

Treasurer Instructions



Remit all funds to Church World Service

- Endorse all checks using the “Deposit only Church World Service/CROP” stamp. Examine each check to ensure that the written and numeric amounts agree. **NOTE:** If you need an endorsement stamp, call 888-CWS-CROP to request one.
- Cancelled checks serve as receipts. A reproducible Donor Receipt Template is available online:
<https://resources.crophungerwalk.org/resource/donor-receipt-template/>
- Convert all cash to a check or money order. A cashier’s check is preferred. If using a personal check, please indicate “CROP Hunger Walk Cash” in the memo line of the check. **Please do not send cash through the mail.**
- Check the **GOLD** pre-paid Remittance Envelopes in the Treasurer’s Packet to make sure that the labels on the envelope flap have the correct name of your CROP Hunger Walk. You will tear this off and submit with your checks. (If the information is incorrect, call 888-CWS-CROP immediately!) **Remittance Envelopes are coded so do not use envelopes from previous years.**
- **Send funds in promptly** using the **GOLD** pre-paid Remittance Envelope. Do not wait to accumulate large amounts; there is no limit to the number of times you can remit funds. **Send early, send often!** Each **GOLD** Remittance Envelope holds 100-125 checks. Call 888-CWS-CROP if you need more Remittance Envelopes.
- To receive an acknowledgment that the GOLD Remittance Envelope has been received, write your name and address on the postcard provided and enclose it in the Remittance Envelope with the Walk funds.
- Local expenses and the local agency percentage should not be taken out of the Walk funds. Once all funds have been received in Elkhart, payment(s) will be prepared and sent to the designated local agencies.

Complete and submit your Treasurer’s Report AND used Donation Envelopes

- When all funds are collected, return the completed Treasurer’s Report form and *used* Donation Envelopes in the **WHITE** envelope to our CWS office. Please do so as soon as possible. The **WHITE** envelope will hold approximately 100-130 Donation Envelopes.
- Any **unused** Donation Envelopes can be returned to the CWS office in Elkhart, Indiana.
- If you would like to receive a detailed online donation report, send an email to webwalk@crophungerwalk.org or click the Request button on the Volunteer Portal page. For more information, refer to the instruction sheet, “*Online Donation Information*,” included in this packet.
- We would like to recognize our Team Captains! Please provide their names, email addresses and/or phone numbers on the back of your Treasurer’s Report, or, send their information by email to forms@cwsglobal.org with the name of your Walk in the subject line.

REMEMBER — send the following items to CWS in Elkhart, Indiana:

GOLD Envelope: Walk Donation Checks – **send early, send often!**

WHITE Envelope: Completed Treasurer's Report **and** used Walker Donation Envelopes