



## Recruiter Instructions for Chicago CROP Hunger Walk Funds

### Chicago CROP Hunger Walk 2011

(Do Not bring funds to the CROP Hunger Walk)

#### Donation Envelopes on Walk Day

- Ask each Walker to bring only the yellow tear-off sheet to the CROP Hunger Walk (no funds, please). Or you may collect all the yellow tear-off sheets and bring them all together.
- If a Walker is under 18 years old, a parent or guardian MUST sign their Donation Envelope.
- Please try to make sure the funds are totaled on the Donation Envelopes.
- Urge walkers to collect donations by check (made payable to CWS/CROP) or online. In the interest of safety and security, **Do NOT bring any funds (neither cash nor checks) to the CROP Hunger Walk.**
- If a Walker qualifies for an award item, a ticket will be issued upon registration. The expectation is one walker per Donation Envelope, and award items will be awarded accordingly.

#### After Walk Remittance of Funds

- You are responsible for turning in *all funds and all used and unused Donation Envelopes* from your group/congregation. Everything is due by November 30. Do not send or drop off cash.
  - A) Turn any cash into checks made out to CWS/CROP. (Contact us for suggestions about this, if needed.)
  - B) Complete the blue Finance Report.
  - C) If your walkers receive any corporate matching gift forms, include those forms.
  - D) Submit the funds, Finance Report, and Donation Envelopes. You may mail everything to the Chicago Walk Treasurer (preferred), or you may drop items off on our drop-off days.
    - 1) **\*Preferred\*** Thank you for your additional contribution to fight hunger by paying your own postage for the mailing. The Post Office charges the CROP Walk double for items mailed with no postage. You may send to:

**Chicago CROP Hunger Walk**  
**PO Box 316587**  
**Chicago, IL 60631**
    - 2) On Thursday, October 20 or Monday, November 14, stop by Agape House Ministries, 100 S. Morgan, Chicago, between 4-7 p.m. to drop off funds, your Finance Report and Donation Envelopes.

If you have any questions or if options 1 and 2 don't work for you, please contact Chicago CROP Hunger Walk Treasurer, Jim Lifton, at (847) 518-0141 or [JimLifton@sbcglobal.net](mailto:JimLifton@sbcglobal.net) or Julia Jones at the regional office of CWS/CROP, (630) 200-4572 or [JJones@churchworldservice.org](mailto:JJones@churchworldservice.org).