



2015 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 each Thursday to be calculated for the weekly report.

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

PLEASE PRINT

Form fields for Department Captain: Captain's Name, Work Phone No., Department #, Department Name, Date

Table with 5 columns: Donor First & Last Name, Annual Payroll Deduction, Check, TOTAL GIFT. Rows 1-10 and a TOTALS row.

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

PLEASE PRINT

Form fields for Department Coordinator: 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