



Keyperson Report Envelope

2010 Combined Federal Campaign-Overseas

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

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This is a report for week:

1		2		3		4	
5		6		7		8	
FINAL							

Important:	Number of Confidential Envelopes Enclosed: _____
Total Number of Potential Contributors in Your Area of Responsibility: _____	

Keyperson's Name: _____

Unit Name: _____

Telephone: _____

E-Mail: _____

	Number of Contributors		\$ Amount of Contributions	
	By Payroll Deduction	By Cash or Check	Payroll Deduction	Cash and Checks
Number of People Contacted This Week				

Keyperson 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 Unit Coordinator.
3. Ensure all contributors receive their participation gift.

For additional information, go to WWW.cfcoverseas.org or refer to the Campaign Management Guide.

In the absence of a Unit Coordinator or 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 (no later than December 15, 2010) to the appropriate address below:

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

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

SOUTHCOM
CFC-Overseas
Post Office Box
781713
Wichita, KS 67278