

CAFCE

Colorado Association for Family & Community Education

Report & Award Guidelines and Forms

CAFCE Board

12/01/2014

This booklet contains report and awards guidelines and forms as well as sponsor information. It is to be used in conjunction with the CAFCE Policy Handbook of Standing Rules.

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ASSEMBLING COUNTY REPORTS

Submit the county report on standard 8 ½ x 11 inch paper, using an appropriate cover, double space. General overall neatness will be considered in judging. Information in the report should be only on the previous calendar year

1. Fill out and include the CAFCE County Project Report Form.
2. The story portion of the report should contain the following:
 - a. Objectives, why this project?
 - b. Goals, what did you want to accomplish?
 - c. Action, what steps were taken, who, how, what, and when?
 - d. Results, numbers reached
 - e. Evaluations, did you reach your goal, what would you do different, is this going to be an on-going project in the future?
3. The appendices of report should contain the following:
 - a. Pictures (1 to 5 pages front side only) Must be labeled (Do not write on front or back of picture). They may be shingled and must be related to the program
 - b. News clippings (1 to 5 pages front side only). Attached name of publication and date. Do not highlight or underscore and articles may be shingled.
 - c. Additional Material (must be related to the program)
4. Send to Vice President for Programs by the Mid-Year due date

CRITERIA FOR JUDGING COUNTY REPORTS

- | | |
|---|-----------|
| 1. OVERALL NEATNESS | 10 Points |
| 2. REPORT FORMS | 10 Points |
| 3. STORY (1-5 pages) | |
| OBJECTIVES | 10 Points |
| a. What did members do in carrying out this project? | |
| b. What did you hope to accomplish? | |
| c. Were there any unexpected results? | |
| ACTION | 30 Points |
| d. What did members do in carrying out this project? | |
| e. Involvement and contributions of other agencies/organizations | |
| f. What public policy/leadership actions were utilized? | |
| RESULTS | 30 Points |
| g. How well did the project succeed? | |
| h. What are the future plans for the project? | |
| i. How many clubs/members participated? | |
| j. What resulted from Public Policy action? | |
| 4. PICTURES | 5 Points |
| (1 to 5 pages of pictures that assist in telling the story) | |
| 5. NEWSCLIPPING | 5 Points |
| (1 to 5 pages of news clippings that are related to the projects) | |

PRESENTING THE PERFECT REPORT

1. Proof read, check for grammatical and spelling errors
2. Follow the directions on the form and listed in the guidelines
3. Present the report as stated, make sure there are no marks or tears on the paper
4. Don't overdo the presentation
5. County Reports might be taken apart to be used to assemble reports for NAFCE and NAFCE boards. It is preferable to have actual pictures rather than copies. Attach photos with removable double stick tape or rubber cement rather than taped down on the front of the pictures. Don't write on the front of the pictures.
6. Make the report on only one side of the paper
7. If at all possible, type rather than write the information. Writing can be difficult to read.
8. Use originals of newspaper clippings and put in clear page protector.
9. Explain what other organizations in your report are and what they do
10. Date projects or include a timeline
11. Fill out county report forms for hours and to pass along ideas even if not submitting a county report for judging and send any additional newspaper clippings and photos

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Number of people reached through media: _____

Number of FCE members reached: _____

Percent of county that participated in project: _____

NATIONAL FCE PROGRAM/PROJECT REPORT FORM

(For reporting purposes only, not for judging for National Award)

ADDITIONAL PROGRAM/PROJECTS _____

ALL ADDITIONAL PROGRAMS/PROJECTS CAN BE REPORTED

Summary of work done in: Year _____ State _____

State President's Signature: _____

Due Date: **Postmarked by April 15th of the following year.**

Send one **COPY** to: National FCE Headquarters for reporting purposes only, *not for awards consideration.*

Name of person submitting _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Programs/Projects Presented:

Add columns and lines as needed to complete this form. The following information is needed for EACH ADDITIONAL Program/Project:

# of FCE Presenters	FCE Hours Volunteered	# of FCE Members Reached	FCE \$ Spent	# Additional People Reached

Describe the objective, action, and evaluations of **each** of the additional programs/projects presented:

What were the RESULTS of your program? What were the benefits to your community?

(Add pages as needed)

CAFCE BOARD POSITION APPLICATION

Date _____

Name of Nominee: _____ Name of Club: _____

Address: _____

(City)

(Zip)

(District)

(County)

Nomination for: _____

(Be specific concerning Board Position)

Does nominee fulfill all qualifications for position? _____

Is nominee currently active? _____ How many total years a member? _____

Number of Colorado FCE Conferences attended. _____

I. Colorado FCE officers or Chairmanships held: (Keep in categorical order)

YEAR	CLUB	COUNTY	DISTRICT	STATE	NATIONAL

(Repeat information as needed, using 8 1/2 X 11 inch sheets)

II. A short write up concerning Nominee's:

1. Proficiency
2. Willingness to perform all duties of position
3. Leadership in organization and/or planning
4. Familiarity with Parliamentary Procedure
5. Recent contribution to organization
6. Community and Youth work
7. Family status and home activities
8. Why nominee should receive position

III. Two letter of recommendation (minimum

Signature and Date of Nominee (To show consent)

Due Dates: To County President 2/1 To District Director 2/15

It is suggested that the nomination papers either be hand delivered at the mid-year board meeting, or use certified mail.

CAFCE YOUNG FAMILIES COORDINATOR

NAME _____ DATE _____

ADDRESS _____

COUNTY _____ DISTRICT _____

Does nominee fulfill all qualifications? (See Policy Handbook) _____

Are all nominees' dues paid? _____

How many years has the nominee been a member? _____

Age of applicant (must be under 40 years of age as of 3/1 year of application) _____

I. FCE Offices or chairmanships held:

YEAR	CLUB	COUNTY	DISTRICT	STATE	NATIONAL

(Repeat information as needed, using extra 8~ x 11 inch sheets)

II. A short write up concerning Nominee's:

1. Proficiency
2. Willingness to perform all duties of position
3. Leadership in organization and/or planning
4. Familiarity with Parliamentary Procedure
5. Recent contribution to organization
6. Community and Youth work
7. Family status and home activities
8. Why nominee should receive position

III. Two letter of recommendation (minimum)

Signature and Date of Nominee (To show consent)

DEADLINE: Nomination form must be received by the committee chairman at the Mid-Year Board Meeting.

CAFCE HONORARY LIFE

The Honorary Life Award is for a FCE Club Member doing outstanding work both locally and statewide, and furthering the work of the Association

Qualifications:

- a. Must have at least thirty years (30) years of FCE Club work, fifteen (15) of which must have been in Colorado.
- b. Must be a dues paying member in good standing at State and National FCE.
- c. Must have been a county or district officer.
- d. Must have been a member of the Colorado FCE Board of Directors for at least two (2) years.
- e. Must have attended at least twelve (12) State Conferences.
- f. Must have been an active club member, serving as an officer, chairman, project leader, and/or promoted FCE throughout their membership.
- g. Shall have been a 4-H leader, other youth leader, or in some way supported youth work.
- h. Two photographs of the nominee must accompany the application.

Name _____ Date _____
Address _____
City _____ Zip _____ County _____ District _____
Club _____ #Years Member _____ In Colorado _____

Offices and Chairmanships held: (use extra 81/2x11 sheets as needed)

Club _____
County _____
District _____
State _____
National _____

Other Activities, Leadership and Contributions: (please use extra sheets)

Home _____
Youth _____
Community _____
School _____
Church _____
Other Organizations _____
#CAFCE Conferences Attended _____ Are current membership dues paid? _____

Nominations Due Date:

To County President: February 1
To District Director: February 15 To District Program Coordinator: Prior
to Mid-Year Board Meeting

CAFCE DISTRICT NORTH STAR

These are the "BEHIND THE SCENES" workers and the "member of the committee" who get things done. Always there when needed, always keep things going, but never receive the recognition they deserve.

Qualifications:

- a. Must be a dues paying member in good standing at State and National FCE.
- b. Must not have received any award from Colorado FCE in the past ten (10) years.
- c. Must be a person who works "behind the scenes." May currently hold a club or county office.

Date: _____

Name _____

Address _____

City _____ State _____ Zip _____

County _____ District _____

Club Name _____

Include with Nominations:

A write up by a member of the nominee's club why this person should have this award (No more than two pages- double-spaced)

Two letters of recommendation must accompany this form

Two pictures of nominee

Nominations Due Date:

To County President: February 1

To District Director: February 15

To District Program Coordinator: Prior to Mid-Year Board Meeting

COLORADO HEART OF FCE AWARD

Each State may submit ONE Nominee who is their state Heart of FCE Winner

STATE: _____

Due Date: postmarked by April 15



Nomination:

Name: _____

Address: _____

Phone: _____

Club: _____

Please attach photograph (Original photo, NO scanned copies please)

Briefly describe reason for recommendation for the Heart of FCE Award. Please include individual effort, any project and results, or other contributions made by nominees while working for FCE. For publicity purposes, limit the summary to 100 words or less.

Name of person submitting: _____

Official Title of Person: _____

Address: _____

State Presidents signature: _____

CAFCE MEMBER OF THE YEAR

The Colorado FCE member of the year award is presented to the FCE Member who in opinion of the judges has done the most outstanding work for FCE and who also best exemplifies the Colorado FCE Creed.

Qualifications:

- a. Must be a dues paying member of FCE Club in Colorado
- b. Must be a resident of Colorado
- c. Must include accomplishments while a member, including the most recent contribution to Colorado FCE
- d. Must be active in the community as well as FCE
- e. Must be a member who exemplifies the Colorado FCE Creed

Name _____ Date _____

Address _____

City _____ Zip _____ County _____

Chairmanships and Offices held:

Club County _____

District _____

State _____ National _____

Other Activities, Leadership and Contributions:

Home _____ Youth _____

School _____

Community _____

Church _____

Other Organizations:

(Use as many 8 1/2 X 11 inch sheets as needed)

Attach a short write-up on 600 words or less explaining the outstanding contributions made by this nominee for FCE during the past year.

Include two letters of recommendation and two pictures of nominee

Nominations Due Date:

To County President: February 1

To District Program Coordinator: Prior to Mid-Year Board Meeting

THIS AWARD SHOULD HAVE A NOMINEE FROM EACH COUNTY IT IS NOT A DISTRICT AWARD.

OUTSTANDING FCE FAMILY AWARD

The purpose of recognizing an Outstanding FCE Family is to inspire families across the nation to strengthen family relationships and contribute to the quality of American life through community service.

Any family is eligible whose primary recipient is a current FCE member, regardless of family structure, such as a single parent or grandparents and children. The families nominated for local, district, and state recognition should be exemplary in character and ability and inspiring in their proven capacity to serve others by involvement in community, state and national activities.

Qualifications:

- a. Must be a dues paying member of FCE Club in Colorado
- b. Must be a resident of Colorado
- c. Must answer the following questions (use as many 8 ½ x 11" sheets as needed):
 - i. How has individual family member's growth been encouraged and supported? Growth can include intellectual, emotional, social, spiritual etc. Include specific accomplishments such as honors received, successes, affiliations, years of service, and recognition received by each member and how challenges were overcome.
 - ii. How have teamwork and love been nurtured in the home? How have members shared quality family time with one another.
 - iii. How has the family extended friendship and service to others in the community state and nation? (emphasize the role of FCE in this.)
 - iv. How have family members advanced education, economic and social opportunities for the family and how have they shown positive aspects of family/ home life through their leadership abilities?
 - v. How has FCE made a difference in your family? (this is the most significant factor)
 - vi. Two photographs of nominee must accompany the application

Nominated Family Name: _____

Address _____

Phone _____

Nominated By:

Name & Title: _____

Address _____

Phone _____

Signature of Member of Family

Signature of Nominator

SPONSORSHIP INSTRUCTIONS

Thank you for helping the Colorado Family and Community Education (CAFCE) organization with the state sponsorship program. This program is vital to the health of our organization. It will allow us to keep dues from rising and to expand our membership and our ability to provide quality programs, projects and educational materials to Colorado families and communities.

The sponsorship may be split 50/50 with either the local club, County or District receiving half the sponsorship amount received if desired by the member obtaining the sponsorship and if that is acceptable to the donor. ALL sponsorships will provide at least 50% to the State. If the donor desires to be a National level sponsor they may do so if donating over \$1,000. In that case, 50% will go to National, and the remaining 50% will be split between the State and Local organizations.

When approaching a potential sponsor, do your homework. Be prepared to explain what the organization mission is, a little about our history, the programs and projects that we provide, what you would like them to help with, and how sponsoring our organization will benefit the sponsor.

You will need to fill out the Sponsorship list form for every donor. You will need to provide a receipt. The **Sponsorship Agreement** needs to be filled out for anyone donating over \$100 or equivalent in supplies, coupons, equipment, materials, etc. Every sponsor is to receive a receipt with our Tax ID on it (The Tax Exempt number is: 98-05712-0000. Our Non-profit Entity number from the state of CO is 19871283001) Use a receipt book that makes duplicates so you also retain a copy of the receipt. Include the Tax numbers on the receipt provides a way for the sponsor to be able to claim the deduction on their tax returns as a charitable donation. When you send in the Sponsorship List & if applicable the Sponsorship Agreement you should also include a copy of the receipt that you gave to the donor.

Following are examples of the type of sponsors the Family and Community Education teams are looking for this year. We are not limited to the items below, so if they have a service that is not on the list please use your best judgment to determine if it is something that we would find beneficial. Absolutely, without a doubt, the number one item that is needed is MONEY. You can give your Family & Community Education (FCE) District Program Coordinator or any State Officer a call/email to discuss questions.

We also have an example email template that can be used to email to people. I am looking into setting up something to take online donation as well. We believe that you will get the most donations and sponsorships if people can do it via credit card online so that it's easy and quick for them.

Thank you for helping obtain sponsorships to support the Family & Community Education organization and its projects and programs! Your assistance is greatly appreciated!

Regards,
Jodie Brubacher, Colorado FCE President
Phone: 719-588-6322
Email: Jodie.brubacher@gmail.com

TYPES OF SPONSORS NEEDED

Below are examples of the type of sponsors the Family & Community Education teams are looking for this year. We are not limited to these, so if you have a service that you could provide that is not on the list please give your local Family & Community Education (FCE) board member a call/email to discuss it.

- **Money** for Projects, Programs, State Conference, printing, mail, and administration fees, etc.
 - Any amount is helpful
 - Can sponsor a particular thing such as paying for printing costs or to sponsor a particular educational program.
 - Can just provide a general amount to help with everything or part of a program.
- **Printing** – Keynotes, handbooks, policy books, etc. – Free or x% off
 - Council Keynotes
 - State Handbooks
 - Educational & Leadership Materials
 - Project and Program Materials
 - Other program printing items
- **Awards** – Member of Year, Outstanding Family, North Star, Art & Essay Contest, etc.
- **Program Sponsors** – Books for Newborns, Komfort Bags, Going Green, Cooking, Crafts, Leadership, General or Specific Educational Programs, Needy Family sponsors, etc. We also need sponsors to provide demonstration materials, supplies and equipment.
- **Computer** – for the CAFCE Board. Currently all equipment is personally supplied by board members. Additionally, a web site sponsor would be greatly appreciated.
- **State Conference Sponsors** – to offset educational program costs, printing, leadership materials, and general costs to educate our members and guests to be able to pass the materials on and use them in general family and community educational programs.
- **Books, Supplies, Apparel & Bags, etc.** - can have sponsors logo embroidered/screen printed in addition to the FCE logo.
- **Screen printing &/or Embroidery Sponsor** - Where we provide the clothing and they provide the screen-printing or embroidery for free or really cheap.
- **Food** discounts or coupons for prizes such as for the winners of the 4th grade Art & Essay contest, or sponsoring food for the state conference or as award prizes.
- **Advertising and promotional materials, books, products for the needy, etc.**

Thank you for considering sponsoring the Family & Community Education this year!

SPONSORSHIP LETTER

Dear Potential Sponsor:

Thank you for considering The Family & Community Education for sponsorship. Family & Community Education (FCE) has provided education and community service for many years. The Family & Community Education organization is a non-profit, National program that has a rich history of helping communities. Our mission is "Strengthening individuals, families and communities through continuing education, developing leadership and community action."

You may be familiar with some programs that were started by the Family & Community Education organization, such as the school hot lunch program and the book mobile program. We provide many community assistance activities such as providing "Komfort Bags" to assist people in needs through programs such as the Community Assistance Network, the Colorado State Police, and other local organizations. We are also involved in providing educational programs on a wide variety of topics to include Books for Newborns, Women's Health series, Safe Food Handling, cyber topics, Leadership Skills series, Cooking, Art & Essay contest for 4th graders, Character Counts, and many more.

We hope that you can sponsor us this year. We need sponsors for products (clothing, books, bags, coupons, etc.), services (printing, office supplies, etc.), and most of all, we need funds to assist with projects and programs. Anything that you can do to assist with our efforts to further family and community education would be greatly appreciated.

We have several levels of sponsorship: Donation Value

- Associate Sponsor \$_____ (\$20-\$99)
- Corporate Sponsor \$_____ (\$100-\$249)
- Bronze Sponsor \$_____ (\$250-\$499)
- Silver Sponsor \$_____ (\$500-\$999)
- Gold Sponsor \$_____ (\$1,000-\$4,999)
- Platinum Sponsor \$_____ (\$5,000+)

Associate/Corporate Sponsors - Receive an Appreciation Letter and certificate.

Bronze Sponsors - Receive the above plus and Sponsorship recognition in the State Conference Programs.

Silver Sponsors - Receive the above plus Sponsor Logo on the Family & Community Education & Family & Community Education web site, and 2 free registrations to attend the State Conference.

Gold Sponsors - Receive the above plus up to 4 free registrations to attend the State Conference, and we will give away your coupons as door prizes at the state conference if desired. Members of the teams are also available to do 1-3 promotional events for you during the year. You may also display our logos on your website or in your promotional material as an official sponsor.

Platinum Sponsors – Receive the entire above plus banner/signs may be displayed at the state conference, Sponsorship Plaque, and 4 free registrations to attend the State Conference and Banquet Dinner.

Additional Sponsorship Benefits:

1. The sponsorships of our organization would benefit potential sponsors by providing access to a group of people who donate their time to providing education and service to families and communities. Additionally, another benefit is the access to directly advertise to thousands of people that we provide programs that live close to your business through our programs, charity events, and promotions. If you desire to provide clothing or bags for the organization, you may include your logo on the apparel and you would have the opportunity to have your logo displayed by members wearing your apparel while doing community events and educational programs or to donate to the needy.
2. The Family and Community Education (FCE) members and their families live throughout the Colorado. We believe that the people that attend the programs and other events that we sponsor and provide would be interested in supporting our sponsors. We can also give out coupons to include as awards for our 4th Grade Art and Essay program.
3. We also provide promotional event support to our sponsors.
4. You may also buy advertising in our Newsletter and as part of our State Conference or you can sponsor a particular project and receive recognition.

Thank you for considering sponsoring our organization! We and the community greatly appreciate it!

SPONSORSHIP AGREEMENT

Dear Sponsor:

I _____ agree to provide the following donation, services, or products as a sponsor of the Colorado Family and Community Education (FCE) organization.

Please indicate the level of sponsorship: Donation Value

- Associate Sponsor \$_____ (\$20-\$99)
- Corporate Sponsor \$_____ (\$100-\$249)
- Bronze Sponsor \$_____ (\$250-\$499)
- Silver Sponsor \$_____ (\$500-\$999)
- Gold Sponsor \$_____ (\$1,000-\$4,999)
- Platinum Sponsor \$_____ (\$5,000+)

Associate/Corporate Sponsors - Receive an Appreciation Letter and certificate.

Bronze Sponsors - Receive the above plus and Sponsorship recognition in the State Conference Programs.

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Gold Sponsors - Receive the above plus up to 4 free registrations to attend the State Conference, and we will give away your coupons as door prizes at the state conference if desired. Members of the teams are also available to do 1-3 promotional events for you during the year. You may also display our logos on your website or in your promotional material as an official sponsor.

Platinum Sponsors – Receive the entire above plus banner/signs may be displayed at the state conference, Sponsorship Plaque, and 4 free registrations to attend the State Conference and Banquet Dinner.

Name of Sponsoring Company: _____

Name of Sponsor Representative: _____

Authorized Signature: _____ Date: _____

Thank you. Your assistance is greatly appreciated!
Regards,

SPONSORSHIP THANK YOU

Your Name
Title
Address
City, State Zip

Date

Donor's Name
Title
Address
City, State Zip

Dear _____

Thank you so much for your generous donation of \$_____ to the Colorado Family and Community Education (FCE) organization.

Our mission is strengthening individuals, families and communities through continuing education, developing leadership and community action. Our community service projects, assistance of needy families and individuals in our communities and our educational programs for families and the community require support from companies and individuals such as you.

With the generous support of people like you, we will be able to help many families and individuals as well as provide great educational opportunities. Without your assistance we could not continue to provide support the support that we do to the community. We appreciate your assistance.

For more information on how your donation is helping make a difference in the lives of so many in our community, we invite you to visit our Website at <http://www.nafce.org>. You can also find information there on our upcoming events for this year, educational materials and volunteer opportunities within our organization.

Thank you again, and we look forward to your continued support.

Sincerely

Your name
Title
Phone

IDEAS FOR FCE WEEK

1. Promote membership
2. Announce Great American Family Award
Promote Great American Family Award
3. Begin April 5th Tune Out Violence campaign
4. Have FCE week proclamations signed by local and for state officials
5. Use local Radio and for TV stations to broadcast Public Service Announcements (PSA).
Contact the station at least 2 weeks in advance. Ask for at least 1 PSA each day of FCE Week. Check with the station to see what the time allotment is for PSA's (it is usually suggested they be no more than 8 seconds.) Some stations want the representative to make the PSA. This is a great way to create public awareness for FCE.

Sample Public Service Announcement (Always give your name and number.) These might also be good in the newspaper.

1. The Colorado Association for Family and Community Education believes you should find something you care about and live a life that shows it. FCE programs and educational materials can assist you in this pursuit. Contact _____ for more information about educational programs and events.
2. Since its formation in 1936, the National Association for Family and Community Education has focused on the home and family. Contact _____ FCE at for more information about educational programs and events.
3. October 13th-19th is National FCE Week. The Association for Family and Community Education strengthens individuals, families, and communities through education, leadership, and action. Contact at _____ for more information about programs and events.
4. Children are 27% of our population, but they are 100% of our future. The Association for Family and Community Education gives individual members the educational information and skills to directly impact their families.
5. Contact _____ at _____ for more information about educational programs and events.
6. Members of the National Association for Family and Community Education are proud to make a difference in people's lives. FCE Intergenerational programs connect you and old as members work to better their families. Contact _____ at _____ for more information about educational programs and events.

These ideas can also be used for newspaper inserts. Just expand on them to include your local projects and accomplishments.

FAMILY ChoicE-TV

FCE State Report - Tune Out Violence Campaign - April 5

State: _____ Final # of state pledges: _____

Year: _____ Chairman: _____

Page #: _____ Address: _____

Total # of pages in tally (report): _____ Phone: _____

NAME	IND	CLUB	COUNTY	FCE MEMBER PLEDGES	NON MEMBER PLEDGES	TOTAL # OF PLEDGES	# OF PLEDGE SHEETS

This form must be included with pledge sheets to verify tally (report).