

# walk committee

## Treasurer



Your job is central to the overall success of the CROP Hunger Walk. You will collect, organize and record funds benefitting those most in need in your community and around the world.

Visit [crophungerwalk.org/treasurer](http://crophungerwalk.org/treasurer) for resources to help you in this role.

## RESPONSIBILITIES

- *Develop a plan for collection of Walk funds.*
- *Instruct recruiters in handling money and donation envelopes during their orientation.*
- *Collect Walk funds after the Walk.*
- *Remit all funds to Church World Service.*
- *Send in your Treasurer's Report and used donation envelopes.*

## Develop a Plan to Collect Walk Funds

- Prior to your recruiter's orientation meeting, work with your Walk committee to create a plan. Set a deadline to collect funds; all donations must be turned in – preferably no more than two weeks after the Walk.
- About a month before your Walk, you will be provided with a "Treasurer's Packet" containing instructions and needed materials to remit your CROP Hunger Walk funds. The packet contains: GOLD pre-paid remittance envelopes, acknowledgment postcards, Treasurer's Report (forms) and WHITE pre-paid business envelopes. An endorsement stamp is available upon request.

- Check the GOLD pre-paid remittance envelopes in the Treasurer's Packet to make sure the labels on the envelope flap have the correct name of your CROP Hunger Walk - this is the part you will tear off and send in with your checks
- Recruit another person or two to assist on the day you collect funds (before or after Walk Day) to record the envelopes received. In addition, when handling funds you should have at least one other (non-related) individual with you to count and verify the income.

## Instruct Recruiters

- Prior to the recruiter's orientation, **write your name and address on each Recruiter's Packet.**
- Provide recruiters with short and simple instructions on the collection process, including deadlines for collecting funds.
- Instruct recruiters to encourage Walkers to collect their donations in advance.
- At the orientation, remind recruiters that Walkers can double the money they raise by requesting matching gifts from their employers. Go to [crophungerwalk.org/match-gift](http://crophungerwalk.org/match-gift) for details.

## Collect Walk Funds

- Discourage bringing funds to the Walk, but be prepared to accept money at the Walk in a safe and secure manner. You may want to have on hand a pen and pad of paper, paper clips and a calculator to tally the funds and a lock box to secure them.

- After the Walk, contact all recruiters to urge prompt collection from their Walkers.
- Any completed employer matching gift forms from Walkers should be sent to CWS along with the CROP Hunger Walk funds. Write the Walk name and location (city, state) on the form.
- Cancelled checks serve as receipts. Reproducible receipt forms are available online at: [crophungerwalk.org/receiptform](http://crophungerwalk.org/receiptform).

## Remit All Funds to CWS

- Use the GOLD remittance envelopes provided in your Treasurer's Packet. Do not use envelopes from previous years.
- Mark all checks with the "Deposit only Church World Service/CROP" stamp (if you need a stamp, please call CWS). Examine each check to be sure it is signed and dated, and that the written and numeric amounts agree. Keep your stamp to use again next year.
- Convert all cash to a check or money order. While you may use a personal check, a money order or cashier's check is preferred. When using a personal check, please indicate "CROP Hunger Walk Cash" in the memo line of the check. Please do NOT send cash through the mail.
- Send funds in promptly using the GOLD remittance envelope. There is no limit to the number of times you can send funds, so do not wait to accumulate large amounts. Call CWS if you need more GOLD remittance envelopes.
- If you would like to receive an acknowledgment that the GOLD remittance envelope has been received by CWS, fill out the postcard provided in the Treasurer's Packet. Include the postcard in the GOLD remittance envelope with the Walk funds.

## Send in Your Treasurer's Report and Used Donation Envelopes

Return the completed Treasurer's Report form and used donation envelopes in the WHITE envelope to CWS. *Please do this as soon as possible.*

Any unused Walker envelopes can be saved for next year.

### Important Reminders

- Walk expenses are NOT to be taken out of CROP Hunger Walk funds. (Call your CWS representative about reimbursement for local expenses.)
- Local hunger agency funds are NOT to be taken out of CROP Hunger Walk funds. CWS will send checks directly to local agencies.
- Check with your CWS representative for procedures to handle corporate and business donations and sales.
- Keep a running tally of the amounts raised by each church or participating organization, including those raised online. Use the Donation Tracking Form at [crophungerwalk.org/donation-form](http://crophungerwalk.org/donation-form).
- Send a request to [webwalk@crophungerwalk.org](mailto:webwalk@crophungerwalk.org) for an accurate report of your online totals.
- When all funds are collected, send a report to your Walk committee members and all churches and organizations that participated.

Have questions? Need assistance?  
Contact your CWS staff member or  
call 888-CWS-CROP.



[crophungerwalk.org](http://crophungerwalk.org)  
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