



(For SECC Office Use Only)

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# 2023 SECC Event Form

Date: \_\_\_\_\_

Event Coordinator Name \_\_\_\_\_ Type of Event (bake sale, walk-a-thon, silent auction, etc.) \_\_\_\_\_

State Department/University \_\_\_\_\_ Division/Institution/Academic Unit \_\_\_\_\_

Work Email \_\_\_\_\_ Work/Daytime Phone \_\_\_\_\_

## EVENT INFORMATION

\$ \_\_\_\_\_ Cash Obtain free money order from any State Employees Credit Union or call the SECC to schedule a pick-up. Personal checks, in exchange for cash received, are not permitted.

\$ \_\_\_\_\_ Check Made payable to NC SECC (Do not make any deposits, mail to SECC for deposit)

\$ \_\_\_\_\_ Credit Card - Individuals participating in events & needing to pay via credit card should use this [WEBFORM](#) and notify Team Captain of their payment

\$ \_\_\_\_\_ **TOTAL RAISED** \_\_\_\_\_ **Approximate # of participants/attendees**

## EVENT DESIGNATIONS

If you choose to designate your charity event proceeds, please list the charity code found in the 2023 SECC Giving Guide. Please make sure all employees know which SECC charity will receive the proceeds before the event occurs.

**A minimum of \$10 per year, per charity is required for designations. NO WRITE IN CHARITIES ALLOWED.**

2023 SECC Code	Charity Name	Total Amount Designated
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Report prepared by: \_\_\_\_\_ (DE or Team Captain) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone)

Report audited by: \_\_\_\_\_ Event Manager \_\_\_\_\_ (Date)

For tax purposes, nothing of substantial value was given in return for this contribution.

PO Box 196, Durham, NC 27702 • 919-821-2886

**DO NOT USE THIS AS AN INDIVIDUAL PLEDGE FORM**