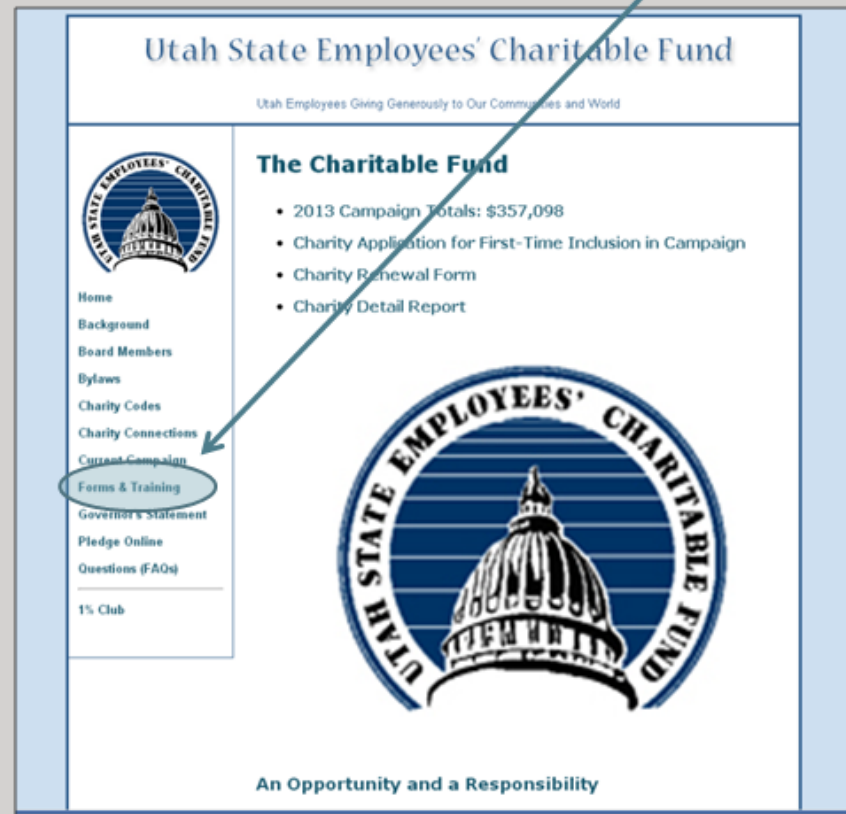


# COMPLETING CAMPAIGN FORMS

- Campaign forms can be found on the USECF website in the left menu bar under “Forms and Training”



Utah State Employees' Charitable Fund

Utah Employees Giving Generously to Our Communities and World

**The Charitable Fund**

- 2013 Campaign Totals: \$357,098
- Charity Application for First-Time Inclusion in Campaign
- Charity Renewal Form
- Charity Detail Report

Home  
Background  
Board Members  
Bylaws  
Charity Codes  
Charity Connections  
Current Campaign  
**Forms & Training**  
Governor's Statement  
Pledge Online  
Questions (FAQs)  
1% Club

UTAH STATE EMPLOYEES' CHARITABLE FUND

An Opportunity and a Responsibility



# THE PLEDGE SUMMARY FORM

- The top of the Pledge Summary Form is for the department coordinator information
- The body of the form is for employee information, including the employee's name, EIN, and amount for each contribution
- Please make sure to either check the "Cash" column or enter the check number in the "Check" column
- Enter total cash amount, cash amount, and grand total of pledges on the bottom of the last page

USECF Pledge Summary – One-time Donations only

Department Name: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_  
Coordinator Name: \_\_\_\_\_  
Coordinator Phone #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

NAME OF DONOR	EIN (employee #)	TOTAL 2-TIME DONATION	CASH (✓)	CHECK #
1.		\$		#
2.		\$		#
3.		\$		#
4.		\$		#
5.		\$		#
6.		\$		#
7.		\$		#
8.		\$		#
9.		\$		#



# THE CAMPAIGN INFORMATION FORM

- After printing the Campaign Information Form from the USECF website, verify your department's campaign information
- Once you've completed the form, make sure you sign it as the department coordinator
- You will then submit the form, along with the Pledge Summary Form, to the campaign treasurer

Utah State Employees' Charitable Fund Campaign  
CAMPAIGN INFORMATION FORM

Furnish forms and transmittals to:  
Contact Information for the current campaign treasurer  
Utah State Employees' Charitable Fund Campaign  
Department:  
Division/Office/Org. No.:  
Address:  
Department Coordinator:  
Division Coordinator:

Contributions Report	
Paid by Cash	\$
Paid by Check	\$
TOTAL	\$

(should be the same total as indicated on enclosed summary sheet)

Certification: I certify that all enclosures and pledges have been correctly accounted for and the above report is correct.

\_\_\_\_\_  
Department Coordinator

\_\_\_\_\_  
Date

Coordinator Checklist:

- Cash Enclosed
- Checks Enclosed
- Pledge forms for one-time donations
- Authorized payroll deduction pledge forms that were not entered through the website
- Pledge Summary Sheet (for one-time donations)

