**2021 CFD Fundraiser & Events Checklist for DSHS**

 Took DSHS on-line training – DSHS LnD 00022 (Learning Center)

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)