacfc.org and show some love today.

CFC
Combined Federal Campaign

THANK YOU
for your generous support!

Together we raised \$ [redacted] for those in need.

CFC
Combined Federal Campaign

cvacfc.org



Active Campaign and Resources

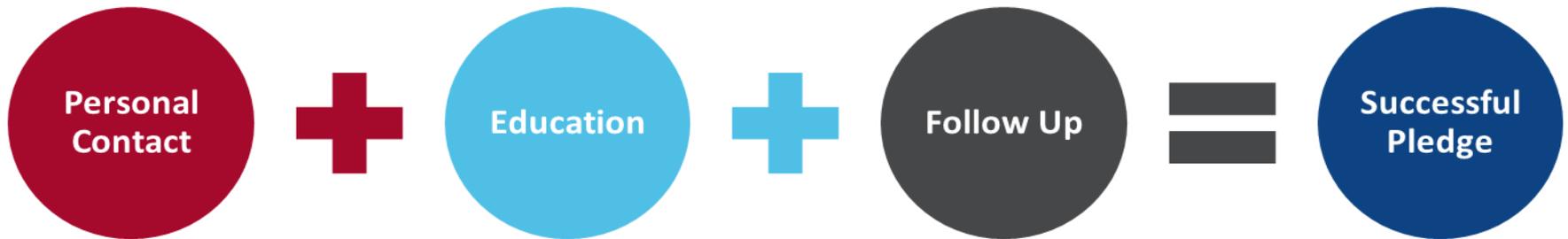
Make the Ask



1. Be knowledgeable
2. Lead by example
3. Personal conversation
4. Connect with emotion
5. Explain options and benefits
6. Ask for a contribution
7. Sincerely say Thank You
8. Follow up



Meet the requirement of 100% informed opportunity to give



Tips for follow up:

1. Set a follow up schedule
 - Use templates provided on website
 - Share stats and progress of campaign
2. Send emails
 - Ask again: “Did you have any questions about your CFC pledge?”
 - Collect the campaign card, share the stats and progress of campaign
3. In person
4. Help boost participation in campaign events



CVA Online Giving Methods

Online Giving Instructions

Thank you for *Showing Some Love* through the 2016 CVACFC. Pledging online is a safe, convenient, confidential and effective way to support your favorite charities through the CVACFC. Online donations also reduce operating costs and processing errors. To pledge online, follow these instructions:

Step 1: Visit cvacfc.org and click the Pledge Online button. 

Step 2: Choose DFAS myPay, Employee Express (EEX) or CFC Nexus. 



DFAS myPay
*Electronic payroll allotment.
 Available to DoD personnel.*

- Step 3:** Log in to your myPay account.
- Step 4:** Select "Combined Federal Campaign" from the main menu.
- Step 5:** Enter and confirm campaign code **0900** if prompted.
- Step 6:** Follow the prompts to pledge and designate to your charities.
- Step 7:** Enter your unit's CVACFC ID number and in this field:

Comments and these instructions to DFAS. Please enter your unit location or code provided by your campaign worker.

Employee Express (EEX)
*Electronic payroll deduction.
 Available to limited agencies. **

- Step 3:** Log in to your EEX account using your username and password.
 - Step 4:** Select "Combined Federal Campaign" from the main menu.
 - Step 5:** Follow the prompts to select your pledge amount and designate to your charities.
- *A full list of agencies eligible to use EEX can be found on cvacfc.org.*

CFC Nexus
*Pledge with a credit/debit card or bank transfer.
 Available to all agencies.*

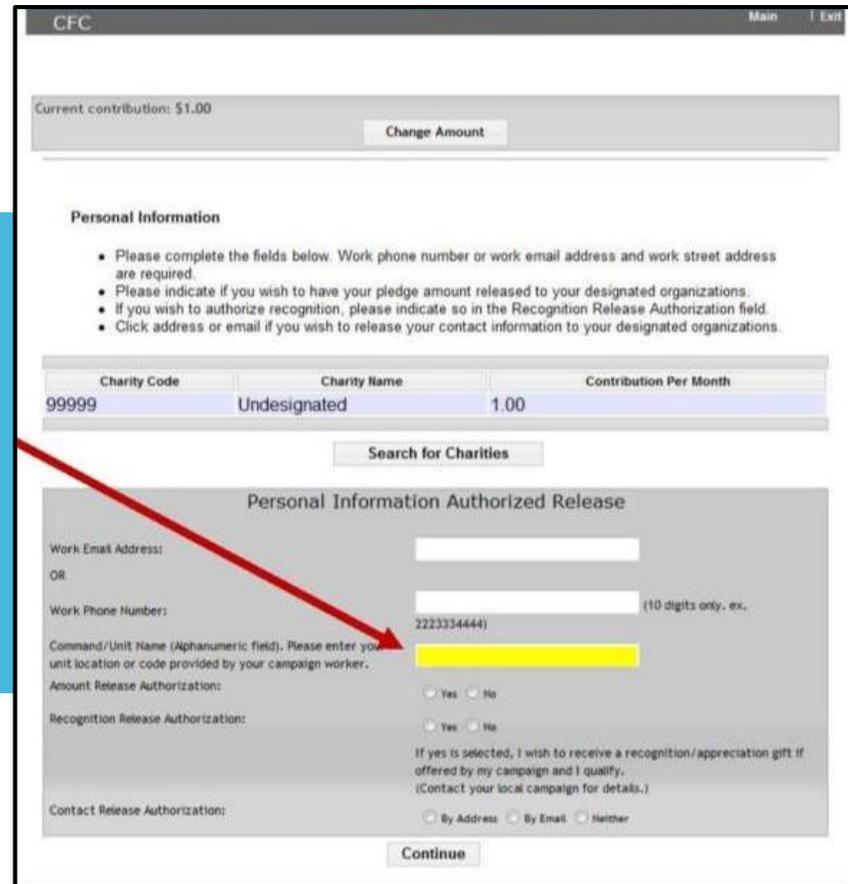
- Step 3:** Log in to your account. First time users will need to create an account.
- Step 4:** Select the type of pledge you would like to make.
- Step 5:** Follow the prompts to pledge and designate to your charities.

TIP: Select your charities before entering myPay or EEX to avoid being timed-out.



For your myPay CFC pledge to be properly credited to your unit/agency, be sure to enter the correct unit/agency CVA reporting number.

CVACFC
Campaign Code: 0900



The screenshot shows a web form for a CFC (Campaign Finance Committee) pledge. At the top, it displays "Current contribution: \$1.00" with a "Change Amount" button. Below this is a "Personal Information" section with instructions: "Please complete the fields below. Work phone number or work email address and work street address are required." It lists three bullet points: "Please indicate if you wish to have your pledge amount released to your designated organizations.", "If you wish to authorize recognition, please indicate so in the Recognition Release Authorization field.", and "Click address or email if you wish to release your contact information to your designated organizations." A table below shows a charity code of "99999", a charity name of "Undesignated", and a contribution per month of "1.00". A "Search for Charities" button is present. The "Personal Information Authorized Release" section includes fields for "Work Email Address", "OR", "Work Phone Number" (with a red arrow pointing to the "2223334444" entry), "Command/Unit Name (Alphanumeric field). Please enter your unit location or code provided by your campaign worker." (with a yellow highlight), "Amount Release Authorization" (radio buttons for Yes/No), "Recognition Release Authorization" (radio buttons for Yes/No), and "Contact Release Authorization" (radio buttons for By Address, By Email, Neither). A "Continue" button is at the bottom.

This is for MONTHLY donations, NOT ANNUAL!

CFC Nexus



- Visit the homepage of: <http://www.cvacfc.org>
- Click on the live link on the top of the homepage
- First time online donors will need to register. Returning donors may simply log in and pledge.
- Online tutorials are available online if additional instructions are needed
- Payroll, Credit/Debit card, Cash, Check



The screenshot shows the top navigation bar of the CFC NEXUS website. On the left, it says "CENTRAL VIRGINIA AREA CFC" with the address "1199 N. Fairfax Street Suite 300 • Alexandria, VA 22314" below it. There are three dropdown menus: "MAIN MENU", "PLEDGING", and "MY PLEDGES & PROFILE". On the right, there are buttons for "LOGIN", "REGISTER", and "RECOVER", and a "mobile" link with a smartphone icon. Below the navigation bar, the text "WELCOME TO CFC NEXUS" is centered. The main content area features a large banner image of a lake surrounded by trees with autumn foliage. The text "CENTRAL VIRGINIA AREA CFC" is overlaid on the bottom of the image. To the right of the image is the CFC logo, which consists of a red star with a white outline and a blue star inside, followed by the text "CFC" in blue, "Combined Federal Campaign" in a smaller font, and "Central Virginia Area CFC" in an even smaller font below it.



Employee Express

- Department of the Interior; Department of Transportation; Equal Employment Opportunity Commission; General Services Administration; Office of Personnel Management; Railroad Retirement Board; Social Security Administration
- Payroll deduction only



The screenshot shows the Employee Express login interface. At the top left is the 'Employee Express' logo. Below it, a 'Welcome to Employee Express' message is followed by a description: 'Employee Express puts Federal employees in control of their payroll-personnel information.' and a link to 'View a list of participating agencies.' The main content area is divided into two sections. On the left is the 'Login' section, which includes a 'Login ID:' field with a 'Show Login ID' and 'Forgot Login ID' link, a 'Password:' field with a 'Forgot Password' link, and a 'Log In' button. On the right is the 'Announcements' section, which features a heading 'Announcements' and a red sub-heading 'FEGLI 2016 Open Season is September 1-30, 2016:'. The text below explains that a new FEGLI module will be available in EEX, and that all FEGLI elections made during this open season will not be effective until October 1, 2017. A 'Help Desk' link is provided, along with the email address 'EEXHelp@opm.gov' and a note to allow 24-48 hours for a response and to avoid duplicate requests.



Triplicate Pledge Card

Give **PINK** copy to donor for taxes

Send **YELLOW** copy back to CFC in batch envelope- **VITALLY IMPORTANT!**

Donor's Copy

PRINT NAME (LAST) FIRST MIDDLE INITIAL CIVILIAN FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID

WORK ADDRESS & ZIP CODE

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

MILITARY	Branch of Service?	CIVILIAN	ANNUAL AMOUNT
<input type="checkbox"/>	x 12 pay periods -	<input type="checkbox"/>	x 26 pay periods -
<input type="checkbox"/>	\$170.00 x 12 pay periods - \$2,040.00	<input type="checkbox"/>	\$78.00 x 26 pay periods - \$2,028.00
<input type="checkbox"/>	\$100.00 x 12 pay periods - \$1,200.00	<input type="checkbox"/>	\$40.00 x 26 pay periods - \$1,040.00
<input type="checkbox"/>	\$50.00 x 12 pay periods - \$600.00	<input type="checkbox"/>	\$20.00 x 26 pay periods - \$520.00
<input type="checkbox"/>	\$25.00 x 12 pay periods - \$300.00	<input type="checkbox"/>	\$10.00 x 26 pay periods - \$260.00
<input type="checkbox"/>	\$15.00 x 12 pay periods - \$180.00	<input type="checkbox"/>	\$6.00 x 26 pay periods - \$156.00

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2014 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2014 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MARCH 2013

COPY #1 - PAYROLL OFFICE

Audit Copy

PRINT NAME (LAST) FIRST MIDDLE INITIAL CIVILIAN FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID

WORK ADDRESS & ZIP CODE

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

MILITARY	Branch of Service?	CIVILIAN	ANNUAL AMOUNT
<input type="checkbox"/>	x 12 pay periods -	<input type="checkbox"/>	x 26 pay periods -
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<input type="checkbox"/>	\$25.00 x 12 pay periods - \$300.00	<input type="checkbox"/>	\$10.00 x 26 pay periods - \$260.00
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SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MARCH 2013

COPY #1 - PAYROLL OFFICE

Finance Copy

PRINT NAME (LAST) FIRST MIDDLE INITIAL CIVILIAN FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID

WORK ADDRESS & ZIP CODE

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

MILITARY	Branch of Service?	CIVILIAN	CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/>	x 12 pay periods -	<input type="checkbox"/>		x 26 pay periods -
<input type="checkbox"/>	\$170.00 x 12 pay periods - \$2,040.00	<input type="checkbox"/>		\$78.00 x 26 pay periods - \$2,028.00
<input type="checkbox"/>	\$100.00 x 12 pay periods - \$1,200.00	<input type="checkbox"/>		\$40.00 x 26 pay periods - \$1,040.00
<input type="checkbox"/>	\$50.00 x 12 pay periods - \$600.00	<input type="checkbox"/>		\$20.00 x 26 pay periods - \$520.00
<input type="checkbox"/>	\$25.00 x 12 pay periods - \$300.00	<input type="checkbox"/>		\$10.00 x 26 pay periods - \$260.00
<input type="checkbox"/>	\$15.00 x 12 pay periods - \$180.00	<input type="checkbox"/>		\$6.00 x 26 pay periods - \$156.00

Cash/Check Amount: _____ Check # _____

Make check payable to the Combined Federal Campaign

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

PAYROLL DEDUCTION AUTHORIZATION

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SIGNATURE _____ DATE _____

OPM FORM 1654 REVISED MARCH 2013

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address _____

Personal Email Address _____

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

WHITE copy can be shredded if contribution is **CASH** or **CHECK ONLY**

Completing Paper Pledge forms



1. Be sure it's legible, must contain full name, employee ID and agency
2. Select an amount:
Left side - Military
Right side - Civilian
3. Enter the charity code and allocation amounts. Two sides must balance.
4. Make sure the form is signed
5. Optional request to release their name to the charity. Names are only released if this section is completed

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	<input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
WORK ADDRESS & ZIP CODE					WORK PHONE ()

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.		CHARITY CODE	ANNUAL AMOUNT
MILITARY Branch of Service? _____	CIVILIAN		
<input type="checkbox"/> x 12 pay periods -	<input type="checkbox"/> x 26 pay periods -		
<input type="checkbox"/> \$170.00 x 12 pay periods - \$2,040.00	<input type="checkbox"/> \$78.00 x 26 pay periods - \$2,028.00		
<input type="checkbox"/> \$100.00 x 12 pay periods - \$1,200.00	<input type="checkbox"/> \$40.00 x 26 pay periods - \$1,040.00		
<input type="checkbox"/> \$50.00 x 12 pay periods - \$600.00	<input type="checkbox"/> \$20.00 x 26 pay periods - \$520.00		
<input type="checkbox"/> \$25.00 x 12 pay periods - \$300.00	<input type="checkbox"/> \$10.00 x 26 pay periods - \$260.00		
<input type="checkbox"/> \$15.00 x 12 pay periods - \$180.00	<input type="checkbox"/> \$6.00 x 26 pay periods - \$156.00		
Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign	Cash/Check Amount: _____ Check # _____ Make check payable to the Combined Federal Campaign		
CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card. Date of Contribution: _____		DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.	

INFORMATION RELEASE (OPTIONAL)	
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.	
Home Address	_____
Personal Email Address	_____
<input type="checkbox"/> In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.	

PAYROLL DEDUCTION AUTHORIZATION	
I hereby authorize any agency of the United States Government by which I may be employed during 2014 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2014 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.	
SIGNATURE _____	DATE _____

OPM FORM 1654 REVISED MARCH 2013

COPY #1 - PAYROLL OFFICE

Pledge Turn In: Envelopes



Central Virginia Area Combined Federal Campaign

Keyworker Report Form: Contributor Pledges Only - Report Form A

CFC NEXUS BATCH #	Campaign Reporting Week (Please Circle One):	Date of Completion:
	1 2 3 4 5 6 7 8 9 10 11 12 13	

Department/Agency/Bureau _____

Office/Division/Branch/Station _____

Agency Street Address _____

Keyworker Name _____ Phone _____

Keyworker Email Address _____

Agency Coordinator Name _____ Phone _____

Contribution Type	Number of Contributors	Amount Contributed
Contributor Cash Donations		
Checks (made payable to CVACFC)		
Payroll Deduction Donations		
Confidential Envelopes (DO NOT OPEN)		
TOTAL		

Date Reviewed by Coordinator: _____ Agency CVA# (3 digits): _____

Date Received by LE: _____ Date Deposit Made: _____ Date Mailed: _____

Be sure to keep a copy of this completed form for your records and submit in the envelope to your Agency Coordinator. Any questions? Please contact your Agency Coordinator or the CFC office at 804-594-9441.

Thank you for volunteering be a part of the Central Virginia Area Combined Federal Campaign, bringing awareness and help to those in need.

Central Virginia Area CFC, P.O. Box 1057 Mechanicsville, VA 23111-1057

- Form A - Contributor Contributions Only
- Form B - Special Events
- Fill out all the information
- Count the pledge cards and add up the totals
- Call your Loaned Executive or CVA staff member to schedule a pick-up
- **AVAILABLE for DOWNLOAD in ONLINE TOOLBOX**

Pledge Card Tips & Reminders

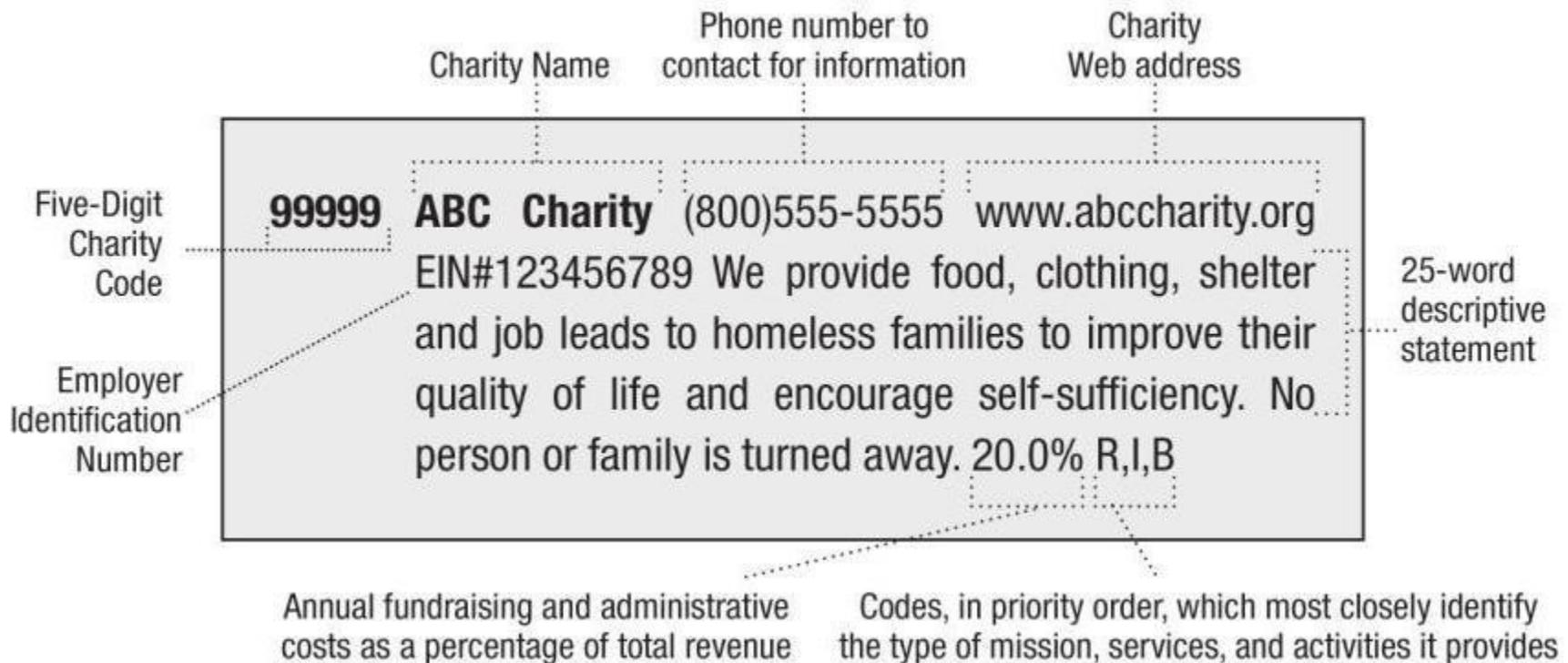


- Pledge cards are confidential
 - Do not share an individuals participation status or donation amount, including supervisors
- Keep all pledges in a secure place until they are turned in
- Department and unit totals along with overall participation can be shared with supervisors



Charity Listing

How to Use the Charity Listing



Contributor Recognition



All Donors



\$350 or more contributions

Online Tool Kit



Hover over:
**Campaign
Representative**

Click on:
Tool Kit

- Pledge Cards
- Posters
- Campaign Thermometer Poster
- Key Worker Guide

www.cvacfc.org



Facebook



Like us:
Central Virginia Area
Combined Federal Campaign CVACFC

#ShowSomeLove

SHOW SOME LOVE ON SOCIAL MEDIA #ShowSomeLoveCFC

3 Oct: Show Your Support:

Celebrate the CFC kickoff by changing your profile picture to the Show Some Love circle.

11 Oct: Show Your Cause:

Reveal the charitable cause(s) you are passionate about by posting a photo of yourself holding your own cause sign like those featured in the CFC materials.

1 Nov: Show Some Moves:

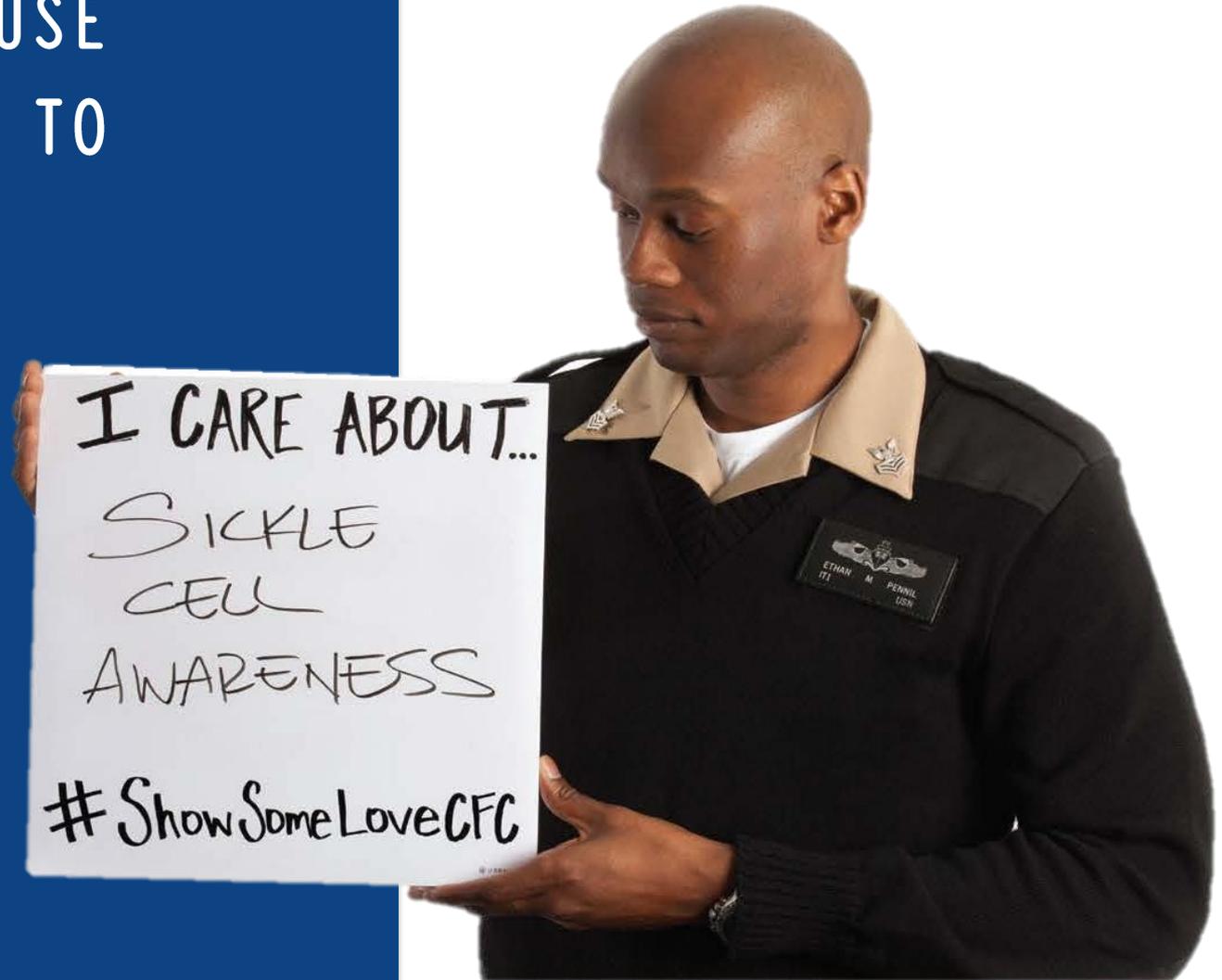
Have some fun and post a short video or your best/craziest dance moves to help bring awareness to the campaign. Challenge others in your unit to do so too.

21 Nov: Random Act of Kindness:

Feeling thankful this week? Show it by completing a random act of kindness for someone else and then posting about it.

WHY IS YOUR
CHOSEN CAUSE
IMPORTANT TO
YOU?

“As someone with a sickle cell trait, I value the impact CFC donations can have on sickle cell awareness. The CFC is important because it provides assistance to many charities, including some of the lesser-known ones.”





Campaign Culmination

Pledge Card Round-Up



Leave no contribution behind!

- Triple check and ensure all reports, pledges and contributions have been turned in to you.
- Ensure all pledges are accounted for and processed on time!

2016 Pledge Form
Combined Federal Campaign



Representative Recognition



Campaign Representative Recognition

Certificate of
Appreciation

All Star Award

CFC Hero



After Action Review (AAR)

During the After Action Review we discuss many topics impacting the campaign for you and your team.



- Participation
- Leadership
- Campaign Representatives
- Training
- Tools Provided
- Community Engagement
- Recognition: Donor & Rep
- Campaign Materials

Campaign Representative Survey



We would also like to hear from your campaign representatives. After the campaign has concluded we will send an email link to the campaign representatives to complete the representative survey.



cvacfc.org

Thank You!

