

# 2016 Campaign Envelope

**Instructions**

- Print out and make as many copies as needed. One Cover Sheet must accompany every envelope.
- Complete all information. Print clearly to reduce errors in processing.
- Envelope total must balance with envelope contents.
- Do not include totals from previous campaign envelopes.
- When completed, attach this sheet to a plain manila envelope containing the pledge forms, checks, and cash collected.
- Deliver envelope to the County Treasurer’s Office.

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Department (please print) \_\_\_\_\_

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Department Campaign Leader’s Name and Title (please print) \_\_\_\_\_

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Department Campaign Leader’s Signature \_\_\_\_\_ (      ) \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Total Enclosed In This Envelope:**

Category	No. of Givers	Total Pledges	Total Cash/Checks
<b>Payroll Contributions</b>			
<b>Special Events</b>			
<b>One Time Cash/Check Gifts</b>			
<b>Other</b>			
<b>Total No. of Employees Giving</b>		<b>Total Contributions in All Categories</b>	

**FOR CAMPAIGN CHAIR USE:**

Envelope Received in Office:      Date \_\_\_\_\_      Initials \_\_\_\_\_

Cash and Checks to Fiscal Agent:      Date \_\_\_\_\_      Initials \_\_\_\_\_

Entered in database:      Date \_\_\_\_\_      Initials \_\_\_\_\_

**NOTES/OTHER:**