
Clinton Presidential Records Digital Records Marker

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1997 CATALOG OF CARING



COMBINED FEDERAL CAMPAIGN

IT ALL COMES BACK TO YOU

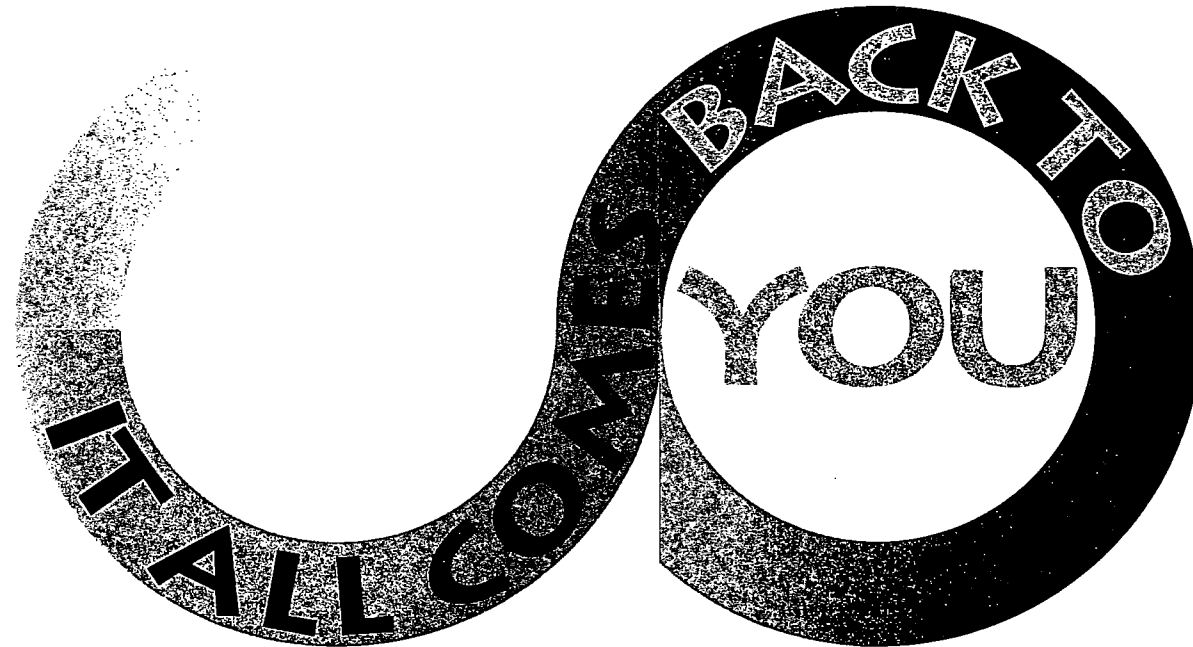
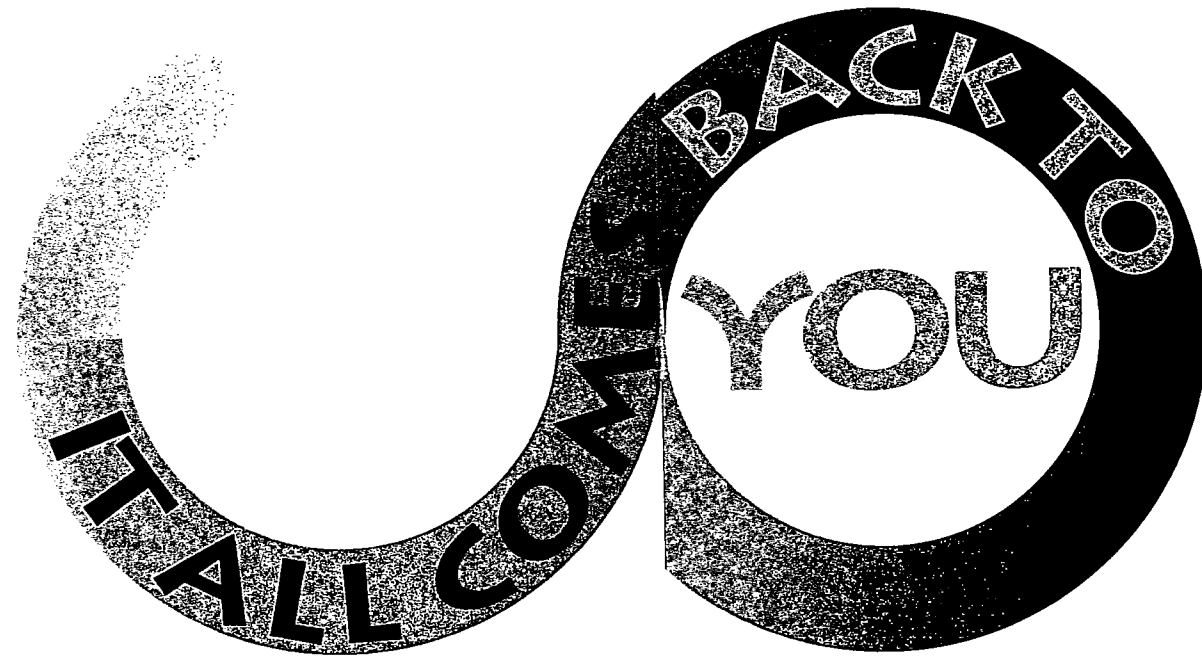


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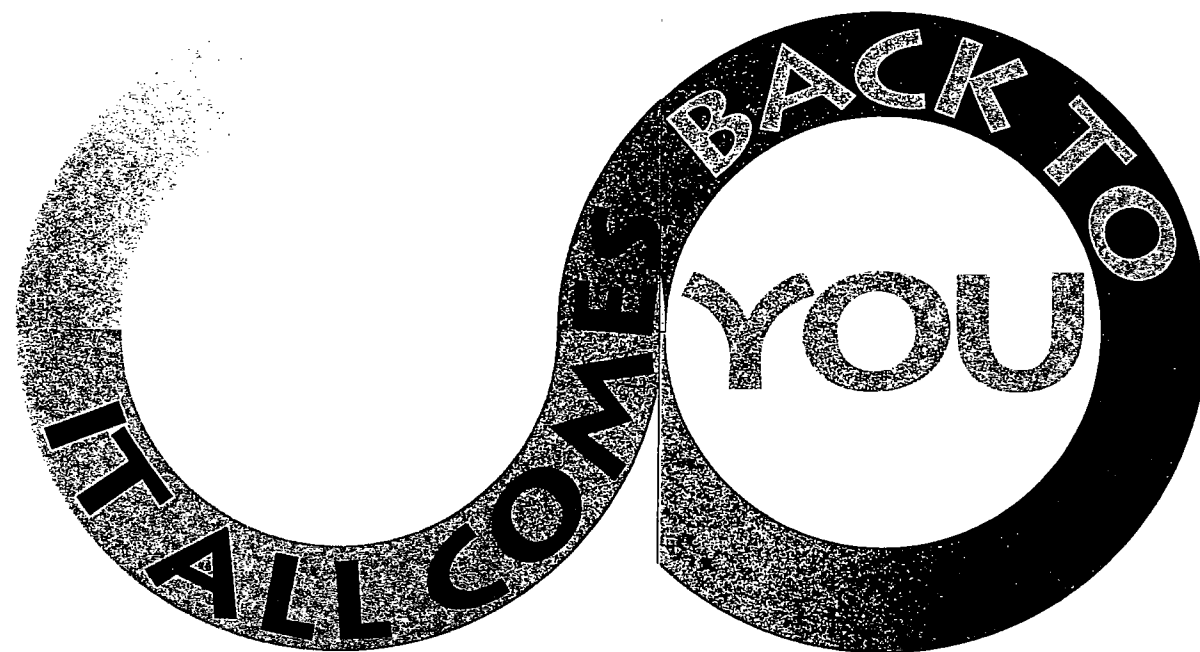


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CFC Pledge Card Corner (Form 131)

**THIS POCKET CONTAINS
YELLOW COPIES OF PLEDGE CARDS.
IT WILL BE DETACHED BY YOUR TEAM
CAPTAIN OR COORDINATOR AND SENT
TO YOUR DEPARTMENT OR AGENCY'S
PAYROLL OR FINANCE OFFICE.**

For your information, payroll copies always remain in your agency's payroll office.



CFC Pledge Card Carrier (Form 131)
Instructions on how to turn in the money and pledges.



PLEDGE CARD

Remove the yellow copy from each pledge card.

1. If a payroll deduction gift was made, place the yellow copy in the bottom pocket of this carrier.
2. If a cash gift was made, destroy the yellow copy.

Now for the white copy.

1. The white copy is the "official" copy. A white copy must be turned in for each gift whether the contribution is by payroll deduction or by cash.
2. Place each white copy in a separate pocket of this carrier.
3. If a cash contribution was made, place the cash or check behind the white copy. Make sure the white copy is in full view with the cash or check behind it. Do not consolidate cash gifts into one personal check.

And what about the blue copy?

1. Make sure you have given it to the contributor and have thanked him or her on behalf of all those who will benefit from the contribution.
2. By the way, if you still have the pledge card covers, discard them.

BEFORE SEALING THE CARRIER, tally your results on the Keyworker's Summary. (See other side of carrier)

1. Use the information on the white copies of the pledge cards to complete the Summary.
2. Make a photocopy of the information recorded in your Summary.

Now you're ready to seal the carrier.

1. To make the sealing process easier, crease the fold line to the right of the pockets so that you "match" the blue stars.
2. Remove the liner strip to expose the adhesive.
3. Seal the carrier all the way down the right-hand side.

After the carrier is sealed, fold it in half.

Staple CONFIDENTIAL GIFTS (IN THEIR SEALED ENVELOPES) to the outside of the folded carrier.

Forward the carrier to your Team Captain or to your Coordinator.

That's it! That's all you need to do to start the contributions that you have collected on their way to help those who need a hand. Just remember, without your efforts a lot of deserving folks will not be helped. Thank you for making a difference.

If you have any questions, contact your Team Captain or your Coordinator.