



## 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. Upload this form using the CVC Event Reporting Form and fill out a transmittal report to include all checks/money orders and follow the instructions on the transmittal report to mail it to the CVC Processing Center.

**CVC Coordinator Name:**

**Agency Code:**

**State Agency Name:**

**Event Date(s):**

**Event Name:**

**Total Amount Raised at Event:**

**Designated Funds for a Charity**

**OR**

**Undesignated Funds (Undesignated funds go to the VSEAF)**

**CVC Code:**

**Charity Name:**

**CVC Coordinator Signature:**

**Verified by:**

**Notes:**

- 1) Checks **must** be made out to CVC or Commonwealth of Virginia Campaign. Please ask donors to also write the CVC Code on the Memo Line of the Check.
- 2) Please only record names for which a physical check or cash was collected. The CVC will be aware of all donations made electronically.
- 3) Each donor listed below will be tracked as a separate donation.

| <u>Donor Name</u> | <u>Check/Cash</u>              | <u>Amount</u> | <u>Donor Work Email (CVC will send receipt to this email)</u> |
|-------------------|--------------------------------|---------------|---------------------------------------------------------------|
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |



| <u>Donor Name</u> | <u>Check/Cash</u>              | <u>Amount</u> | <u>Donor Work Email (CVC will send receipt to this email)</u> |
|-------------------|--------------------------------|---------------|---------------------------------------------------------------|
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |
|                   | <input type="checkbox"/> Check |               |                                                               |
|                   | <input type="checkbox"/> Cash  |               |                                                               |