

# REPORTING

The keyworker report envelope is used to record all contributions received by the Keyworker. Fill out the form completely as illustrated below:

## Step 1

Make sure this ENTIRE top section is completed accurately.

## Step 2

Provide a specific breakdown of pledges contained in this envelope.

Indicate the number of KNOWN cash, check, and payroll deduction contributions, and the total of each.

Add the total number of contributions and insert in the "Totals" column; do the same for the KNOWN monetary totals (some contributions may be in sealed "confidential" envelopes).

## Step 3

Sign the Keyworker space. At the time the envelope is turned in, have the person receiving the envelope verify accuracy and sign.

## Step 4

If applicable, indicate the number of each award level giver that is included in this envelope. These will be validated when you turn in this envelope and awards will be distributed accordingly.

## NorCal CFC (0106)

### KEYWORKER REPORT FORM

THIS REPORT IS: FIRST \_\_\_\_\_ ADDITIONAL \_\_\_\_\_ FINAL \_\_\_\_\_

AGENCY OR INSTALLATION: \_\_\_\_\_

AGENCY HEAD/DIRECTOR: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

UNIT NAME: \_\_\_\_\_

UNIT CODE: \_\_\_\_\_

KEYWORKER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

KEYWORKER E-MAIL: \_\_\_\_\_

Total Number of Employees in Your Unit: \_\_\_\_\_

Total Number of Employees Contacted to Date: \_\_\_\_\_

**Keyworker Instructions**

- Fill in the summary information requested below for those contributions contained in this envelope. DO NOT include any information previously submitted. DO NOT include EEX, MyPay or Nexus (Except for EEX/MyPay/Nexus cash and check donations with corresponding payment attached).
- Place all completed pledge cards, cash, and checks in this envelope and deliver to your CFC Point of Contact.
- With your Project Officer, Coordinator or Chairperson, validate the contents of this envelope, and sign at the bottom.
- Make a photocopy of the face of this envelope for your records.

METHOD OF PAYMENT	NUMBER OF DONORS	AMOUNT (\$)
U.S. CURRENCY	donors	\$
CHECKS	donors	\$
PAYROLL DEDUCTION <small>(DO NOT include EEX, MyPay or Nexus)</small>	donors	\$
<b>ENVELOPE TOTALS</b>	<b>Total donors</b>	<b>Total \$</b>
<small># of CONFIDENTIAL DONATIONS Enclosed (not reported above)</small>	<b>Total donors</b>	

DO NOT WRITE IN THIS SPACE

FOR USE BY CFC ACCOUNTING AGENT

Number \_\_\_\_\_

Amount \_\_\_\_\_

Processed \_\_\_\_\_

Verified \_\_\_\_\_

Payroll Deduction \_\_\_\_\_

Cash Contributions \_\_\_\_\_

Total \_\_\_\_\_

We have validated the contents of this envelope and confirm that it contains the cash, checks and payroll deduction amounts reported above.

Keyworker \_\_\_\_\_

Coordinator \_\_\_\_\_

Loaned Executive \_\_\_\_\_

PCFO \_\_\_\_\_

Date \_\_\_\_\_

# of donors requesting gifts	# of gifts delivered	# of gifts due / back ordered
[ ]	[ ]	[ ]

BATCH [1][2][3][4][5][6][7][8]  
 [9][10][11][12][13][14][15][16]

DATE PROCESSED \_\_\_\_\_  
  
 ENVELOPE # \_\_\_\_\_