

# Campaign Report Envelope



**SCCC**  
STATE COMBINED  
CHARITABLE CAMPAIGN

## Instructions:

Use this campaign report envelope to accurately report your department or agency's LA SCCC contributions. Complete the information below and enclose pledge forms and special event/fundraiser proceeds accordingly. Refer to the check list below to ensure all steps are complete and send 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: <i>1 pledge form per donation</i>	Total \$ Amount of Contributions:	FOR PCFO USE ONLY:	
				Audit Amount:	Audit Amount:
INDIVIDUAL PLEDGE FORMS	Payroll Deduction		\$		
	One-Time Donation - Cash <i>(converted into a check/money order)</i>		\$		
	One-Time Donation - Checks		\$		
	One-Time Donation - Credit Cards		\$		
	One-Time Donation - Payroll		\$		
	Special Events/Fundraisers	No Pledge Forms	\$		
	<b>Grand TOTAL:</b>		\$		

## Campaign Reporting Check List:

- Verify every pledge form is **COMPLETED** in full (with at least one designation and donor signature).
- Ensure that your campaign report envelope only includes paper pledge forms and does not include online giving in your results.
- Tabulate special event/fundraiser revenue and keep in mind that it can't be designated.
- Convert all cash received into a check or money order. **Check #** \_\_\_\_\_
- Confirm that all checks or money orders are made payable to the **Louisiana Association of United Ways** or **LAUW**.  
*Checks will be returned if miswritten.*
- Calculate your report totals and have another committee member proof your campaign report envelope to ensure accuracy.
- Make 3 additional copies of every pledge form and distribute:**
  - Give a copy to each donor individually.
  - Send a copy of each payroll deduction pledge form to your department's payroll office.
  - Retain a copy of this campaign report envelope and all pledge forms for your file.
- Enclose all pledge forms and checks/money orders, seal envelope and submit to OSUP by the deadlines listed below.

## Delivery & Deadlines:

**Please send all completed campaign 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/LEO Online Donations due: **Last business day of October**  
All Special Event/Fundraiser Revenue due: **First business day of December**

**FOR PCFO USE ONLY:** Date received: \_\_\_\_\_ Batch #: \_\_\_\_\_  
Audited by: \_\_\_\_\_ Date: \_\_\_\_\_  
Audited by: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTES:

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



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**Louisiana Association of United Ways**