

**SAMPLE SUMMARY REPORT - SPECIAL SOLICITATION**

This form should be used by federal agencies to report the results of the special solicitation to the Local Federal Coordinating Committee in their area and to the Office of Personnel Management.

|  |               |                 |
|--|---------------|-----------------|
| <b>SPECIAL SOLICITATION - RELIEF EFFORT FOR VICTIMS OF THE ASIAN EARTHQUAKE AND TSUNAMI DISASTER</b> |               |                 |
| <b>AGENCY SUMMARY REPORT</b>   |               |                 |
| Department/Agency Name   | _____         |                 |
| Person Completing Report   | _____         |                 |
| Contact Information Address  | _____         |                 |
| Contact Information Phone and E-mail   | _____         |                 |
| Total Number of Gifts  | Cash<br>_____ | Checks<br>_____ |
| Total Amount of Gifts  | \$_____       | \$_____         |

For Local Federal Coordinating Committee contact information, please refer to list on the OPM website at <http://www.opm.gov/cfc/html/Local-CFC-Offices.asp>

Please forward a copy to OPM at:

Office of CFC Operations  
1900 E Street, NW, Room 5450  
Washington, DC 20415

or by e-mail to [cfc@opm.gov](mailto:cfc@opm.gov)