

TEAM CAPTAIN'S COLLECTION ENVELOPE

Family/Company/Organization: _____

Team Captain Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

E-mail: _____

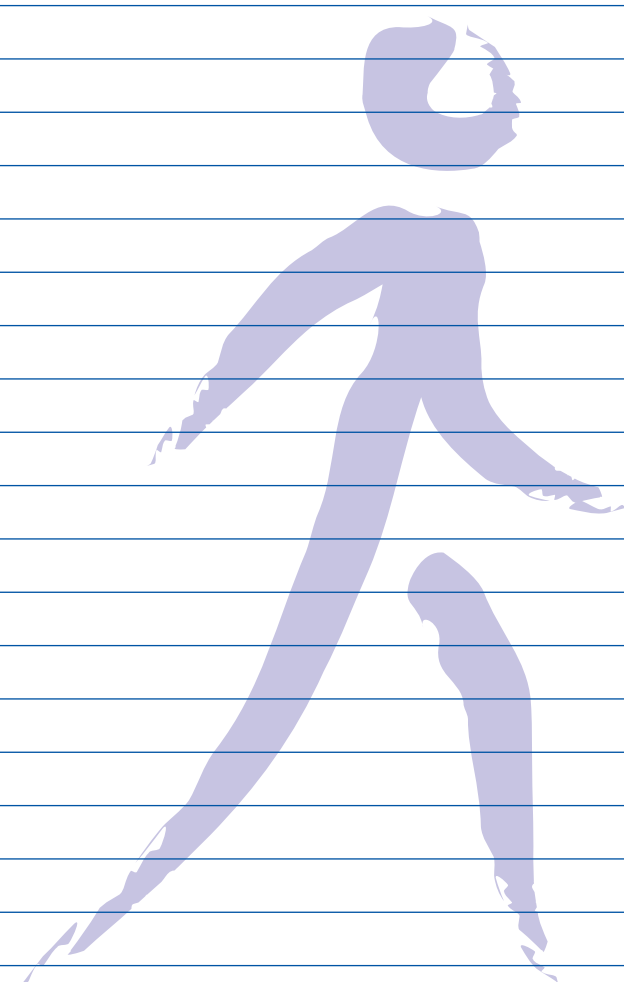
Team Name: _____

NAMI Affiliate (if applicable): _____

INSTRUCTIONS :

1. Before WALK Day, collect and count the money from your walkers. For safety purposes, try not to turn in cash. Ask your walkers to convert cash to a personal check or money order. Checks should be made out to ****Your NAMI Organization****. As Team Captain, please convert any remaining cash to a check or money order **BEFORE WALK DAY**.
2. Make sure all walkers have completed the walker registration/contribution form (name, address, total \$ turned in) and walker prize section (if applicable). Make sure \$\$ amount submitted equals the amount reported. If your walker raised \$100 or more, make sure they have circled a size for the WALKS event t-shirt.
3. Fill out the information on the outside of your Team Captain's Collection Envelope as you collect money from each walker. Make sure to fill in t-shirt size if the walker raised \$100 or more.
4. List **ALL** walkers on your Team Captain's Collection Envelope (use more than one envelope if you have more than 20 walkers).
5. Place all your walkers' collected contributions in your Team Captain's Collection Envelope, securely attached to walker registration/contribution forms.
6. Deliver your Team Captain Collection Envelope to the ****Your NAMI Organization**** office or bring it with you on WALK Day.
7. Pick up NAMIWalks Event T-Shirt(s) for all walkers who have raised \$100 or more (you can pick up t-shirts before or after you complete the WALK).
8. **Have a great time at the WALK!** Know that you and your team are raising money needed to support ****Your NAMI Organization**** and raise awareness about mental illness
9. **Questions? Please visit www.nami.org/walks or call (xxx) xxx-xxxx.**

Names of Walkers (First & Last) - Please Print	A Amount Being Turned In:	B Amount Remaining to be turned In:	C Total Column A and Column B	D T-shirt Size: S, M, L, XL, XXL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
OTHER CONTRIBUTIONS				
TOTALS	\$.	\$.	\$.	



ENCLOSED IN THIS ENVELOPE:	
Total amount: \$ _____	_____
NAMIWalks Representative Signature _____	Team Captain Signature _____

