



Community/Area Project Officer (CAPO) Unit Report Envelope

2009 Combined Federal Campaign-Overseas

**Community/Area
Project Officer Unit
Reporting Number**

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NOTE: This Unit Report Envelope must be used to turn in all pledge card audit copies for ONE reporting unit. When the unit has completed the campaign, provide this envelope to your supporting CFC-O office for processing.

Unit Name:

Unit Coordinator's Name:

Telephone:

E-Mail:

CAPO Instructions

At the beginning of the campaign:

1. Complete the summary information requested above for ONE reporting unit whose contributions will be contained in this envelope throughout the campaign.

Each week throughout the campaign:

1. Collect the Unit Coordinator Report Envelopes from each of your reporting units.
2. Open each envelope and verify the reporting information entered on the front of the envelope.
3. Enter the reporting information (e.g., Persons Contacted; Number of Contributors by Payroll Deduction and Cash or Checks; \$ Amount of Contributions) into the online Manage system.
4. Send all white copies of the pledge cards for contributions made by payroll deduction to the appropriate finance office and shred all white copies of the pledge cards for contributions made by cash or check.
5. Place all pink copies of the pledge cards back into the CAPO Unit Report Envelope.
6. Deposit all cash and checks into the CFC-O account established at the Community Bank. Keep a copy of each bank deposit receipt. If a Community Bank is not available in your area, convert all cash to a money order and mail it along with all checks to your supporting CFC-O office.

At week five and at the end of the campaign:

Collect the CAPO Unit Report Envelopes for each of your reporting units. Mail them along with all bank deposit slips to your supporting CFC-O office. If a Community Bank is not available in your area, refer to the instructions in #6 above and send all checks and money orders along with the CAPO Unit Reporting Envelopes to:

**AFRICOM, CENTCOM, EUCOM
and SOUTHCOM**
CFC-O Europe
Unit 3150
APO AE 09021-3150

PACOM
CFC-O PACIFIC
HQ USFJ
Unit 5068/JIE
APO AP 96328

For additional information, go to www.cfcoverseas.org or refer to the Volunteer Step Guide.