2011 TTUHSC State Employee Charitable Campaign
Summary Report

Circle Date of Submission
Tuesdays: Sept 13, Sept 27, October 11, October 18, October 25 by 4:00 p.m.
Final Report: Tuesday, November 1, 2011 @ 12 noon
Last day to accept donations: November 15, 2011

Hand-deliver in the sealed deposit bag to:
Darcy Pollock, Office of the President, Room 2B400

Instructions: Staple cash or checks to related pledge form, clip all pledge forms to this cover sheet. Submit 2 copies of each pledge form with your deposit.

Please review the agency codes and verify the arithmetic for the column totals and grand total on each pledge form and this summary sheet. **For payroll deductions**, verify that you have the person's **Banner ID** entered on the appropriate line and have the employee's signature.

Insert all forms and funds into the plastic deposit bag provided and seal the bag. Label the bag with your department name, your name and contact phone number and deliver to the President's Office, Room 2B400

PART I INFORMATION			
Department			
Campaign Coordinator		Phone	

PART II METHOD OF PAYMENT		
Contribution Type	Number of Pledge Forms Collected*	Total Contributions**
Payroll Deductions		$
Cash		$
Checks		$
TOTAL		$

PART III LONE STAR CLUB DONORS	
Donor Type	Number of Donors
Lone Star Gold	
Lone Star Red & Black	
TOTAL	

Complete a Lone Star Club Form for each Lone Star donor and return with each respective summary report. The Lone Star Club form is our authorization to recognize the employee for the donation.

Office Use Only

Date Processed		**Reconciler**	