



2023 SPECIAL EVENTS TRANSMITTAL REPORT

Date: Agency Name:

Coordinator Name: Agency Code:

Coordinator Phone: Agency Address:

This report is my: First Report Additional Report Final Report

This report should be mailed to:

Commonwealth of Virginia Campaign
P.O. Box 63132
Charlotte, NC 28263-3132

Report # ___ of ___

For Fedex or UPS deliveries, use: 101 N. 14th Street, 12th Floor, Richmond VA 23219



Checklist for Coordinators: INSTRUCTIONS!

For all SPECIAL EVENT PAPER
PLEDGE donations:

- Include the Special Events Multi Donor pledge card
- Include Checks and Money Orders and mail to CVC.

Transmittal Summary		
Transaction Type	Number of Employees Giving On This Report	Total Giving (\$)
Check or Money Order		\$
Credit Cards (contact CVC Support)		\$
		\$
		\$
Total Giving this Report		\$

Comments:

Prepared by: Verified By:

Notes to Coordinators:

1. **Keep a copy of your transmittals.** You may want to assign a sequential number to each document (use the Comments Field) for easier reference.
2. Send transmittals weekly. Do not send transmittals for weeks you have no collections.
3. Print clearly or use the fill-in-form feature to avoid confusion.