

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 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) 295-6631.**

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	No Pledge Forms	\$		
	Grand TOTAL:		\$		

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 does not include online giving (individual pledges and/or special event) in your results.
- Tabulate special event revenue collected 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 Individual Pledges due: **Last business day of October**

All Special Event 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