

# Tennessee Employees Charitable Campaign AGENCY REPORT FORM

This Report is: FINAL *or* SUPPLEMENTAL TO FINAL

Date Submitted: \_\_\_\_\_ County: \_\_\_\_\_

Department Name: \_\_\_\_\_ Allotment Code: \_\_\_\_\_

Local Office Coordinator Name: \_\_\_\_\_

Address of Local Office: \_\_\_\_\_  
Street Address City Zip Code

Phone # of Local Office: \_\_\_\_\_ Fax #: \_\_\_\_\_

Local Office e-mail address: \_\_\_\_\_

Total # of Donors = \_\_\_\_\_ (A)

Total Amount Pledged = \$ \_\_\_\_\_ (B)

Total Number of Employees Solicited = \_\_\_\_\_ (C)  
(Contributing or not)

Please calculate the following:

Average Gift (B divided by A) = \$ \_\_\_\_\_

Per Capita Gift (B divided by C) = \$ \_\_\_\_\_

Percent Participation (A divided by C) = \_\_\_\_\_%

**Report Form:** Make 2 copies of this Report Form - submit one copy to your agency's statewide coordinator and keep one copy for your records.

**Pledge Forms:** - employee keeps the green copy; submit all others to your agency's statewide coordinator.

**Agency Statewide Coordinator:** Complete and submit your agency's combined final totals on the Report Form to the:

Department of Human Resources  
Lisa Spencer, TECC Administrator  
First Floor, James K. Polk Building  
505 Deaderick Street  
Nashville, TN 37243