



Commonwealth of Virginia Campaign

CVC Event Tracking Form

Instructions: Please use this form to track check and cash donations at in-person fundraising events. Complete the information below regarding the event, agency, and the charity. If you are fundraising for multiple charities, please use a separate tracking form for each charity. Undesignated funds will be donated to the Virginia State Employee Assistance Fund (VSEAF). Once this form is complete, please convert all cash received into a money order or check. Upload this form using the CVC Event Reporting Form and fill out a transmittal report to include all checks/money orders and follow the instructions on the transmittal report to mail it to the CVC Processing Center.

CVC Coordinator Name:

Agency Code:

State Agency Name:

Event Date(s):

Event Name:

Total Amount Raised at Event:

Designated Funds for a Charity

OR

Undesignated Funds (Undesignated funds go to the VSEAF)

CVC Code:

Charity Name:

CVC Coordinator Signature:

Verified by:

Notes:

- 1) Checks **must** be made out to CVC or Commonwealth of Virginia Campaign. Please ask donors to also write the CVC Code on the Memo Line of the Check.
- 2) Please only record names for which a physical check or cash was collected. The CVC will be aware of all donations made electronically.
- 3) Each donor listed below will be tracked as a separate donation.

<u>Donor Name</u>	<u>Check/Cash</u>	<u>Amount</u>	<u>Donor Work Email (CVC will send receipt to this email)</u>
	☐ Check		
	☐ Cash		
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