

# CFCNCA Pledge Form Carrier

(Form 100)

STAPLE ANY  
CONFIDENTIAL GIFT  
ENVELOPES HERE

750 17th Street, NW, Suite 200, Washington, DC 20006  
Telephone: 202-465-7200

## KEYWORKER'S SUMMARY

**TO:**  
Campaign/  
Unit Coordinator \_\_\_\_\_ Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_

Department / Agency / Bureau \_\_\_\_\_

**FROM:**  
Keyworker \_\_\_\_\_ Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_

Office / Division / Branch / Section \_\_\_\_\_

CFC Reporting Number 

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 Date \_\_\_\_\_

	NUMBER of Gifts	CFCNCA Auditor Use Only	AMOUNT	CFCNCA Auditor Use Only
Gifts by Payroll Deduction	_____		\$ _____	
Gifts by Cash / Check	_____		\$ _____	
Number of Confidential Gifts <small>(DO NOT open confidential gift envelopes)</small>	_____		DO NOT OPEN Confidential Gift Envelopes	
Special Events Proceeds	_____		\$ _____	
<b>TOTAL</b>	_____		\$ _____	
Number of EAGLE AWARD Contributors	_____			
Number of DOUBLE EAGLE AWARD Contributors	_____			

Do not write in shaded space.



### INSTRUCTIONS FOR KEYWORKER'S SUMMARY

1. Use the information from the WHITE copies of the pledge forms to tally your results above.
2. Photocopy your completed *Keyworker's Summary* for your records.
3. Staple any confidential gifts **in their own sealed envelopes** to the top right-hand corner of this envelope.
4. Limit the number of pledge forms in each envelope to 10.  
See instructions on reverse for inserting pledge forms into pockets.
5. If necessary, account for any contributions collected at special events by completing the Special Events Proceeds Form. Insert the completed form clipped to the event funds.
6. **SEAL THIS ENVELOPE.**
7. Give the *Pledge Form Carrier* to your Campaign/Unit Coordinator.

*Thank you for volunteering your time to help others.*

*If you have any questions,  
please contact your Campaign/Unit Coordinator.*

**Store securely to protect personal information.**

WHITE COPIES ONLY

YELLOW COPIES ONLY

# WHITE COPIES ONLY

FROM PLEDGE FORMS ARE INSERTED INTO THIS POCKET  
*CONFIDENTIAL GIFTS, IN THEIR OWN SEALED ENVELOPES,  
REMAIN STAPLED TO THIS POCKET.*

*ALWAYS STORE PLEDGE INFORMATION SECURELY.*

## STEPS

1. Remove the **WHITE copy from each pledge form.** The **WHITE** copy is the “official” copy used for auditing purposes.
2. Use the information from the **WHITE** copies to tally your results on the *Keyworker’s Summary* (see other side of this *Pledge Form Carrier*).
3. Attach the contributor’s cash or check to the **WHITE** copy of the contributor’s pledge form.
4. **Do not** consolidate the cash/checks into one personal check.
5. **Insert the WHITE copy from each pledge form into this pocket** whether the contribution is by payroll deduction or cash/check. Limit the number of pledge forms in each pocket to 10.

Proceed to Step 6 below.

WHITE COPIES ONLY

# YELLOW COPIES ONLY

FROM PLEDGE FORMS ARE INSERTED INTO THIS POCKET

**DO NOT PUT CHECKS OR CASH IN THIS POCKET!**

## STEPS (continued)

6. Make sure that each **YELLOW** copy has been **signed by the contributor** to authorize your agency’s payroll office to make the deductions specified. If a contributor is making a contribution by check or cash, a signature is not needed.
7. Remove the **YELLOW** copy from each pledge form.  
***If a cash or check gift is made, return the YELLOW copy, along with the blue receipt copy, to the contributor.***
8. Verify that each **YELLOW** copy included in this pocket is for a payroll deduction pledge before you insert it into this pocket.
9. Give this Pledge Form Carrier to your Campaign/Unit Coordinator when it is ready. This pocket will be detached by your Team Captain or Coordinator and sent to your department’s or agency’s payroll or finance office. ***Payroll copies always remain in your agency’s payroll office.***
10. **Give the BLUE copy of each pledge form to the appropriate contributor** and thank them on behalf of CFCNCA and all those who will benefit from their gift.
11. Discard the pledge form covers.

YELLOW COPIES ONLY