

# Campaign Report Envelope



**SCCC**  
STATE COMBINED  
CHARITABLE CAMPAIGN

## Instructions:

Use this campaign report summary envelope to accurately report your department or agency's LA SCCC contributions. Complete this cover report and enclose pledge forms and special event/fundraiser proceeds accordingly. Refer to the checklist below to ensure all steps are complete and direct sealed envelopes to the Office of State Uniform Payroll (OSUP). **If you have any questions, please call (225) 218-2613.**

## Contact Information:

State Department/Agency \_\_\_\_\_ Agency # \_\_\_\_\_

Campaign Coordinator's Full Name (or person completing envelope) \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Pledge Information:

Type of Contribution:	Total # of Contributors:	Total \$ Amount of Contributions:	FOR PCFO USE ONLY:	
			Audit Amount:	Audit Amount:
Payroll Deduction		\$		
One-Time Donation - <i>Cash</i> <i>(converted into a check or money order)</i>		\$		
One-Time Donation - <i>Checks</i>		\$		
One-Time Donation - <i>Credit Cards</i>		\$		
One-Time Donation - <i>Payroll</i>		\$		
Special Events/Fundraisers		\$		
<b>Grand TOTAL:</b>		\$		

## Check List:

- Every employee pledge form (payroll deduction or one-time donation) has a designation, signature and is **COMPLETED** in full.
- A pledge form copy is enclosed for every contributor.
- One-time, full-paid contributions made online are not reported in this envelope.** *These will be reported separately by PCFO.*
- All check contributions have the check numbers identified on the pledge forms and are made out to the **Louisiana Association of United Ways (LAUW)**. *Checks will be returned if miswritten.*
- Cash donations are noted on pledge forms with dates received.
- Special event/fundraiser revenue total does not include pledge forms or designations.
- No cash is enclosed. All cash is converted into a check or money order. Check # \_\_\_\_\_.
- 3 additional copies have been made for every pledge form received:**
  - A copy has been given to each donor individually.
  - A copy of each payroll deduction pledge form has been sent to your department's payroll office.
  - A copy of this report envelope and all pledge forms has been retained for your department's records.

## Delivery & Deadlines:

Please send all completed report envelopes with enclosed forms of payments to:

**Mail:** Office of State Uniform Payroll - P.O. Box 94095 - Baton Rouge, LA 70804-9095

**Deliver:** Office of State Uniform Payroll - 1201 North Third Street - Claiborne Bldg., Ste. 3-210 - Baton Rouge, LA 70802

Deadlines:

All Pledge Forms due: **Last business day of October**

All Special Event/Fundraiser Revenue due: **First business day of December**

<b>FOR PCFO USE ONLY:</b> Date received: _____	Batch #: _____	<b>NOTES:</b>
Audited by: _____	Date: _____	
Audited by: _____	Date: _____	



Louisiana Association of United Ways proudly serves as the Principal Combined Fundraising Organization for the Louisiana State Combined Charitable Campaign.