

FINANCE LEAD

The Finance Lead is responsible for leading and recruiting the Finance Committee, managing the overall event budget, and properly handling all donations from your Walk.

RESPONSIBILITIES

- Establish and manage a realistic budget for the event.
- In cooperation with the Event Lead and the Community Lead, understand the registration and donation pages for your Walk for Water on Water Mission's TeamRaiser platform.
- Accept offline donations (cash or check).
- Deliver financial packet to Water Mission after the event.

ACCEPTING DONATIONS

We encourage sponsors and donors to make contributions to the Walk through your TeamRaiser platform to avoid collecting funds the day-of the event. Checks should be made payable to Water Mission and cash contributions are discouraged. When accepting cash or check donations at your event, please follow these guidelines so that donations are credited appropriately:

- Ensure all funds correspond with a completed donation form and that the form is inside the sealed envelope.
- Collect each individual's donations in a sealed envelope.
- On the outside of the envelope, include your event name, the individual's name, and the total amount of funds.
- There should be a separate envelope for each individual donating.

TAX RECEIPTS

- Individuals who donate to Water Mission through your Walk either online or by check will receive a tax receipt.
- Individuals who donate to Water Mission through your Walk with cash will receive a tax receipt only if they legibly and fully complete a paper donation form included with their donation.

EMPLOYER MATCHING GIFTS

Employer matching gifts are a great way to increase event donations.

To take part in a matching gift program, follow the individual company policy. To inform Water Mission that the matching gift is coming, email us at walk@watermission.org.

REIMBURSEMENT FOR EVENT EXPENSES

Water Mission is not able to reimburse you for Walk expenses. If possible, expenses should be covered by offline (cash or check) sponsorships donated directly to your organization.

DELIVERING DONATIONS TO WATER MISSION

Within 24 hours of your event, all donations and paper donation forms should be delivered to Water Mission's headquarters or sent via FedEx to 1150 Molly Greene Way, Bldg. 1605, N. Charleston, SC 29405.

Be sure to indicate the name and location of your event in your package to Water Mission.

RESOURCES

- [Event Budget Template](#)
- [Registration Form](#)
- [Donation Form](#)
- [Gift-in-Kind Donation Form](#)