

# Plano ISD Education Foundation 2020 Employee Campaign

Supporting the students, teachers and staff in Plano ISD.

## Employee Campaign Coordinator Summary Sheet

Please complete and return this worksheet with the pledge envelopes containing your donations to the Foundation located in the Administration Building at 2700 W. 15<sup>th</sup> Street on the 1<sup>st</sup> floor.

Campus/Department: \_\_\_\_\_

Coordinator Name(s): \_\_\_\_\_

### INSTRUCTIONS

- ✓ NO CASH DONATIONS ACCEPTED
- ✓ Verify all pledge forms are completed in **BLACK INK** (Please do not use gel pens or pencils).
- ✓ Please separate checks, payroll deductions and credit card donations into the envelopes provided.
- ✓ Hand deliver donations to the Foundation in the Administration Building by **February 12, 2020**
  - ◆ Please include this completed Summary Sheet with your Pledge Forms.
  - ◆ DO NOT use inter-office mail (to keep donations secure).

### CHECKS (PLEASE DO NOT STAPLE CHECKS TO FORMS):

1. Count the number of check donations and enter the number of checks in the column below labeled "Number of Forms"
2. Tabulate the total of all check contributions and enter the total amount in the column labeled "Total Amount"

### PAYROLL DEDUCTIONS:

1. SORT the pledge forms by Last Name
2. **Ensure that EMPLOYEE ID NUMBERS and SIGNATURES are on all payroll deduction pledge forms**
3. Count the number of payroll deduction pledge forms and enter total in the column below labeled "Number of Forms"
4. Tabulate the total amount of payroll deduction contributions and enter it in the column labeled "Total Amount"

### CREDIT CARD DONATIONS:

1. Ensure that a credit card receipt is attached to each pledge form
2. Count the number of credit card pledge forms and enter the total in the column below labeled "Number of Forms"
3. Tabulate the total amount of credit card contributions and enter it in the column labeled "Total Amount"

## **TABLE MUST BE COMPLETED PRIOR TO SUBMISSION**

Type of Contributions	Number of Forms	Total Amount
Checks		\$
Payroll Deductions		\$
Credit Card Donations		\$
<b>TOTAL</b>		\$

Signature of Campaign Coordinator (**required**)

Signature of Principal/Department Head (**required**)