



## New Walker Donation Envelope Instructions

### For Treasurers

- Choose a collection day and location for donations, preferably NOT Walk day. Expect all donations to be turned in by that day.
- If Walkers are collecting money AFTER the Walk, give them another donation envelope or a #10 envelope (with a pre-printed label of when and where to turn it in).
- Count cash/coins in the envelope. Tally check amounts. Write the total amount enclosed in the donation envelope – going by the ACTUAL amount included, not what was written on the envelope.
- We recommend that you keep track of all checks. You can enter the information in this donation tracking sheet. (This sheet does not replace a Treasurer's Report.)
- Send a money order or cashier's check made payable to CWS/CROP for all the cash received. (If you must use a personal check, please write "cash replacement: on the memo line.) DO NOT mail in cash.
- Send all checks and donation envelopes with the treasurer's report to:  
**CWS/CROP**  
**PO Box 968**  
**Elkhart, IN 46515**
- Collect any unused envelopes from recruiters to use for the following year.