

## Pledge Report Guidelines

This report is intended to be a depiction of what your organization was able to accomplish with the pledge funds awarded. This information will be shared with the donor advisors who recommended the pledge. Please complete the information in the table and answer the questions. The report should be 1-2 pages. Email reports to [reports@oc-cf.org](mailto:reports@oc-cf.org).

|                               |  |
|-------------------------------|--|
| <b>Organization Name:</b>     |  |
| <b>Fund/Donor Advisor:</b>    |  |
| <b>Pledge Amount/Purpose:</b> |  |
| <b>Report Time Period:</b>    |  |

- Provide a brief description of the program for which your organization received funding and the impact of this funding to date. Be sure to include your successes as well as any obstacles encountered and how they were addressed.
- Provide one story illustrating the impact of the pledge.
- Provide a financial summary of how the pledge funds were used.
- If applicable, please share any important happenings about your organization.
- Optional: Send photos of program work. (no more than 2)