



KECC

Kentucky Employees Charitable Campaign

REPORT ENVELOPE

Cabinet/Agency _____ Prepared by _____

Report Date ___/___/___ Telephone _____ Campaign Complete Yes No

- Please mail or deliver your report to your Cabinet/Agency Coordinator
- All report envelopes will be compiled by the Coordinators and turned into the KECC Administrator on report days.

Cash Donations & Special Events:

- Keep money or checks with each pledge form.
- Complete a Special Event Form for proceeds from special events. (Available at www.kecc.org)
- Add cash donations and special events and mark the total in “Cash & Checks” below.
- Put all white pledge forms with cash contributions attached into report envelope and return to Coordinator.

Payroll Donations:

- Add total *yearly* gift for payroll deductions (per paycheck gift **X** 24) and mark total in “Payroll Deductions” below.
- Put all **white** pledge forms in report envelope with cash contributions and return to KECC department coordinators.
- Do not include pledge forms marked with a 0 (zero) donation.

***THANK YOU FOR YOUR HARD WORK AND PRECISION!**

KECC Administrator will audit all reports and compile reports to be distributed weekly.
Coordinators will be notified if audited totals differ from envelope totals.

TOTALS FOR PLEDGE FORMS ENCLOSED

Total Cash and Checks	Total Payroll Deductions	Total Contributions Enclosed
\$	\$	\$