



## 2016 COMBINED CHARITIES CAMPAIGN SUBMITTAL SHEET

**Department Captains**, please deliver completed Submittal Sheet, pledge forms, checks and drawing tickets each week to your Coordinator. **NO CASH DONATIONS**

**Department Coordinators**, please deliver Submittal Sheets, etc. each week to the Controller's Office, Room 316, City Hall, 1 Dr. Carlton B. Goodlett Place. Pledge forms will be picked up weekly to be calculated for the weekly report.

\*\*\*\*\* to be completed by Department Captain \*\*\*\*\*

**PLEASE PRINT**

**Captain's Name:** \_\_\_\_\_  
**Work Phone No.:** \_\_\_\_\_  
**Department #:** \_\_\_\_\_  
**Department Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

	Donor First & Last Name	Annual Payroll Deduction	Check	TOTAL GIFT
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
<b>TOTALS</b>		\$ -	\$ -	\$ -

\*\*\*\*\* to be completed by Department Coordinator \*\*\*\*\*

**PLEASE PRINT**

**\*\*Report Number:** \_\_\_\_\_  
**Coordinator's Name:** \_\_\_\_\_  
**Work Phone Number:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

\*\* Report Number will reflect the running total of Submittal Sheets from your department

**For forms and other information, please go to the Combined Charities website at:**

[www.sfgov.org/charity](http://www.sfgov.org/charity)