



(For SECC Office Use Only)

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2024 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 2024 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.

2024 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