



**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

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				\$ -
	TOTALS	\$ -	\$ -	\$ -

***** 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**