



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

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

<b>DATE</b>	<b>REPORT #</b> <i>(Optional: For you to track your submissions.)</i>	
<b>STATE AGENCY/UNIVERSITY NAME</b>	<b>PAYROLL CODE</b> <i>(Available from SCCP Mgr, local HR or payroll)</i>	
<b>CAMPAIGN MANAGER</b>	<b>EMAIL</b>	<b>PHONE</b>

<b>Instructions</b>	<p>For all paper pledge forms, tally each type under <b>Paper Pledges</b>. For events, tally under <b>Fundraising Money</b>. Total each section, <b>print and sign this form</b> and send it with all pledge forms, checks and deposit receipts to:</p> <p style="text-align: center;"><b>State Charitable Contributions Program</b>  <b>Dept #116993</b>  <b>Atlanta, GA 30368</b></p> <p>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. <b>ALL CASH SHOULD BE DEPOSITED. NO CASH SHOULD BE MAILED.</b></p>
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*Remember: Make a copy of any checks you deposit and mail a copy with their pledge forms and the deposit receipts with this form to the address above. # of Individual Contributors should match the total paper pledge forms mailed in with the report.*

<b>Paper Pledges</b>	<i>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.</i>	<b># of Individual Contributors</b>	<b>Total Amount</b>
<b>Payroll Deduction</b>	<i>(Pledge form enclosed)</i>		
<b>Check Mailed</b>	<i>(Pledge form and check enclosed)</i>		
<b>Check Deposited</b>	<i>(Pledge form, copy of check and deposit slip enclosed)</i>		
<b>Cash Deposited</b>	<i>(Pledge form and deposit slip enclosed)</i>		

<b>Fundraising Money</b>	<i>Enter total to the right and designate funds below. Designating charities is optional.</i>		
<b>CHARITY CODE</b>	<b>CHARITY NAME</b>	<b>TOTAL AMOUNT</b>	

<b>Total Submitted in this Report</b>		
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Campaign Manager Signature

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Date

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