



# Unit Coordinator Report Envelope

2009 Combined Federal Campaign-Overseas

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

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**This is a report for week:**

<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
<b>5</b>		<b>6</b>		<b>7</b>		<b>8</b>	
<b>FINAL</b>							

**Important:**

**Total Number of Potential Contributors in Your Area of Responsibility:** \_\_\_\_\_

**Number of Confidential Envelopes Enclosed:** \_\_\_\_\_

**Unit Coordinator's Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Keyperson Name	Persons Contacted This Period Only	Number of Contributors		\$ Amount of Contributions		Number of Contributor Awards Needed			
		By Payroll Deduction	By Cash or Checks	Payroll Deduction	Cash and Checks	Bronze	Silver	Gold	Platinum
<b>TOTALS</b>									

**Unit Coordinator Instructions**

1. Fill in the summary information requested above for contributions contained in this envelope. **MAKE A COPY FOR YOUR RECORDS.**
2. Place all completed pledge cards, cash, checks and any confidential contributions in this envelope and deliver it to your Community/Area Project Officer (CAPO).

**For additional information, go to [www.cfcoverseas.org](http://www.cfcoverseas.org) or refer to the Volunteer Step Guide.**

**In the absence of a CAPO:**

Send all white copies of the pledge cards for contributions made by payroll deduction to the appropriate finance office. Shred all white copies of the pledge cards for contributions made by cash or check. Convert all cash to a money order. Send the money order, all checks and all pink copies of the pledge cards as soon as your campaign ends 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