



## Treasurer Tips – Virtual Walk

### Tips for how to collect checks & cash:

- 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 may have suspended usual hours of operation.) Make this information available at your Virtual Team Captain Rally and on your Walk website.
- If no location drop-off is possible, walkers should give their donations to their Team Captains who will contact the Walk Treasurer. Team Captains can 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 the Treasurer.
- Cash should not be sent through the mail, so you may need to convert cash into a personal check or money order. If using a personal check, make sure to write “cash replacement” in the memo line. If cash is deposited in a personal account, you may want to use a debit card to donate the funds online to your team.
- 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. CWS staff can also give you a PIN# for your Walk to ensure its credited properly. Make sure you also keep your Walk Treasurer informed as to what is sent directly to Elkhart.