

NORTH COAST COMBINED FEDERAL CAMPAIGN

**Nº 5000**

This number must be the same as the number on your Chairperson Envelope.

CHAIRPERSON SUMMARY # \_\_\_\_\_

Insert your agency's official name.

AGENCY NAME \_\_\_\_\_ CFC CODE # \_\_\_\_\_

This is code is given to you by your LE

CHAIRPERSON \_\_\_\_\_ PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

Follow these key steps with each submission

- |  |                         |
|--|-------------------------|
| 1. Prepare three-part summary form.                          | # Pledge Cards _____    |
| 2. DO NOT PREPARE ON A CUMULATIVE BASIS.                     | # Conf. Envelopes _____ |
| 3. Retain pink copy for your records.                        | # Summary Env. _____    |
| 4. Clip white & yellow copies to <u>outside</u> of envelope. | # Emp. Giving _____     |
| 5 Return sealed envelope to your Loaned Executive.           | # Payroll Ded. _____    |

**SEND PAYROLL OFFICE COPY OF PLEDGE CARD TO YOUR PAYROLL OFFICER!**

These totals are critical. Please double check!!

**CONTENTS OF REPORT ENVELOPE**  
 Cash \$ \_\_\_\_\_  
 Checks \$ \_\_\_\_\_  
 Payroll Deductions \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

**FOR PCFO USE ONLY:**  
 Loaned Executive \_\_\_\_\_   
 CFC Office \_\_\_\_\_   
 Central Receipt Office \_\_\_\_\_

# Pledge Forms – Indicate the total number of pledge forms for all Keyworker Envelopes in this submission  
 # Conf. Envelopes – Total Confidential Envelopes from donors in sealed envelope. Amount added by auditor later.  
 # Summary Env. – Number of Keyworker envelopes included in this submission.  
 # Emp giving – Total employees giving using payroll deduction, cash, and check.  
 # Payroll Ded. – Number of employees giving through payroll deduction.