



# 2005 Commonwealth of Virginia Campaign

Virginia Commonwealth University  
VCU Health System

## Campaign Associate Report

Campaign Associate: Name \_\_\_\_\_ Phone \_\_\_\_\_

Department: \_\_\_\_\_

Checklist	4
Check each card to verify contribution amount/type, employee name/address - attach cash and checks directly to cards	
Group pledge cards (paper clip or rubber band) by payment type (cash/check/credit card/stock or payroll deduction) and calculate number of contributors for each type and total contributions	

<u>Type of Contribution</u>	<u># of Contributors</u>	<u>Total Contributed</u>
Cash		\$
Checks		\$
Credit Cards		\$
Stock Contributions		\$
Payroll Deduction Contributions		\$
Declined to contribute		N/A
<b>TOTALS</b>		<b>\$</b>

Number of Pledge Cards Distributed \_\_\_\_\_ Number Outstanding \_\_\_\_\_

Is this your final report? \_\_\_\_\_

<b>This report completed by:</b>		
Name _____	Phone _____	Date _____

Reports are due on each of the following Wednesdays:

October 19, 26

November 2, 9, 16, 23, 30

December 7, 14

This report, cash, checks and pledge cards are sealed in an envelope boldly marked "CVC". Take the envelope to one of the University Cashiers' **drop boxes**:

Sanger Hall, 1101 E. Marshall Street. (inside Room 1-055), Student Services Center (open 8 am to 4:30 pm)

Main Hospital, HR Express, 1<sup>st</sup> floor (opposite cafeteria), (open 8 am to 5 pm)

Founders Hall, 827 W. Franklin Street (inside Room 104), Student Services Center (open 8 am to 5 pm)

Treasury Services, 809 West Broad Street (open 8 am to 5 pm)

Contact Keysha Foster at [klfoster2@vcu.edu](mailto:klfoster2@vcu.edu) if you have any questions.

## Processing Instructions

The pledge cards consist of 3 copies (White, Yellow and Pink). The employee retains the pink copy and the white and yellow copies are returned with your report.

- Keep the employee white and yellow copy together, don't separate by color.
- Sort pledge cards by category:
  - Payroll deduction
  - Credit card
  - Cash (place cash behind the applicable pledge card)
  - Check or money order (place check or money order behind the applicable pledge card)
  - Stock
  - Declined to contribute
- Count the number of pledge cards for each category and enter the total on the report.
- Total the dollar value of each pledge category and enter the total on the report.
- Paper clip or put a rubber band around each group (category) of cards.
- Calculate the number of pledge cards outstanding and enter on report.
- Complete remaining information requested on the report.
- Place report and cards in envelope and mark envelop "CVC".
- Deliver to University Cashier Drop Boxes:
  - See Locations on front of the form.
  - Reports are due by Wednesday, but can be delivered early if complete.