

SPECIAL INSTRUCTIONS FOR RECRUITERS

From Paula Harms, Treasurer

IMPORTANT NOTE: When you turn in your money, please convert any cash, both bills and coin, to a personal check made out to CWS/CROP. If checks are made out to your organization, please have your treasurer write a check payable to CWS/CROP. Please **do not turn in any cash**. This is very important for accurate record keeping and because all donations are sent directly to CWS.

1. Carefully follow the directions on the large white envelope in the Recruiter's Packet,
2. **BE SURE THE NAME OF YOUR ORGANIZATION IS ON EACH SPONSOR SHEET!!!**
3. Please fill in your name on each individual sponsor sheet so the walkers will know they need to return the completed sponsor envelopes and the money to you. As you distribute the envelopes, ask the walkers to return the envelopes with the money to you before the walk or within two weeks of the walk.
4. Please be sure that each walker understands that they are to bring the top tear-off sheet of the sponsor envelope with them to the walk. This is the registration form that is required of each walker. If the walker is under 18 years of age, please be sure they understand that their parent must also sign, giving the walker permission to participate. Our insurance requires this procedure. Do not have walkers bring envelopes to the walk.
5. When you receive the sponsor envelopes from each walker, please open each envelope and verify the total listed on the front equals the amount found in the envelope. Please convert any cash to an organizational or a personal check payable to CWS/CROP. You may write one check for the cash in all the envelopes. Place all checks into the large white envelope in the Recruiter's Packet. Please write the totals for all the individual sponsor sheets in the appropriate column on the large envelope.
6. Please return large white envelope with **only** the **front** part of each individual sponsor sheet and all unused sponsor envelopes. The back side of the used envelopes can be discarded. **ALL UNUSED SPONSOR ENVELOPES MUST BE ACCOUNTED FOR.** If any envelopes are lost, please write a note to indicate what happened.
7. Please ask walkers to give the money collected and the sponsor envelopes to you as the recruiter. You are responsible for the collection of money and sponsor envelopes from each person who picked up an envelope. When sponsor sheets have been collected and the totals have been entered on the large white envelope in the recruiters packet, return the money, front portion of remaining **used** sponsor sheets, **and** any **unused** sponsor envelopes, to in the Church Office, Grace United Methodist Church at 300 East Gartner, Naperville. The church office is located on the east side of the building. Their hours are 9 a.m. to 6 p.m. Monday through Friday.
8. It is not necessary to wait until all walkers have turned in their envelopes to you to begin taking the money collected to Grace Church. Simply make a copy of the front of the record envelope (for your records) and turn in funds that you have collected. When all the envelopes have been collected, turn in the remaining funds to the Grace UMC Church Office.

**If you have any questions, please contact the Naperville Area CROP Walk Treasurer
Paula Harms
708-482-2864 (daytime-7:00am-5:00pm), 630-759-8248 (evenings-after 6:00pm)
220 Granada Court, Bolingbrook, IL 60440**

If for some reason you cannot get to the church to drop off the envelopes, please call your crop walk treasurer and she will arrange to pick them up.

Please help us make our goal of collecting all sponsor sheets and the checks within two weeks of the walk.

Thanks, Thanks, Thanks.