

Chicago CROP Hunger Walk 2018

Recruiter Instructions for Handling Donation Envelopes and Funds



Prior to Walk Day:

- Urge your team mates to collect check donations payable to “CWS/CROP” or credit card donations on the Chicago CROP Hunger Walk fundraising page: www.crophungerwalk.org/chicagoil.
- If you do receive cash donations, please turn them into personal checks made out to “CWS/CROP” and indicate the envelope number on the memo line.
- **For additional materials contact:** Wanda Jackson, Walk Coordinator, 773-609-0036 or chicagocrop@gmail.com

Walk Day:

- Ask walkers to fill out their donation envelopes as thoroughly as possible (including team and recruiter names) and sign the liability waiver section on the bottom, left-hand corner.
- Collect each donation envelope, so you can turn them in to our “Registration Station” as a team.
- If all your pledges **are** collected, you may turn in money on the day of the walk.
- Once you go through the “Registration Station”, you will be directed to the “Treasurer’s Bank”.
- If all your pledges **are not** collected, please consider holding onto the main part of your donation envelope(s) and following up on outstanding pledges.

After Walk Day:

- Once your pledges are collected, make fill out a Finance Report. Prepare a mailing envelope including donation envelopes, funds, and the Finance Report. Convert cash donations into personal checks, since cash cannot be mailed.

Address the envelope to:

Chicago CROP Hunger Walk
Attn: Treasurer
1218 W. Addison St.
Chicago, IL 60613-3819

- **For accounting questions contact:** Sara Trumm, Treasurer, 773.256.0708 or treasurerchicagocrop@gmail.com
- If your walkers receive corporate matching funds, please also include a note to our Treasurer.
- You are responsible for turning in all funds and unused donation envelopes by November 15th.