



**State Employees' Charitable Campaign**

**SPECIAL EVENT  
REPORT ENVELOPE**

(Maximum 15 Forms Per Envelope)

**FOR CAMPAIGN ADMINISTRATORS  
USE ONLY**  
 Pick Up/Drop Off: \_\_\_\_/\_\_\_\_/2024  
 UWD Representative: \_\_\_\_\_  
 UWD Andar Number: \_\_\_\_\_

**PLEASE COMPLETE:**

Department: \_\_\_\_\_

DDS (Department-Division-Section) Code: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Name of Captain: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email of Captain: \_\_\_\_\_

Name of Event: \_\_\_\_\_

**SPECIAL EVENT MONIES ONLY**

(Cash and Checks Only) **(DO NOT include paper pledges)**

Name of Approved Charity	Agency 5-Digit Code	Total Cash	Total Checks	Total Gift
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Total in Envelope</b>		\$	\$	\$

**By signing below, I am affirming the validity of this envelope face and content.**

**NOTE: The envelope must be SEALED. Two (2) signatures are required below.**

Chair or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2024

Captain or designee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2024

**IMPORTANT REMINDER**

A United Way representative will collect ALL SECC donations. To schedule a pick-up, contact:

**Renee Taschner at [rtaschner@uwde.org](mailto:rtaschner@uwde.org) or (302) 438-5380**

**Before** donations can be collected, Chairs must **email a copy of this signed form to [secc@delaware.gov](mailto:secc@delaware.gov).**

**KEEP A COPY FOR YOUR RECORDS**

**UNITED WAY OF DELAWARE USE ONLY**

<b>UWDE Account Manager Signature:</b>			<b>Date:</b>	
	<b>Audited</b>	<b>Deposited</b>	<b>Entered</b>	<b>Verify and Closed</b>
<b>Date</b>				
<b>Initials</b>				