

Chicago CROP Hunger Walk 2020

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:** Charlie Gunn, (312) 927-8563, treasurerchicagocrop@gmail.com

Walk Day:

- Ask walkers who have collected cash or check donations 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 any donation envelope

After Walk Day:

- Once your pledges are collected, 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/CWS
Attn: Treasurer
1218 W. Addison St.
Chicago, IL 60613-3819

- **For accounting questions contact:** Charlie Gunn, Treasurer, (312) 927-8563 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 30th.