Required Information

DIRECTIONS: Please fill out and use the Special Events Report for each campaign activity that raises money (checks and cash dollars) for the campaign. This report is in addition to individual pledge forms and is only to be used for events such as Auctions, Bake Sales, Dress Down Days, etc.

Please fill in the spaces using a black ink pen only.

State Agency: ____________________________

Work Location: ____________________________
(County – 1st four letters)

If contribution made on behalf of/by Union please identify below:

Union: ____________________________

Special Event Contribution

DIRECTIONS: Please fill in the spaces completely with Charity Code(s) found in the Resource Guide or website.

☐ Attached is the check totaling $ ______, ______. ______ to be distributed per the designations listed below.

☐ Check here if bank deposit made. (One deposit slip per campaign envelope) Deposit receipt must be included with this form.

5-Digit Charity Code    Designation Amount    Charity Name
1. ______ ______ ______ ______ $ ______, ______. ______
2. ______ ______ ______ ______ $ ______, ______. ______
3. ______ ______ ______ ______ $ ______, ______. ______
TOTAL PLEDGE: $ ______, ______. ______

Special Event funds can be designated to specific charities by placing the Charity Code numbers and amounts in this section. If no Charity Code(s) is listed, all Special Event monies will go into the undesignated fund to be shared proportionately with all CCC federations.

Special Event Name ____________________________ was held on date: ______ / ______ / ______

Thank You! Please Include Name and Date

Print Coordinator Name ____________________________ Date: ______ / ______ / ______

Phone Number with Area Code ______ ______ ______ ______ ______ ______ ______ ______ ______

Any designated fundraising from CCC Special Events should be publicly known by employees.

PLEASE RETURN ALL PLEDGE FORMS TO DEPARTMENTAL CAMPAIGN COORDINATORS.