

# Campaign Report Form

Big Sky Combined Federal Campaign

Agency: (Please print full name)	Agency Director:
Local Address:	
Keyworker Name:	
Phone Number:	Keyworker Email:

**TO FINALIZE YOUR CAMPAIGN:**

1. Collect completed pledge cards.
2. Separate pledge cards into three categories: Cash/Check, Payroll Deduct and Special Event Gifts.
3. Total actual collected cash/check. Record TOTAL in **Box A**.
4. Total payroll deduct pledges from the pledge cards. Record TOTAL in **Box B**.  
**Forward one copy of all pledge cards authorizing payroll deduct to your payroll office.**
5. Total Special Event Gifts. Record TOTAL in **Box C**.
6. Add figures A, B and C. This should be the total number of pledge cards. Record TOTAL GIFTS in **Box D**.
7. Collect and include all completed Eagle Club recognition cards with your pledge cards. \*\*\*Please insure names are easy to read and the giving level is indicated.
8. **Deliver or mail BY NOVEMBER 17, 2008** checks, money order, at least one copy of each pledge card, Eagle Club recognition cards and **THIS COMPLETED FORM** for deposit to:

**Billings Federal Credit Union**  
**P.O. Box 1779**  
**2522 4th Ave N**  
**Billings, MT 59103**      **Lobby Hours: 9:00 a.m. - 5:00 p.m.**

**This form MUST be included with all deposits.**

		Number of Givers	Total \$		
Total Cash/check Payments	→		A A		Current # of Employees: * _____
+		+	+		
Total Payroll Deduct	→		B B		
+		+	+		
Total Special Event Gifts	→		C C	<b>*The total number of employees is used in calculating Giving Awards for Federal Agencies, so it is important that this number is accurate.</b>	
=		=	=		
Total Amount of Gifts	→		D D		
				<b>FOR PCFO USE ONLY:</b> Batch# _____ Date Received: _____	

**THANK YOU**  
*for making a difference!*

