

Deck

COMBINED FEDERAL CAMPAIGN

San Francisco Bay Area

KEYMAN'S REPORT ENVELOPE

Partial
ReportFinal
ReportOffice or
Installation

Keyman's Unit

Keyman

Turn-In
Date

CHAIRMAN INSERT HERE

Blue
Envelope No.Account
Code No.

INSTRUCTIONS. Do Not Include Any Information Already Reported, Except in Line A.

1. Information needed in the Summary below is available from the Prospect List and Contribution Record Cards.

Line A—Enter the number of names on your Prospect List.

Line B—Enter in col. (1) the NUMBER of gifts fully paid in cash and by check.

—Enter in cols. (2) and (4) the total AMOUNT of gifts paid in full. EXCLUDE payments on account.

Line C—Enter in cols. (3) and (4) the total AMOUNT of cash and checks paid on account. Do NOT include gifts paid in full.

Line D—Enter in col. (1) the NUMBER of gifts authorizing payroll withholding. Enter in cols. (3) and (4) the total AMOUNT of payroll gifts.

Line E—Total columns (1), (2), (3) and (4).

Line F—Enter the NUMBER of FAIR SHARE givers.

2. Separate the signed Form 804's from the Contribution Record cards. Put the signed 804's in an inter-office or other type of envelope marked "CFC Form 804's for Payroll".
3. In THIS Report Envelope, enclose all cash, checks, contribution record cards, donor designation acknowledgment forms, and sealed donor envelopes, if any. Seal it. Check in upper right corner whether this is partial or final report.
4. Deliver both envelopes to the Chairman, and get a receipt.

Summary of THIS Turn-In

A. Number of prospects assigned

Method of Payment	(1) No. of Givers	(2) Paid Now (cash & checks)	(3) Balance by Payroll	(4) Total Amount
B. Paid in Full		\$	x x x x	\$
C. Paid on Account	x x x x	\$	x x x x	\$
D. Payroll Withholding		x x x x	\$	\$
Totals		\$	\$	\$

Number of FAIR SHARE givers

THIS SPACE FOR AUDIT USE ONLY

Audited

Tested