



**Western Colorado Council**  
**Boy Scouts of America**

Unit Label

**Presenter Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Turn-in Envelope Steps:**

1. Complete the presentation tracking form.  
Enter each contributors name, total donation amount, and payments.
2. Ensure balance to be billed is completed.
3. Calculate and enter totals for each column.
4. Enter Summary of total gifts, total amount pledged, and total amount paid.
5. Enter recognition request
6. Place cash and checks on top of their corresponding pledge card.
7. Seal and sign the turn-in envelope.
8. Deliver to Council service center within 72 hours.

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