

# 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 checklist 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 # (Only 1 Agency can be listed)

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: 1 pledge form per donation	Total \$ Amount of Contributions:	FOR PCFO USE ONLY:	
			Audit Amount:	Audit Amount:
INDIVIDUAL PAPER PLEDGE FORMS	Payroll Deduction	\$		
	One-Time Donation - Cash (converted into a check/money order)	\$		
	One-Time Donation - Checks	\$		
	One-Time Donation - Credit Cards	\$		
	One-Time Donation - Payroll	\$		
Special Events	No Paper Pledge Forms (Undesignated Funding)	\$		
<b>Grand TOTAL:</b>		\$		

## Campaign Reporting Checklist:

- 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/Money Order #** \_\_\_\_\_
- 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: November 6, 2025  
All Special Event Revenue due: December 1, 2025

<b>FOR PCFO USE ONLY:</b> Date received: _____	Batch #: _____
Audited by: _____	Date: _____
Audited by: _____	Date: _____
<b>NOTES:</b>	

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



**UNITED WAY**  
Louisiana Association  
of United Ways

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