



New York City Combined Federal Campaign Keyworker Report Form Report Type B – Special Event Funds Only

Loaned Executive –enter
Nexus batch #

Department/Agency/Bureau _____

Office/Division/Branch/Station _____

Agency Street Address _____

Keyworker Name _____ Phone _____

Keyworker Email Address _____

Agency Coordinator Name _____ Phone _____

Date of Completion	Number of Contributors	Amount Contributed	Adjustments (for auditor)
Special Event Cash *			
Special Event Checks (made payable to NYCCFC) *			
Total			

*Please be sure to include a completed pledge form specifying the event type (bake sale, auction, etc.). Please submit all funds as they are received. Do not convert cash to a personal check.

Date Reviewed by Coordinator _____ Agency Number (3 digits) _____

Date Received by LE _____ Date Deposit Made _____ Date Mailed _____

Be sure to keep a copy of this completed form for your records and submit it in the envelope to your Agency Coordinator. Any questions? Please contact your Agency Coordinator or the CFC office at 646-380-1885.

Thanks for your help in running the CFC campaign, raising funds for charity.

New York City Combined Federal Campaign, 1370 Broadway, 5th Floor, New York, NY 10018, (646)380-1885