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. Fill out a transmittal report to include this event tracking form and all checks and follow the instructions on the transmittal report to mail it to the CVC deposit box.

Date:

CVC Coordinator Name:

Agency Code: **State Agency Name**:

Department/Work Unit:

Event Name:

Total Amount Raised at Event:

     Undesignated Funds (Undesignated funds go to the VSEAF)

     Designated for a Charity:

     Charity CVC Code: **Charity Name**:

CVC Coordinator Signature: **Verified by**:

Notes:

1) Please only record names for which a physical check or cash was collected. All donations made electronically via credit card or payroll deduction pledge will be counted.
2) Each donor listed below will be tracked as a separate donation.

Donor Name	Check/Cash	Amount	Donor Name	Check/Cash	Amount
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	
	Check			Check	
	Cash			Cash	

Donor Name	Check/Cash	Amount	Donor Name	Check/Cash	Amount
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	
	☐ Check			☐ Check	
	☐ Cash			☐ Cash	