



2019-20 GA SCCP Campaign Coordinator Report Form: Fundraising Event

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

TODAY'S DATE	BATCH# (This is your Subdivision ID _Today's Date, Example: 403_10112019)		
STATE AGENCY/UNIVERSITY NAME		SUBDIVISION ID	
FUNDRAISING EVENT NAME		DATE OF EVENT	
COORDINATOR	EMAIL		PHONE

INSTRUCTIONS	<p>Complete a new form for each fundraising event. Fill the pledge table below to designate specific amounts per charity. Total the # of individual donors and amount in the summary section.</p> <p>Complete this form along with the Accounts Receivable Form and reconcile the collected donations (check, cash, or money order) with your Finance Department. Ensure that the batch code is entered on the Accounts Receivable Form.</p> <p>Scan and email the Fundraising Event Form and Accounts Receivable Form as a single attachment to:</p> <p style="text-align: center;">Email: GASCCPpledgeforms@charities.org Subject: Batch# ex: "403_10112019"</p> <p style="text-align: center;">All checks should be made payable to GA SCCP. Collected donations must be reconciled with your Finance Department using the Accounts Receivable Form.</p>
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FUNDRAISING EVENT MONEY PLEDGE		<i>Use this area to designate special event funds to specific charities.</i>
CHARITY CODE/EIN	CHARITY NAME	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL FUNDRAISING AMOUNT		\$

REPORT SUMMARY	<i>Ensure that the Accounts Receivable Form is attached to this form.</i>	<i># of Contributors</i>	TOTAL AMOUNT SUBMITTED IN THIS REPORT
Fundraising Event Money	<i>(Total Amount Submitted must equal Total Amount in Accounts Receivable Form)</i>		\$

Coordinator Signature

Date

2019-20 GA SCCP

Fundraising Event Monies Submission Instructions

Forms and collected donations should be submitted weekly

Fundraising Event Monies Conversion

- Collect all monies from the fundraising event
- Fill out the Accounts Receivable Form with your Finance Department to reconcile all cash and/or checks received during the event

Complete the Coordinator Report Form

- Complete a new form for each event
- Complete the top section with: Today's Date and Batch Number
 - Create the batch number by combining your agency's Subdivision ID and Today's Date (formatted mmddyyyy)
Example: Dept of Admin Services' Subdivision ID is **403** and Date is **10/11/2019**:
Batch # 403_10112019
- For multiple batches submitted in a single day:
 - Create the batch number and add a letter to the end of the number:
Example: *403_10112019A* and *403_10112019B*
- Complete the State Agency or University Name and Subdivision ID:
 - Subdivision ID is 3 digits for state agencies and 7 digits with preceding "4725" for Universities
- Complete the optional Fundraising Event Name and Date of Event
- Complete your coordinator name and contact information
- **If there are any errors, an email will be sent to the coordinator to resolve the errors before the batch is processed**
- Fundraising Event Money Pledge Section:
 - Include the designated charity information. If there is none, the funds will be distributed proportionally among the participating charities based upon the percentage of funds designated to each charity at the end of the campaign.
 - Provide grand total of fundraising amount in last section
- Complete the Report Summary Section: Enter the total number of individual donors who participated and the total amount of the gifts

Form Submission

- Complete this form along with the Accounts Receivable Form and reconcile the collected donations (check, cash, or money order) with your Finance Department.
- Ensure that the batch code is entered on the Accounts Receivable Form.
- Scan and email the Fundraising Event Form and Accounts Receivable Form as a single attachment to:

Email: GASCCPpledgeforms@charities.org

Subject: Batch#; ex: "403_10112019"

Please direct any questions to gasccp@charities.org or 703-957-7888.

Thank you for your service!