

Charity Request Form 2019



SCCC
— STATE COMBINED —
CHARITABLE CAMPAIGN

Instructions:

- Please fill out ALL of the information below and submit at least 2 weeks prior to event date.
- Please e-mail request to sccc@launitedway.org or fax to (225) 341-2913.

Campaign Coordinator Information:

Campaign Coordinator Name

(____) _____
Phone Number

Agency Name

E-Mail Address

Charity Request:

I would like to request the following:

Event Speaker
of speakers needed = _____

Charity Fair (no more than 2 hours)
of charitable organizations needed = _____
(50-150 employees or less - 5 charities; 150+ employees - no more than 10 charities)

Date of Event

Arrival Time

Brief description of your event: _____

Location of Event (physical address): _____

Event Contact for Charity Presenter(s):
(in the case of an emergency this is the contact the charity should reach out to)

Name

(____) _____
Phone Number

Please provide helpful information for the Charity Presenter: where to park, building number, department name and what they should bring (i.e. if they are allowed to bring a video (DVD) about their charity, materials and supplies needed for a charity fair, etc.) : _____

NOTE: Please immediately call (225) 218-2613 or e-mail sccc@launitedway.org if any information changes and/or if this request needs to be cancelled.

TO BE FILLED OUT BY PCFO:

Date received: _____ Date e-mailed to charities: _____

Responding Charity(ies): _____

Confirmed Charity(ies): _____