

## State Combined Charitable Campaign Agency/Department Contact

The **State Combined Charitable Campaign Coordinator** is the state employee designated by the agency/department head to attend coordinator training, secure campaign materials and support from the principal combined fundraising organization, prepare and send communications as required to support the annual campaign at his/her location, arrange for a presentation to employees, turn in pledge forms to the principal combined fundraising organization, maintain confidentiality of pledge information, and complete the campaign evaluation form for their agency.

Please complete this form designating your agency's Campaign Coordinator/Backup Coordinator and submit it to the Office of State Uniform Payroll via fax at (225) 342-1650.

### State Combined Charitable Campaign Coordinator

Agency Number(s)

Agency Name

Personnel Number

Employee's First Name

Employee's Last Name

Title

Email

Phone Number

Fax Number

Mailing Address (Street, City, State Zip)

### State Combined Charitable Campaign Backup Contact

Agency Number(s)

Agency Name

Personnel Number

Employee's First Name

Employee's Last Name

Title

Email

Phone Number

Fax Number

Mailing Address (Street, City, State Zip)

Authorized by:

\_\_\_\_\_

Agency Department Head

\_\_\_\_\_

Title

\_\_\_\_\_

Date