

HOW TO REGISTER YOUR TEAM ON WALK DAY

□ PRINT TEAM ONLINE REGISTRATION LISTING

1. Print the listing of your team members who have signed up to receive donations ONLINE and their total donations.

Refer to "[How to Use Online Participant Fundraising Site](#)".

□ VERIFY EACH WALKER ENVELOPE

1. Check each walker envelope for the following items to make sure the walker filled out the envelope correctly:
 - **Walker's name and contact information**
 - Number of walkers in the family
 - Online donation report is included (If the walker registered online and received donations)
 - Check and cash donations are included
 - Walker (or parent/guardian if youth) has signed the consent waiver form on the bottom of the walker envelope.
 - For several walkers using the same envelope, make sure you gave them a "[Consent Form for Multiple Walkers](#)" and all walkers have signed it.
 - The walk name, team name, and team captain information. You should have already filled out this section. Refer to "[How to Sign Up Walkers/Team Members](#)."

□ COLLECT ALL ENVELOPES (Put Team Name on Envelope)

1. Count money inside each envelope and verify the total matches' the walker's total. Please initial the outside of the envelope and mark the date you verified the money.
2. Add the walker(s) name and amount of donations to the back of the Team Captain's Envelope (aka the Recruiter's Packet).
 - ✓ Helpful Hint: If possible, total all cash, write a check or get a money order for the amount **payable to CWS/CROP** and you keep the cash.

□ TALLY TEAM RESULTS

1. Fill in the back of your Team Captain's envelope.
2. Put all walker envelopes, inside.
3. Put the grand total of your team's fundraising on your envelope. Please initial and date beside.
4. Total the number of walkers for your team and put it on the outside of the envelope.

□ PICK UP T-SHIRTS

- Team Captains can pick up t-shirts for their team youth Walkers (under 12 years old) who raise \$50 and Walkers (13 years or older) who raise \$100 in donations at Crisis Control Ministry from **October 7-17, 2024**.

- After Walk Day, any remaining t-shirts can be purchased for \$10 each at Crisis Control Ministry until **Friday, November 8, 2024**.

Refer to [Directions to Crisis Control Ministry](#).

□ **DROP OFF RECRUITER PACKETS**

- If you have collected your envelopes before the walk, you can drop those off at Crisis Control Ministry from **October 1-17, 2024**.
- After the walk if you have additional walkers and donations or any unused walker envelopes, please drop them off at Crisis Control Ministry by **Friday, November 8, 2024**.

Refer to [Directions to Crisis Control Ministry](#).