

State Combined Charitable Campaign Agency/Department Contact

The **State Combined Charitable Campaign Coordinator** is the state employee designated by the agency/department head to attend coordinator training, secure campaign materials and support from the principal combined fundraising organization, prepare and send communications as required to support the annual campaign at his/her location, arrange for a presentation to employees, turn in pledge forms to the principal combined fundraising organization, maintain confidentiality of pledge information, and complete the campaign evaluation form for their agency.

Please complete this form designating your agency's Campaign Coordinator/Backup Coordinator and submit it to the **Office of State Uniform Payroll via email _doa-osup-bfa@la.gov**

State Combined Charitable Campaign Coordinator:

Agency Number(s)

Agency Name(s)

Agency Phone Number

Agency Mailing Address (Street, City, State Zip)

Personnel Number

Employee's First Name

Employee's Last Name

Title

Email

State Combined Charitable Campaign Coordinator Backup Contact:

Agency Number(s)

Agency Name(s)

Agency Phone Number

Agency Mailing Address (Street, City, State Zip)

Personnel Number

Employee's First Name

Employee's Last Name

Title

Email

Authorized by:

To be completed by state agency/department head or authorized staff.

(By completing this form you agree that you have been granted authority by your state agency/department head to submit this staff appointment on their behalf.)

Print name

Signature

Title

Date