

Federated Health Charities Campaign

Envelope Cover Sheet for Use by Anyone Collecting Funds or Payroll Pledges

(1) Complete form and attach to exterior of an envelope

(2) Place donor forms, cheques, and cash in envelope

Envelope Prepared by			
Ministry/Agency			
Branch/Unit/Division/Department			
Date			
Phone		E-mail	
TALLY OF CONTRIBUTIONS ENCLOSED			
Category	Number of Forms		Total Amounts
Cheque Donations <i>(Payable to Federated Health Charities)</i>			\$
Cash Donations			\$
Visa/Mastercard Donations <i>(Please ensure card number and expiry date are clear)</i>			\$
Special Events Monies. <i>(These DO NOT qualify for tax receipts)</i>	Cash		\$
	Cheques		
	Credit Card		\$
Lottery Monies <i>(These DO NOT qualify for tax receipts)</i>	Number of Tickets Sold		
	Cash		\$
	Cheques		\$
Sub Total of all above categories			\$
Agency Payroll Deductions (not WIN)	Number of Forms		\$
TOTAL IN THIS ENVELOPE:			\$