

# Dec. 15: the deadline for credit on the NALC MDA Honor Roll



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**NALC branches have stepped up** to the plate with their fundraising for the Muscular Dystrophy Association (MDA) again this year. Reporting so far has been terrific, and we have been able to reconcile branches' MDA fundraising efforts in time to help ensure that all donations are properly credited. There are just a few things branches should do going into the end of the accounting period for the 2017 MDA Honor Roll year:

- Turn in completed MDA/NALC activity reports for all donations sent to MDA and include a copy of any checks or money orders. Copies should go to your local MDA office, NALC Headquarters and your national business agent if requested.
- Donations that you want credited need to be received by MDA no later than Dec. 15.
- Make sure your donations are credited to the correct event year.
- Muscle Walks are not easy to track. Work with MDA and NALC Headquarters to get Muscle Walk teams and donations set up correctly in the system.
- If you are participating in MDA Lock-Ups or other community events, make sure MDA knows that you are requesting credit for NALC as part of our national program, as NALC credit for these types of events is not automatic.
- Holding on to funds into the following year will not give you an edge. Events are credited to the calendar year in which they were held. If you hold onto funds, you will likely never see the credit on the NALC MDA Honor Roll.

As always, if you have any questions or just want to see where your branch is currently, contact me at [mda@nalc.org](mailto:mda@nalc.org).

**I know branches do not raise funds** for the money, but rather for the cause itself. Your efforts fund camps, research, office visits, equipment and so much more. I do know that branches are somewhat competitive in their fundraising efforts, so it is important to know a few things that might help inspire your branch to achieve even greater goals relating to your MDA fundraising and participation.

In past years, NALC and MDA have, as

part of the NALC/MDA Incentive Trip, honored the top branches in each of 11 size categories. Honor Roll winners have gone to the MDA Telethon in Las Vegas, to MDA headquarters in Tucson, and/or to summer camps and muscle walks in cities across the nation. Many branches may not realize how close they are to winning top honors in their category. Take a look at how your branch compares with branches similar in size. Make a plan to work toward the top spot. You might not get there the first time, but if you boost your program, you will not only build the solidarity in your branch, but you might just end up on top in a few short years.

## Combined Federal Campaign and Honor Roll credit for MDA donations

**The 2017 Combined Federal Campaign (CFC) Open Season** runs from Oct. 2 through Jan. 12. The CFC is the most inclusive workplace giving campaign in the world, with the number of participating charities estimated at more than 20,000 non-profit organizations worldwide. The CFC provides opportunities for federal workers to become involved in their communities, and NALC members can play a vital role in boosting CFC contributions to MDA. The CFC makes it convenient and easy to give money through payroll deduction.

MDA is NALC's only official charity, and as such, branch members are encouraged to designate MDA on the appropriate form, OPM Pledge Form 1654, provided during the Combined Federal Campaign. MDA's CFC code is number is 10561.

Donations made through the Combined Federal Campaign can be credited to the member's branch if the branch sends a copy of the completed pledge form, along with the NALC Activity Report (shown below), to NALC Headquarters within two weeks after the campaign ends. If the member writes a check for the campaign, try to get a copy of that as well. This information will be helpful for us to document this fundraising effort. Please reach out to me at NALC Headquarters if you have questions or concerns.

C Fundraising Activity Information		All Groups Complete Section C	
Type of Event	_____		
MDA Event # (FMS#)	_____		
<small>(Ask your MDA representative for the event number.)</small>			
Date of Event	Amount Raised \$	(Gross)	\$ (NALC Expenses) \$ (Net Amount Raised for MDA)
Total Amount Mailed to	(Name of MDA Office)	On	(Date)
MDA Field Office (Required)	(Address)		
	(City)	(State)	(ZIP)
Signature	(Branch President or Designee)		(Date)