



What to Do With Paper Pledge Forms and Funds

First...

- Remind employees of the deadlines you've set to submit paper pledge forms and funds.
- Once you've collected paper pledge forms and funds, organize them by division, if applicable. Look in iPledge at www.ipledgeonline.org/_coloradocombinedcampaign (or see the pages that follow) to see how your department has been structured for the campaign (one single department, or a department with multiple divisions).
- Fill out a Pledge Processing Form (one per division, if applicable; if necessary, fill out a form for each division that has funds for processing).
- Submit **ALL** paper pledge forms and funds (cash, check, credit/debit card information) to the CCC (see contact information below).
- Submit *copies* of paper pledge forms that show payroll contributions only to your payroll department.

Then...

- In mid-January, the CCC will email you and your payroll department a report that shows all of your department's payroll contribution pledges (those made both online and through paper pledge forms).
- Review this report and make sure it confirms what you believe you raised and turned in. Share any inconsistencies with the CCC.
- Make sure your payroll department got the report and is prepared to enter payroll contribution pledges into the system for deductions beginning in late January.

Finally...

- Thank your CCC donors and everyone who helped you organize and run your campaign.
- Use your department communication channels to celebrate and highlight department successes.

And remember...

- Lead Coordinators are responsible for submitting to their payroll departments *copies* of all paper pledge forms that show payroll contributions only.
- **ALL** paper pledge forms for every type of donation (payroll, check, recurring, one-time, etc.) must be submitted to the CCC for processing and reporting.
- Paper pledge forms that have no tangible funds attached (like payroll contributions and credit/debit card donations) can be scanned and emailed to the CCC at info@coloradocombinedcampaign.org.
- Paper pledge forms with tangible funds (cash, check) attached must be mailed or securely shipped to the CCC at:

Colorado Combined Campaign
789 Sherman Street, Suite 230
Denver, CO 80203

- To arrange a pickup or drop-off of paper pledge forms and funds, contact the CCC at 720-420-3210 or info@coloradocombinedcampaign.org.





COLORADO COMBINED CAMPAIGN

789 Sherman Street, Suite 230

Denver, CO 80203

720-420-3210

BATCH # _____

(For CCC use only)

PLEDGE PROCESSING FORM

Use this Pledge Processing Form to accurately report your department and division’s contributions. Complete this form and include pledge forms, cash, checks and special event/fundraiser funds accordingly. Refer to the checklist below to ensure that all steps are complete and the form is completed correctly.

State Department and Division

State Department/Division Address City Postal Code

Lead Coordinator Lead Coordinator Phone Number

WE HAVE JOINTLY VERIFIED THE CONTENTS OF THE ENVELOPE AND AGREE THAT THE AMOUNTS REPORTED ARE ACCURATE.

Lead Coordinator Signature Date

Division Coordinator Signature Date

Pledge Information			For CCC Use Only	
Type of Contribution	Total # of Contributors	Total Amount of Contributions	Audit Amount	Audit Amount
Payroll Contribution – Paper Pledge Form		\$		\$
One-time Donation from an Individual Donor - Cash		\$		\$
One-time Donation - Checks		\$		\$
One-time/Recurring Donation – Credit Cards		\$		\$
Generic Proceeds from Department Fundraiser (only report dollar amount collected)		\$		\$
Grand Total		\$		\$

Checklist

- Every employee pledge form has a charity designation, signature and is **COMPLETED** in full
- A pledge form copy is included for every contributor reported on this form
- Contributions made online are not reported on this form (CCC maintains online records)**
- All checks are made out to the **Colorado Combined Campaign**
- A copy of each payroll contribution pledge form has been given to your department/division’s payroll department
- Pledge Processing Form has been signed by the department Lead Coordinator and, if applicable, division volunteer
- Only one division may be represented on this form. Use separate forms for each division if multiple divisions have donations for processing (if that is how your department is structured for the campaign; see www.ipledgeonline.org/_coloradocombinedcampaign)

FOR CCC USE ONLY

	Date	Initials
Form and Funds Received By		
Form and Funds Audited By		



COLORADO COMBINED CAMPAIGN
 789 Sherman Street, Suite 230
 Denver, CO 80203
 720-420-3210

BATCH # _____
 (For CCC use only)

- SAMPLE -

PLEDGE PROCESSING FORM

Use this Pledge Processing Form to accurately report your department and division's contributions. Complete this form and include pledge forms, cash, checks and special event/fundraiser funds accordingly. Refer to the checklist below to ensure that all steps are complete and the form is completed correctly.

INTERIOR DEPT. TREE DIVISION

State Department and Division
122 CAPITOL ST., #120 DENVER 80732

State Department/Division Address City Postal Code
SPIROAGNEW 303-555-6789

Lead Coordinator Lead Coordinator Phone Number

WE HAVE JOINTLY VERIFIED THE CONTENTS OF THE ENVELOPE AND AGREE THAT THE AMOUNTS REPORTED ARE ACCURATE.

Spiro Agnew *12-3-19*

Lead Coordinator Signature Date

Debbi Jant *12-3-19*

Division Coordinator Signature Date

Pledge Information			For CCC Use Only	
Type of Contribution	Total # of Contributors	Total Amount of Contributions	Audit Amount	Audit Amount
Payroll Contribution - Paper Pledge Form	<i>1</i>	<i>\$ 240.00</i>		\$
One-time Donation from an Individual Donor - Cash		\$		\$
One-time Donation - Checks		\$		\$
One-time/Recurring Donation - Credit Cards	<i>1</i>	<i>\$ 100.00</i>		\$
Generic Proceeds from Department Fundraiser (only report dollar amount collected)		\$		\$
Grand Total	<i>2</i>	<i>\$ 340.00</i>		\$

Checklist

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- All checks are made out to the **Colorado Combined Campaign**
- A copy of each payroll contribution pledge form has been given to your department/division's payroll department
- Pledge Processing Form has been signed by the department Lead Coordinator and, if applicable, division volunteer
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FOR CCC USE ONLY		
	Date	Initials
Form and Funds Received By		
Form and Funds Audited By		

- SAMPLE -

Pledge Form



**COLORADO
COMBINED
CAMPAIGN**

Complete this form and return it to your agency's Lead Coordinator

Save time and donate online at
www.ipledgeonline.org/_coloradocombinedcampaign
or on your mobile device by scanning the code to the right

Scan to give on your mobile device



DEPT & DIVISION: INTERIOR DEPT. TRUCK DIV. - S67AC
 NAME (PLEASE PRINT LEGIBLY): DOLLY MADISON 957654321
 WORK ADDRESS: 123 CAPITAL ST. #120 DENVER 80732
 PREFERRED PHONE: 303-555-6671 PREFERRED EMAIL: DOLLYM@STATECO.U8

I would like to be acknowledged. Please let my designated charity know my preferred mailing address: Home Work

HOME ADDRESS: _____ CITY: _____ ZIP: _____

OR I would like to remain anonymous. Please do not release my name or contact information to my designated charities.

Designation choices: If you wish to donate to more than 3 nonprofits attach another form listing your additional designations or donate online

Charity name	Charity code	Yearly total amount
1) DENVER HOSPICE	5057	\$ 100.00
2)		\$
3)		\$
TOTAL		\$ 100.00

I select the following giving options:

PAYROLL CONTRIBUTION:

I will contribute the following amount *per pay period*:
 \$ _____ per paycheck X 12 = \$ _____ total yearly contribution

I will contribute the following amount through payroll contribution *one time*:
 \$ _____ per paycheck X 1 = \$ _____ total yearly contribution

Suggested Contribution Amounts

\$10 x 12 = \$120
\$15 x 12 = \$180
\$20 x 12 = \$240
\$25 x 12 = \$300
\$30 x 12 = \$360
\$40 x 12 = \$480
\$50 x 12 = \$600
\$60 x 12 = \$720
\$75 x 12 = \$900

PLEASE NOTE: All payroll contributions will begin in January and end in December. One-time payroll contributions will take place in January. One-time credit card contributions will take place as soon as received.

CREDIT CARD, CASH, CHECK CONTRIBUTION: Please attach cash or check to pledge form. Make checks payable to Colorado Combined Campaign.

CASH CHECK CREDIT CARD (ONE-TIME) In the amount of \$ 100

RECURRING CREDIT CARD I would like to make a recurring credit card donation once per month for 12 months.

\$ _____ per month X 12 = \$ _____ total yearly credit card contribution

Visa MC AMX DISC Card Number 7201 6322 94100028 Exp. Date 6/21

The charge on your statement will read Community Shares USA. Your donation(s) will be distributed to the charities you have designated by the Colorado Combined Campaign.

Authorizing signature:

Signature: Dolly Madison Date: 11-17-19

THANK YOU FOR YOUR CONTRIBUTION!

Please retain a copy of this pledge form and a copy of your final pay stub in order to claim a charitable contribution on your federal income taxes. No goods or services were provided in consideration for this contribution.

Learn more about the campaign: www.coloradocombinedcampaign.org

CCC 2019 iPledge department/division list	
Department	Divisions (if any)
Adams State University	
Agriculture	
Aims Community College	
Arapahoe Community College	
Auraria Higher Education Center	
CDOT	HQ
CDOT	Region 1
CDOT	Region 2
CDOT	Region 3
CDOT	Region 4
CDOT	Region 5
Colorado Community College System	
Colorado Mesa University	
Colorado Northwestern Community College	
Colorado School of Mines	
Colorado State University	
Colorado State University Pueblo	
Colorado Supreme Court	
Community College of Aurora	
Community College of Denver	
Corrections	AVCF
Corrections	BVCC
Corrections	CCF
Corrections	CCI
Corrections	CMC
Corrections	CSP
Corrections	CTA
Corrections	CTCF
Corrections	CTU
Corrections	CWCF
Corrections	DCC
Corrections	Denver Complex
Corrections	FCF
Corrections	HQ
Corrections	LCF
Corrections	LVCF
Corrections	Parole Board
Corrections	Parole Region I
Corrections	Parole Region II
Corrections	Parole Region III
Corrections	Parole Region IV
Corrections	RCC
Corrections	SCCF
Corrections	SCF
Corrections	TCF
Corrections	YOS
Department of Education	
Department of Higher Education	
Department of Public Health and Environment	Air Pollution Control
Department of Public Health and Environment	Center for Health and Environmental Data
Department of Public Health and Environment	Community Relations
Department of Public Health and Environment	Disease Control and Environmental Epidemiology
Department of Public Health and Environment	Environmental Health and Sustainability
Department of Public Health and Environment	Hazardous Materials and Waste Management
Department of Public Health and Environment	Health Facilities and Emergency Medical Services
Department of Public Health and Environment	Laboratory Services
Department of Public Health and Environment	Operations
Department of Public Health and Environment	Prevention Services
Department of Public Health and Environment	Water Quality Control
DOLA	
DORA	Banking

DORA	Civil Rights
DORA	DPO
DORA	EDO
DORA	Financial Services
DORA	Insurance
DORA	OCC
DORA	PUC
DORA	Real Estate
DORA	Securities
Fort Lewis College	
Front Range Community College Boulder	
Front Range Community College Fort Collins	
Front Range Community College Westminster	
Governor's Office	Colorado Energy Office
Governor's Office	Economic Development and International Trade
Governor's Office	Governor's Office
Governor's Office	Lt. Governor's Office
Governor's Office	OSPB
Governor's Office of Information Technology	
Health Care Policy and Financing	
History Colorado	
Human Services	Administrative Solutions
Human Services	Behavioral Health
Human Services	Children, Youth and Families
Human Services	Community Access and Independence
Human Services	Early Childhood
Human Services	Economic Security
Human Services	Executive Director's Office
Human Services	Performance and Strategic Outcomes
Judicial	Attorney Regulation Counsel
Judicial	Judicial
Labor and Employment	
Lamar Community College	
Law	
Legislative Department	House
Legislative Department	Joint Budget Committee Staff
Legislative Department	Legislative Council Staff
Legislative Department	Legislative Legal Services
Legislative Department	Office of State Auditor
Legislative Department	Senate
Metropolitan State University of Denver	
Military and Veterans Affairs	
Morgan Community College	
Natural Resources	Executive Director's Office
Natural Resources	Oil and Gas Conservation Commission
Natural Resources	Parks and Wildlife
Natural Resources	Reclamation and Mining Safety
Natural Resources	State Land Board
Natural Resources	Water Conservation Board
Natural Resources	Water Resources
Northeastern Junior College	
Otero Junior College	
Personnel and Administration	
Pikes Peak Community College	
Public Defender	
Public Safety	
Pueblo Community College	
Red Rocks Community College	
Revenue	Enforcement
Revenue	Executive Director's Office
Revenue	Lottery
Revenue	Motor Vehicles
Revenue	Tax

School for the Deaf and Blind
Secretary of State
Treasury
Trinidad State Junior College
University of Colorado Boulder
University of Colorado Colorado Springs
University of Colorado Denver Anschutz Medical Campus
University of Colorado System Administration
University of Northern Colorado
Western State Colorado University

