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**HONOLULU-PACIFIC****FEDERAL EXECUTIVE BOARD**

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December 9, 2019

MEMORANDUM FOR THE HONOLULU-PACIFIC EXECUTIVE BOARD

SUBJ: EXTENSION OF THE 2019 COMBINED FEDERAL CAMPAIGN SOLICITATION PERIOD

Dear Board Members,

The 2019 Hawaii-Pacific Area Combined Federal Campaign (CFC), under the skillful leadership of U.S. Army Pacific commenced on October 4, 2019 and was scheduled to conclude on December 13, 2019. While to date, nearly \$800,000 in pledges have been made to deserving local, national and international charities by generous Hawaii-Pacific Area donors, there is significant work and outreach that still needs to be done. Some campaigns are just getting started and overall campaign contact reports indicate that, as the holiday period approaches, less than half of our over 90,000 employee donor base has been contacted and provided with campaign supplies or information.

Due to these factors, the campaign Local Federal Coordinating Committee elected to extend the campaign solicitation period until January 12, 2020; (this is the date the online giving portal closes). As agencies collect paper pledges from those who choose to use this traditional giving method, those pledges should be mailed at least weekly to the Central Campaign Administrator so payroll deductions are not delayed.

As agency heads, you can support the CFC by:

- Showing your personal support for the CFC by communicating its importance to your employees.
- Ensuring campaign information is disseminated to all employees.
- Supporting your employees who administer the CFC.
- Following your agency's progress through the Weekly Campaign Reports posted on the HPFEB website, here is the link: [HPFEB CFC Page](#).
- Interacting with the local Outreach Coordinator who is very responsive and can be reached at (808) 755-9140, and will provide detailed unit reports, extra campaign supplies and other support.

Thank you all in advance for sharing this information with your employees and campaign coordinators. We truly appreciate your continued support of the 2019 CFC.



Scott Ebell
 Chairman