



(For SCO Office Use Only)

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SPECIAL EVENT FORM

Date: \_\_\_\_\_

Event Coordinator Name Type of Event (bake sale, walk-a-thon, silent auction, etc.)

State Department/University Division/Institution/Academic Unit

Work Email Work/Daytime Phone

EVENT INFORMATION

\$ \_\_\_\_\_ Cash Obtain free money order from any State Employees Credit Union or call the SECC to schedule a pick-up. Personal checks, in exchange for cash received, are not permitted.

\$ \_\_\_\_\_ Check Made payable to NC SECC

\$ \_\_\_\_\_ TOTAL RAISED

EVENT DESIGNATIONS

If you choose to designate your special event proceeds, please list the charity code found in the 2011 SECC Giving Guide. Please make sure all employees know which SECC charity will receive the proceeds before the event occurs.

A minimum of \$10 per year, per charity is required for designations. NO WRITE IN CHARITIES ALLOWED.

Table with 3 columns: 2011 SECC Code, Charity Name, Total Amount Designated

Report prepared by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Coordinator Signature) (Date) (Phone)

Report audited by: \_\_\_\_\_ / \_\_\_\_\_ (Event Supervisor) (Date)

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. For tax purposes, nothing of substantial value was given in return for this contribution.

DO NOT USE THIS AS AN INDIVIDUAL PLEDGE FORM