



## 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 your department is organized that way on iPledge).
- Fill out a Pledge Processing Form (one per division, if applicable).
- 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](mailto: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](mailto:info@coloradocombinedcampaign.org).

