



41st Durham CROP Hunger Walk - March 22, 2015 HERE ARE YOUR "WALKING PAPERS"

BEFORE THE WALK

- 1. Your big job before the CROP Hunger WALK is to recruit walkers and get them excited.**
 - Be enthusiastic!
 - Enlist others to help you with your recruiting. Recruit your pastor, rabbi, president, CEO, principal or teacher as a walker; that will tell others that this is "THE thing to do!"
 - If you need more materials, you may get them Monday through Friday at First Presbyterian Church (305 East Main St.) or Westminster Presbyterian Church (3639 Old Chapel Hill Road)
- 2. Educate yourself and your walkers**
 - Read the fact sheets in your packet so you will be informed about the problems of hunger in the U.S. and around the world.
 - Visit the CWS/CROP website (www.cwsglobal.org) to learn more about what CROP is doing to alleviate those problems.
 - Educate your walkers, so they will be able to communicate the message to those from whom they seek pledges of support.
- 3. Publicity is important** -- Get "hunger snippets" into your newsletters, and make presentations before any group which will give you time. The more people understand the need, the more they will give to meet that need. Point out that 25% of all money received goes to work in Durham feeding hungry people. The other 75% goes to fund emergency relief and long-term development projects to end hunger in more than 50 countries around the world, including the US.
- 4. Sign your team up online** – Visit www.durhamcropwalk.org and click on "register" to sign your team up online. Then encourage your walkers to join your team online where they can then send out e-mails asking for secure credit card donations from their friends and family.
- 5. Instruct your walkers** how to get pledges, how to collect the money pledged (*checks are preferable to cash and make them payable to "CWS/CROP"*), show them how to fill out the walker's pledge envelope. *Hint:* Collecting pledges at the time they are made rather than after the walk can make things easier, and also assures that pledges will be collected!

THE DAY OF THE WALK

- 1. Arrange a place to meet your "team" of walkers at Duke Chapel**, in plenty of time to register before the "step off" at 2:30 p.m. Allow time for walkers to attend the Global Village. Listen to the Durham Community Concert Band and watch the Kick Off Festivities. Registration opens at 1:30.
- 2. Collect the top sheets from your walkers' pledge envelopes** and turn them in at the registration table (time and confusion are saved if **one** person registers for the whole group). Be sure each walker signs the Insurance Waiver at the bottom of the sheet! Walkers registered on-line have already done this.

3. If any of your walkers DO bring money to the WALK, collect it and give it to the treasurer when you register. It's more secure, though, for you to deposit your walkers' donations in the bank.

4. Walk with your team. Have fun; but let this be a time also to talk about the problem of hunger, and the need for those who have enough to eat to share with those who do not. This should be a day people remember for more than their sore feet!

WHAT TO DO WITH THE MONEY

1. As walkers collect pledges, they should turn over the money to the recruiter or to the person designated to act as treasurer for their team of walkers (in some churches, for example, money is turned in to the church office for deposit).

2. Deposits should be made promptly in any branch of SunTrust Bank by the recruiter or the team's designated treasurer. There is a small supply of pre-printed deposit slips in each team captain's packet; if you need more, call 919 451 7203. Please use these if possible; but the bank's own counter-deposit slips may also be used, made out to **Savings Acct. #812162452**. Whether you use the pre-printed deposit slips or the counter slips, **put the name of your team on the slip!**

3. Send duplicate deposit slips to the CROP Hunger WALK treasurer, with your name and the name of your congregation or organization clearly indicated on the front. The address is on the pre-printed deposit slips: Durham CROP WALK, 219 Dunhill Dr., Durham, NC 27713. **THIS IS HOW WE KNOW TO WHOM TO CREDIT THE MONEY COLLECTED.** (You can send scanned copies to bnewlin4@gmail.com.)

4. After the Walk, walkers who did not collect pledges earlier should be urged to collect their remaining pledges and turn the money **in within two weeks** if at all possible. **Follow through!** *Some walkers will need reminding to collect their pledges and get the money to you. Every year we have a few telephone calls from people who say they wrote checks for CROP WALK which were never processed; please help save us from this embarrassment! Encouraging online donations will help!*

5. Continue to deposit money promptly. If you run out of deposit slips, call 919 451 7203. **Continue to send duplicate deposit slips to the Treasurer.**

6. VERY IMPORTANT: If you receive an individual contribution of **\$250 or more**, or a contribution for which there is to be a corporate matching grant, please **deposit the check and send a copy of the check to the Treasurer** with the name and address of the individual and the congregation or other organization to be credited. **IRS regulations require** that an individual receipt be issued (In this case by CWS) for any contribution of \$250 or more. Matching grant forms must be processed by the treasurer immediately or they run the risk of being denied.

7. Please make every effort to have all money deposited by May 16th, and in any case **please no later than June 30th**. Most banks do not accept checks that are more than 90 days old. If for some reason you cannot make all your deposits by that deadline, be aware that the Durham CROP Hunger WALK account is open year round and money may be deposited any time. However, because we are now required to send all receipts to the national CROP office by June 30th deposits received after that deadline may be credited to next year's Walk.

8. Keep walker pledge envelopes until all of them (*used or unused*) have been returned to you, and then mail them **or** deliver them to the CWS Regional office located at 3428 Barrett Drive, #304, Raleigh, NC 27609..

QUESTIONS? Call 919 451 7203

Thank you for helping CWS End Hunger one step at a time!