



## LA SCCC CASH Conversion Form - FOR COORDINATOR USE

**Coordinator Name:** \_\_\_\_\_ **Agency Name:** \_\_\_\_\_

**Agency Number:** \_\_\_\_\_

**INSTRUCTIONS:**

Please ensure that the money order(s) or check(s) used to convert cash for your agency's LA SCCC campaign are accounted for by completing the three steps below.

*If you have any questions or need assistance please call (225) 295-6631 or e-mail [sccc@launitedway.org](mailto:sccc@launitedway.org).*

**Step 1:** Convert ALL cash received into a money order(s) or check(s). Ensure the total is accounted for on the cover of the LA SCCC Report Envelope and matches totals on this form.

**Step 2:** Indicate the type of cash donations made per each converted money order or check. Write the **money order/check number** and the total amount of **employee pledge form contributions** and/or **special event revenue** in the table below.

*(Note: Employee pledge form contributions must be designated and have a completed pledge form.)*

**Step 3:** Enclose a copy of this form within your agency's Campaign Report Envelope, along with the associated money order(s)/check(s) and/or pledge forms.

	Converted cash donations made using an Employee Pledge Form <i>(please indicate \$ value):</i>	Converted cash donations made through Special Events <i>(please indicate \$ value):</i>	TOTAL Amount of Money Order or Check:
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
	<b>TOTAL OF ALL ENCLOSED MONEY ORDER(S)/CHECK(S):</b>		\$

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



Louisiana Association of United Ways