

THE HOLLAND/ZEELAND AREA CROP WALK 2016

Post CROP Walk Instructions & Checklist

These instructions are different than those on the CWS recruiter packet envelope, so please follow these instructions.

Turn in this checklist, along with the enclosed Final Report Form and any unused materials.

You may recycle all dated material, which cannot be used next year.

_____ Promote Sunday May 15 as envelope dedication Sunday at your Church, may help get envelopes returned.

_____ Try to collect all envelopes, used and unused. Remind your walkers that even if they didn't walk, you still need their envelope returned. CWS must account to the IRS for each envelope. Non-walkers may still wish to donate.

_____ Separate the front of the walker envelope from the back to make sure no checks are stuck in the corner of an envelope. Make sure that the far right column stays intact so the envelope number shows. Discard the envelope backs and return all the fronts.

_____ Count the money collected in each walker envelope. Verify the dollar amount by circling it and writing your initials.

_____ Record the dollar amounts on the back of the big white recruiter envelope in the "Amount of Money Turned In" column. If no money is received, enter zero.

_____ Put money in one of the deposit envelopes you were given. Make several deposits, so you don't leave large amounts of money around the house. If you need more post cards and deposit envelopes, call your team leader.

DEPOSITS CONTAINING CASH SHOULD BE MADE IN PERSON & VARIFIED BY THE TELLER!

_____ Write your name & address on the front of the first post card.
Enclose the two 3 x 5 stamped post cards in the deposit envelope.

Put your organization's name on the back of both postcards.

The bank will fill in the date and amount on both cards and mail one to you to verify your deposit, the other to the CROP treasurer.

_____ Turn deposit envelopes in at one of the following Fifth Third Bank locations.

**36 East 8th St. ----- 770 East 16th St. -----12443 Riley St.
523 W. Main Ave. Zeeland ----- 32nd Street and Washington Ave.**

_____ Fill out the pink "Final Report" form for your church or organization.

_____ By early June return to your recruit chairperson in the cloth bag you were given...

___Final report sheet

___CWS recruiter envelope with the walker information on the front

___The fronts of the fronts of the walker envelopes and any unused envelopes

___Other unused materials for reuse or recycling

We thank you for your hard work and dedication. You make our CROP Hunger Walk one of the largest in the United States! If you have any suggestions that would help make these procedures easier, give your Recruit Chairperson a call or email sdeyoung71@gmail.com

The CROP Coordinating Committee