**2019 CFD Fundraiser & Events Checklist for DSHS**

Took DSHS on-line training – LMS DSHS 210141

Tooj

Obtained supervisor’s approval for event

Tooj

Identified co-manager or assistant for the event

Tooj

Requested tracking number from DSHS Campaign Leader

Tooj

Entered info on DSHS CFD Events Calendar (including tracking number)

Tooj

Received **DSHS** reporting forms and envelopes

Tooj

Verified CFD registration number for each charity designated to receive funds

Tooj

Took event pictures and e-mailed digitals to DSHS Campaign Leader

Tooj

Reviewed paper pledge forms for:

Tooj

* Legibility
* Donation direction: new, change, or add
* Employee ID number
* Charity name & CFD registration # for any designated charity
* Donation type: monthly, one-time, limited time
* Signed

Obtained estimated value of donated items from drives from recipient charity

Tooj

Completed and mailed reports to DSHS within **5 days** after end of event

Tooj

* **Cash Receipts Log and checks to DSHS Cash Unit**
* Fundraiser & Events Report to DSHS Campaign Leader (with any paper pledge forms)