

Chicago CROP Hunger Walk 2022

Recruiter Instructions for Handling Donation Envelopes and Funds

Note: We prefer all on-line registration and donations to avoid envelopes and handling funds using the handy website link below.



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:
<https://events.crophungerwalk.org/2022/event/chicagoil>.
- If you do receive cash donations, please convert 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, chicagogunn@aol.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:

Charles Gunn
828 S. Ada St.
Chicago, IL 60607-4105

- **For accounting questions contact:** Charlie Gunn, Treasurer, (312) 927-8563 or chicagogunn@aol.com
- If your walkers receive corporate matching funds, please also include a note to our Treasurer.
- We ask you to turn in all funds and unused donation envelopes by November 30th. If you need a pick-up, Charlie Gunn can assist.