

CONNECTICUT STATE EMPLOYEES' CAMPAIGN *for* CHARITABLE GIVING

Website: www.employeegiving.ct.gov

Facebook: www.facebook.com/CTEmployeeGiving

Campaign help lines: 860-402-8430 -or- 860-887-5288

CAMPAIGN REPORTING ENVELOPE

PROCEDURES FOR USING THIS ENVELOPE:

1. Encourage employees to return pledge card, which can be collected weekly.
2. Please ask a co-worker to **verify** the cash/check total enclosed in this envelope.
3. The employees' **six-digit employee** number must be on all cards.
4. All payroll deductions **MUST BE SIGNED** by the employee.
5. **Copy** this reporting envelope for your files.



COORDINATOR NAME _____ YOUR PHONE # _____

YOUR WORK EMAIL _____

AGENCY NAME _____

ADDRESS _____

CITY, ZIP _____

OF EMPLOYEES AT THIS AGENCY LOCATION _____

TO BE COMPLETED BY COORDINATOR:

RECAP OF CONTRIBUTIONS ENCLOSED IN THIS ENVELOPE

	# OF GIFTS	\$ AMOUNT
PAYROLL DEDUCTIONS	_____	\$ _____
ONE TIME GIFT CHECKS	_____	\$ _____
ONE TIME GIFT CASH	_____	\$ _____
SPECIAL EVENTS CHECKS	_____	\$ _____
SPECIAL EVENTS CASH	_____	\$ _____
SEALED ENVELOPES	_____	\$ _____
TOTALS (KNOWN)	_____	\$ _____

COORDINATOR'S SIGNATURE _____

INITIALS OF 2ND VERIFICATION FOR CHECK/CASH GIFTS _____

DATE _____

WHERE TO RETURN THIS ENVELOPE

1. Please place this completed envelope into a manila interoffice envelope.

2. Address it to:

Cindy Cannata
c/o CSEC
Freedom of Information
Commission
18-20 Trinity Street
Hartford CT 06106

3. Please place it in your mail room where the DAS State Interoffice Courier will pick it up for delivery.

4. If you have any questions, please contact the Campaign office at: 860-402-8430.

Thank you.

DATE ENVELOPE RECEIVED
(OFFICE USE ONLY)

To give online: https://www.givingmatters365.org/_ctemployeeegiving/