

Combined Federal Campaign Material Request Form

Send your completed request to helpdesk@TXGives.org

Federal Agency _____

Coordinator Name _____

Coordinator Phone _____

Federal Agency Address _____

Coordinator Training Select one of the sessions below

Time: 9am – Noon

Location: FYI Television Bldg / 1901 N. State Hwy 360, Grand Prairie, Texas 75050

Tues, Sept. 27th

Wed, Sept. 28th

Tues, Oct. 4th

OR

I will not attend training this year please deliver materials to address above

Campaign Materials

Number of Employees (covered by this request)

Number of Charity Lists (1 for every 10 employees, also available online)

Number of Pledge Cards (1 for each employee, unless online pledging is an option)

Payroll Report Envelopes (Recommend 6-10, one for each week of campaign, more for larger agencies)

Cash/Check Envelopes (Recommend 4-6, as over 90% of donations are Payroll)

Fundraiser Envelopes (Recommend one per each event planned)

Goal Thermometers (Recommend 1-3 thermometers, for common areas, please keep updated)

Campaign Posters (Enough to create strong visibility in your location(s) for the campaign)

Note: Supplies are limited, please order accordingly and submit requests as early as possible.

For CFC office use only

Federal Agency Account Number # of Donors in 2015 Number of phone stands

Online Pledge System (if applicable) # of Online Pledges

Loaned Executive Order filled Filled by