**2017 TREASURER TIPS FOR RECRUITERS**

WEB: Take advantage of online giving – no collection required!

* Set up a Team site for your church members on <<insert walk link here>>; encourage your walkers to register online once it’s set up!
* Prime the pump – make a contribution to yourself online before asking others to do so. This motivates others to give!

On the Packet - keep track of who gets each envelope.

* Write down name and contact information associated with each envelope number distributed so you can keep track of your team and their progress.
* Set a deadline with your walkers for envelope collection, collect ALL envelopes when you are ready to turn in your funds to treasurer.

If your walkers want to track pledges:

* Use the walker donor form on <http://resources.crophungerwalk.org/envelope/>
* Walkers should use donation envelopes only for donations. Please do NOT include pledges in the totals written on the envelope, but keep your tracking forms for your own records if you have outstanding pledges.

*Packets and all envelopes are due to Treasurer by <<insert deadline, preferably no more than two weeks after the walk.>> You can contact the Treasurer by <<insert contact info>>*

Before turning in your packets:

* Verify/double check money is accounted for correctly on both the walker’s envelope and your Recruiter Packet. Unfulfilled pledges and online donations should not be considered in your packet totals.
* Verify Checks are made out to CROP or CWS.
	+ If a check is made out to your church, you must get it changed.
* When possible, try to swap out loose change/cash with a check or money order

If you have additional funds to turn in after the treasurer’s deadline.

* Request another donation envelope from the treasurer OR
* Use a #10 envelope with your team name, group name, your walk, and total amount included inside the envelope; return to treasurer as soon as possible.

\*\*Note: Donors cannot designate to an alternate agency using the envelope. They can *only* designate through the website\*\*