

42nd Durham CROP Hunger Walk - March 20, 2016



Here are your "Walking Papers"

BEFORE THE WALK

1. Your big job before the CROP Hunger WALK is to recruit walkers. 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!"

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. Suggest they come up with an elevator speech.
- Make use of the brochures, bulleting inserts and other handouts. 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).

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 so they can then send out e-mails asking for secure credit card donations from their friends, family and social media contacts.

5. Instruct your walkers how to get in person pledges and how to collect the money pledged (*checks are preferable to cash and should be made 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. Please be prepared to indicate how many walkers are on your team so we can get a count.

- 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 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. Be sure to write your team name on the deposit slip!**
- 3. After the Walk**, walkers who did not collect pledges earlier should be urged to collect their remaining pledges and turn in the money **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!*
- 4. When the money is deposited, either scan the send deposit slip and email to bnewlin4@gmail.com or mail it to 209 Dunhill Ct. Durham, NC 27713.** Be sure your name and the name of your congregation or organization is clearly indicated on the front. **THIS IS HOW WE KNOW TO WHOM TO CREDIT THE MONEY.**
- 5. Continue to deposit money promptly as it is received.** If you run out of deposit slips, call 919 451 7203.
- 6. VERY IMPORTANT:** If you receive an individual contribution of **\$250 or more**, or a contribution for which there is a **corporate matching grant**, please **copy the check and send it to the Treasurer** with the name and address of the individual and the team 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 13th**, and **no later than June 30th**. *Most banks don't accept checks more than 90 days old.* If for some reason you miss that deadline, the account is open year round and money may still be deposited any time. All deposits made after October 31 will be credited to the 2017 walk and won't count toward the 2016 awards.
- 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 DCIA office at Duke Memorial UMC.

QUESTIONS? Call 919 451 7203

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