



Treasurer Tips – COVID19

Tips for how to collect checks & cash if a virtual or no in-person walk:

- Identify a site for dropping off cash & checks. If using a congregation, nonprofit, or other organization, post the days and hours available on your Walk website* and give a deadline for donations to be received. (The challenge: Many congregations/organizations may have suspended usual hours of operation.) Make sure Team Captains also have this information – send out an email, call, post on your Walk’s facebook page, etc.
- If no location drop-off is possible, tell walkers to give their donations to their Team Captains who will contact you, the Walk Treasurer. Team Captains should make arrangements for mailing in or dropping off the cash & checks. Treasurer contact information should be sent to all Team Captains. Treasurer contact info should also be posted on the Walk website* for walkers not affiliated with a team. Team Captains should make a full accounting of the amount raised by each Walker before sending money to you, the Treasurer.
- Cash should not be sent through the mail, so it needs to be converted cash into a personal check or money order or made as an online gift. If using a personal check, make sure to write “cash replacement” in the memo line. If cash is deposited in a personal account, use a credit card to donate the funds online to your team. (Let Team Captains, Walkers know about this)
- As a back-up, checks can also be sent directly to:
CWS
P.O. Box 968
Elkhart, IN 46515

Make sure the Walk event and team name is sent along with the money so it can be credited properly to your Walk. You can provide Walkers and Team Captains with your Walk PIN# to ensure its credited properly. Make sure they also keep you, the Walk Treasurer, informed as to what is sent directly to Elkhart.

*Updates to the Walk website can be made online at:

<https://resources.crophungerwalk.org/update-walk-webpage/> or sent via email to your CWS Staff person to enter at the link above.

RAISING *animals*; GROWING *communities*.