



## New Walker Donation Envelope Instructions

### For Walkers

- Encourage online donations. Walkers can easily track their progress and donors get an email receipt automatically.
- Use donation envelopes only for donations. Please do NOT take pledges.
- Walkers can complete a separate donor form and include it in each donation envelope to track donations. (This is similar to the yellow carbon copy sheets on the previous donation envelopes.)
- Alternate agency designations may only be made online and only by the donor. This enables us to better track payments and provide accurate, timely records to the designated agencies, while also maintaining the integrity of the donor's wishes.
- Turn in ALL donation envelopes to your recruiter, even if you didn't use it.