



(For SECC Office Use Only)

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# 2016 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 charity event proceeds, please list the charity code found in the 2016 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.**

2016 SECC Code	Charity Name	Total Amount Designated
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Report prepared by: \_\_\_\_\_ (Coordinator Name Printed Clearly) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone)

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

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

**DO NOT USE THIS AS AN INDIVIDUAL PLEDGE FORM**