



Greater Richmond Interfaith Program
165 Twenty Second Street
Richmond, CA 94801
(510) 233-2141 Fax (510) 233-7127
www.gripcommunity.org

PAPERWORK AND MONEY HANDLING

*** GIVE THE COORDINATOR OF THE GRIP MEMBER YOU REACH OUT TO A COORDINATOR'S PACKET**

See Toni to get the packet you need. Be prepared to give her the name of the GRIP Member and the Walk coordinator to whom you are reaching out.

*** GIVE EACH WALKER**

- Walker's Planning Guide
- What's In It for Me?
- Walker/ Solicitor's Envelope
- Walk Pledge Sheet
- Harmony Walk Flyer & T-Shirt Sponsor Form
- School Poster Contest Rules
- Sample Solicitation Letter
- Sample Thank You Letter

*** TELL EACH WALKER AND GRIP MEMBER YOU ARE SUPPORTING TO WALK THIS YEAR**

- To collect as many sponsorships and donations as possible BEFORE the Walk on October 9, 2010
- Checks are preferred over cash
- Make checks payable to "GRIP Walk"
- Give a Thank You Letter/ Receipt Card to everyone who donated Before the Walk on October 9, 2010.
- Walkers should bring all in-hand donations and sponsor list to registration on the morning of the Walk October 9, 2010 to you before the start of Walk at 9 am.
- GRIP Member Coordinators should instruct their Walkers to bring their donations and sponsor list to registration on the morning of the Walk October 9, 2010 to them.
- Collect all outstanding pledges promptly after The Walk and return to you or the GRIP Member coordinator for their congregation.