

COLLECTION ENVELOPE

Family/company/organization: _____

Team captain name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Team name: _____

NAMI Affiliate (if applicable): _____

Instructions:

1. Please use this envelope to record and manage all check or cash donations. Your online fundraising totals will be added to this collection to serve as your record of collections.
2. Before walk day, collect and count the cash and check contributions from your walkers. Try not to turn in cash; have walkers convert cash to checks or convert any cash to a check yourself before walk day. Checks should be written to your NAMI Affiliate.
3. Make sure all walkers have completed the walker registration form and reconcile all listed contributions to make sure that your totals match.
4. Complete the information on the outside of this envelope, including your information and all walker information.
5. Place all walker cash or check contributions in this envelope, securely attaching the walker registration/contribution forms.
6. Provide t-shirt tickets to all walkers who have raised \$100 or more and direct them to collect their t-shirts before the event.
7. Have a great time at the walk! Questions? Visit www.namiwalks.org or contact your NAMI Affiliate leader or NAMIWalk manager via the information at the bottom of this form.

| | Name of Walker (Please print) | On-line \$ | Off-line \$ | Total Raised | Amount Enclosed |
|---|-------------------------------|------------|-------------|--------------|-----------------|
| 1. | | | | | |
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| 19. | | | | | |
| 20. | | | | | |
| OTHER CONTRIBUTIONS - Include team donations and team fundraisers (ex. bake sale, car wash, other not listed above.) | | | | | |
| TOTALS | | | | | \$. |

ENCLOSED IN THIS ENVELOPE:

Total amount: \$ _____

Received by: NAMIWalks representative signature Team captain signature