

NorCal CFC (0106)

KEYWORKER REPORT FORM

THIS REPORT IS: FIRST _____ ADDITIONAL _____ FINAL _____

AGENCY OR INSTALLATION: _____

AGENCY HEAD/DIRECTOR: _____ E-MAIL: _____

UNIT NAME: _____

Total Number of Employees
in Your Unit: _____

UNIT CODE: _____

KEYWORKER: _____

Total Number of Employees
Contacted to Date: _____

TELEPHONE: _____

KEYWORKER E-MAIL: _____

DATE PROCESSED _____

*See Back of Envelope for
Mail-In Reporting Instructions*

ENVELOPE # _____

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

DO NOT WRITE IN THIS SPACE

FOR USE BY CFC ACCOUNTING AGENT

Number _____

Amount _____

Processed _____

Verified _____

Payroll Deduction _____

Cash Contributions _____

Total _____

BATCH

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

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

Mail-In Reporting Instructions:

Verify each paper pledge form for legibility, accuracy and completeness. Use the keyworker report envelope to record all contributions received. Fill out the form completely as illustrated below:

Step 1

- Make sure the 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).

FORM SUBMISSION:

- **Traditional 3 Part Form:** Remove pledge form cover and perforated edge. Submit COPY 1 to your payroll office. Return Copy 3 to donor. Submit Copy 2.
- **Nexus Form:** Include cash and check contributions. **DO NOT INCLUDE CREDIT CARD OR PAYROLL DEDUCTION FORMS.**
- **Convert all cash into a money order.** (Fill out and submit money order reimbursement form and include money order receipt in envelope.) **DO NOT SEND CASH.** Use paper clips to attach money order and checks to copy 2 (no staples please) and place in envelope.

Step 3

- Seal envelope and sign at the bottom certifying you have verified the content of the envelope.

Step 4

- Place all CFC REPORTING ENVELOPES into USPS pre-labeled, pre-paid mailing envelope and mail to:
- **NorCal CFC Central Receipts**
1716 North Main Street, Suite A-149
Longmont, CO 80501
- **Mail all reporting envelopes by 12/15/2016.**

Step 5

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

Upon receipt, the envelope content will be verified. Any discrepancies will be noted. Pledge forms requiring revisions/corrections will need to be addressed on Copy 1 for the payroll office and Copy 3 with the donor as noted in the envelope receipt confirmation sent to the keyworker by email.