



2019-20 GA SCCP Campaign Coordinator Report Form:

Personal Check/Money Order

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	
COORDINATOR	EMAIL	PHONE	

INSTRUCTIONS

Complete this form only for individual personal check/money order pledges. Review each pledge form to ensure that all required information in the checklist below is provided. Attach the donor's check to the corresponding pledge form. Total the # of individual check donors and pledge amounts below, print and sign this form.

Complete this form along with the Accounts Receivable Form and reconcile the collected donations (check or money order) with your Finance Department. Ensure that the batch code is entered on the Accounts Receivable Form.

Scan and email the Personal Check/Money Order Form, Accounts Receivable Form, and pledge forms as a single attachment to:

Email: GASCCPpledgeforms@charities.org

Subject: Batch# ex: "403_10112019"

All checks should be made payable to GA SCCP and must be reconciled with your Finance Department using the Accounts Receivable Form.

Remember: # of Individual Contributors must match the total paper pledge forms included with the report.

REPORT SUMMARY	<i>Ensure that the check is attached to each pledge form.</i>	<i># of Individual Contributors</i>	TOTAL AMOUNT SUBMITTED IN THIS REPORT
Personal Check/Money Order	<i>(Checks payable to GA SCCP. Sum of check amount(s) must equal Total Amount Submitted in this report)</i>		\$

REMINDER CHECKLIST

- Entered Charity Code/EIN and Charity Name
- Accurate Check Amount per designation
- Accurate Total Check Amount
- Accurate Total Annual Amount
- Check(s) attached directly with the corresponding pledge form
- Signed and Dated

Coordinator Signature

Date

2019-20 GA SCCP

Personal Check/Money Order Submission Instructions

****Forms and collected donations should be submitted weekly***

Review each pledge form for completeness and accuracy

- Make sure there is a signature
- Is the address complete if included
- Make sure the check is attached to the pledge form
- Verify total check amount is correct
- Pledge forms that are incorrect or incomplete will not be processed

Organize Pledge Forms

- Group pledge forms into one batch of the same type: **Personal Check/Money Order**
- Use a separate form for each agency

Complete the 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 your coordinator name and contact information
- 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 or money order) with your Finance Department.
- Ensure that the batch code is entered on the Accounts Receivable Form.
- Scan and email the Personal Check/Money Order Form, Accounts Receivable Form, pledge forms 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!