

ENVELOPE No. \_\_\_\_\_ of \_\_\_\_\_

## NORTH COAST COMBINED FEDERAL CAMPAIGN KEYWORKER REPORT ENVELOPE

AGENCY NAME \_\_\_\_\_ AGENCY CFC CODE No. \_\_\_\_\_

KEYWORKER \_\_\_\_\_ REPORT NO. \_\_\_\_\_

LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

DATE \_\_\_\_\_ CHECK HERE IF FINAL REPORT

### INSTRUCTIONS

- 1) KEYWORKER REPORTS ARE TO BE PREPARED AND SUBMITTED TO THE AGENCY CHAIRPERSON WEEKLY - TO REACH HIM/HER EACH THURSDAY DURING THE CAMPAIGN
- 2) DO NOT SEAL
- 3) DELIVER TO: AGENCY CHAIRPERSON

**Section A.**

Total No. employees giving this report \_\_\_\_\_

Total No. employees giving this report by Payroll Deduction \_\_\_\_\_

**Section B. CONTENTS OF THIS REPORT ENVELOPE ONLY**

	Verification	Verification
No. of Pledge Cards	_____	_____
No. Confidential Envelopes	_____	_____
Cash .....	\$ _____	_____
Checks .....	\$ _____	_____
Payroll Deductions .....	\$ _____	_____
<b>TOTAL .....</b>	<b>\$ _____</b>	_____

**CHAIRPERSON VERIFICATION**

Cash \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Payroll Deduction \$ \_\_\_\_\_

**TOTAL CONTRIBUTION \$ \_\_\_\_\_**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**CENTRAL RECEIPT &  
ACCOUNTING VERIFICATION**

Cash \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Payroll Deduction \$ \_\_\_\_\_

**TOTAL CONTRIBUTION \$ \_\_\_\_\_**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

Insert your agency's official name

Very important Steps!

Verifications by an authorized individual or team member.

Chairperson verifies the keyworkers total before completing the Chairperson Envelope.

This code is given to you by your LE.

Phone number where you can be reached to resolve any questions.

Put in total employees giving this period and the number of those who are giving by Payroll Deduction.

Indicate the total number of pledge forms and Confidential envelopes received this round.

These three (3) lines are for the dollar totals for the pledges by Cash, Checks and Payroll Deductions respectively. The Total is the total of the three items above.

Do not put anything in this area. Official use only!!!