



# STATE CHARITABLE CONTRIBUTIONS PROGRAM 2014-15 CAMPAIGN MANAGER REPORT FORM

Please complete this form according to the instructions provided below. Thank you.

Complete this whole section at the top. Only the Report # is optional.

DATE October 1, 2014		REPORT # (Optional: For you to track your submissions) 1
STATE AGENCY/UNIVERSITY NAME Department of Administrative Services		PAYROLL CODE (Available from SCCP Mgr, local HR or payroll) 403
CAMPAIGN MANAGER Laynea Allen	EMAIL Laynea.Allen@doas.ga.gov	PHONE 404-657-5815

For coordinators to track their submissions. Not used in processing.

Required for processing. Don't leave it blank.

## Instructions

For all paper pledge forms, tally each type under **Paper Pledges**. For events, tally under **Fundraising Money**. Total each section, print and sign this form and send it with all pledge forms, checks and deposit receipts to:

Address to mail pledge forms and account for deposit of cash/checks.

State Charitable Contributions Program  
Dept #116993  
Atlanta, GA 30368

Don't mail cash!

All checks should be made payable to GA SCCP. Cash and checks can be brought to any SunTrust Bank branch and deposited into account #1000005344048. **ALL CASH SHOULD BE DEPOSITED. NO CASH SHOULD BE MAILED.**

Check all boxes that apply to what type of paper pledges you are sending. Not for fundraiser money.

For all checks you deposit and mail a copy with their pledge forms and the deposit receipts with this form. Individual Contributors should match the total paper pledge forms mailed in with the report.

## Paper Pledges

Check all pledge types included in this report. Enclose all required documents listed. Cash is discouraged but indicated as an option if needed. Don't mail cash.

# of Individual Contributors

Total Amount

<input checked="" type="checkbox"/>	Payroll Deduction	(Pledge form enclosed)	2	\$200
<input type="checkbox"/>	Check Mailed	(Pledge form and check enclosed)		
<input checked="" type="checkbox"/>	Check Deposited	(Pledge form, copy of check and deposit slip enclosed)	1	\$50
<input checked="" type="checkbox"/>	Cash Deposited	(Pledge form and deposit slip enclosed)	1	\$20

This option has been added to the pledge form for easier processing. For individual pledges made by cash only, not fundraiser money.

Enter total number of individual pledges. Each pledge should have a pledge form.

Enter subtotal for each pledge type.

This column reminds you what is required in the packet for each pledge type

## Fundraising Money

Enter total to the right and designate funds below. Designating charities is optional.

2

\$150

For all fundraiser money. Subtotal to the right.

CHARITY CODE	CHARITY NAME	TOTAL AMOUNT
193000	Earthshare of Georgia	\$50
300000	Undesignated	\$100

Same as above, enter the total number of fundraisers in this deposit and the total of all of them being submitted.

For each fundraiser, you can designate the charity you wish it to be attributed to, the name of the charity and the amount. The charity code is the 6 digit number found in the official charity listing. Since you can have multiple events in one report, you can indicate each charity on a separate line with the total. If you enter nothing here, it will go toward undesignated funds automatically and be equally distributed to eligible charities. Please make sure this section adds up to the total amount which means undesignated funds should also be listed.

Total # and money columns above. This is the total amount submitted in this packet.

## Total Submitted in this Report

6

\$420

Campaign Manager Signature

Date

Sign, date and attach all pledge forms and required attachments. Send this in immediately after funds have been deposited to ensure speedy processing.

Please direct any questions to [scsp@doas.ga.gov](mailto:scsp@doas.ga.gov).