

# Special Event Report Form

## 2011-2012 SECC



This form should be completed each time you turn-in money raised by a special event. If your agency organizes more than one special event, make separate turn-ins and complete a separate form for each. For example, if your state agency organizes both an auction and an office Olympics, keep the money from each separate and complete a form for each. You may use several forms to report a single special event that spans several days or involves several locations; for example, you decide to make daily turn-ins for a book sale that lasts a week.

A completed form and the money raised by the special event should be placed in a SECC report envelope. Seal the envelope and turn it in to the statewide coordinator at State Personnel. **Please do not turn in rolled coins or large quantities of loose change.** Convert coins to paper currency, check, or money order before you turn it in. Please do not request a receipt for cash pledges.

Be sure to sign and date this form.

**State Agency:**

Name \_\_\_\_\_ Business Unit # \_\_\_\_\_  
Please print clearly

**Person completing this form:**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Name and description of Special Event:** (Continue on back if more space is needed.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Photos or stories for publication on the SECC Web site are appreciated. See Success Stories Submission Form online at [www.insecc.org](http://www.insecc.org).

Date(s) of Special Event \_\_\_\_\_

**Charities to receive Special Event contributions and amount:**

**SECC Charity Code Amount**

	→	\$			
	→	\$			
	→	\$			
Total			\$		

If you do not know the SECC code, you must provide a name and address for the charity. Please print.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_