Special Solicitation Tracking Sheet
Relief Efforts for Victims of the Asian Earthquake and Tsunami Disaster

This spreadsheet should be used by LFCCs and PCFOs to track levels of participation and receipts from local Federal Agencies in the Special Solicitation Effort. The PCFO should enter the information for agencies that it assisted with the special solicitation.
The LFCC should contact local federal agencies even if these were not assisted by the PCFO to obtain the information outlined below.

Total Dollars Donated within the local campaign area should be reported to OPM.

Federal Agency Participating in Special Solicitation	Number of Contributors (internal use only)	Total Dollars Donated	Relief Agency Earmarked (internal use only)	(OPTIONAL) Date of Solicitation (internal use only)	Date Funds Forwarded to Relief Agency (internal use only)
TOTAL					