



**SCCC**  
— STATE COMBINED —  
CHARITABLE CAMPAIGN

# LA SCCC CASH Conversion Form

for Campaign Coordinator Use

Coordinator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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 [sccl@launitedway.org](mailto:sccl@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.

| Money Order OR Check Number:                          | Converted cash donations made using an <b>Employee Pledge Form</b> (please indicate \$ value): | Converted cash donations made through <b>Special Events</b> (please indicate \$ value): | 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.

