

# The Loop

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*The Loop is back! Yes, after a long absence, our newsletter returns. The Loop Newsletter is published by the Office of Stewardship & Development to keep you informed about the annual Catholic Charity Appeal. We will “keep you in the loop” regarding news and events which we hope you will find helpful and informative.*

## We Hope to See You at the Workshops

In preparation for the 2011 Catholic Charity Appeal, the Office of Stewardship & Development has planned four workshops. There will be two “Novice Sessions” and two “Advanced Sessions.” Some topics that will be covered include:

effective strategies to achieve your goal; guidelines for submitting returns for processing; Bishop’s Partnership in Charity solicitation; ten steps for success for in-pew solicitation; description of Appeal tool kit contents; and heart-warming stories of hope



and impact. In the event your parish has had difficulty reaching your goal, these sessions may prove to be very useful and practical.

### Workshop Dates and Times

#### Novice Sessions

Monday, February 7, 2011  
4:00pm to 5:00pm  
Wednesday, February 9, 2011  
6:00pm to 7:00pm

#### Advanced Sessions

Monday, February 7, 2011  
6:00pm to 7:00pm  
Wednesday, February 9, 2011  
4:00pm to 5:00pm

## Parish Tool Kit Contents



Your parish’s Catholic Charity Appeal Tool Kit will be available for pick-up at our workshops. Please open your tool kit as soon as possible. If you are missing material or need additional supplies, please call Robert Spirito in the Office of Stewardship & Development at 277-2121. Parish tool kit contents include:

- Memorandum from the Director, Anthony Gwiazdowski
- Leadership Resource Manual
- Guide for the Lay Witness Presenter
- A Guide for Pastors
- 2010 Appeal Donor Report
- Thermometer Poster and Red Marker
- Impact Statement Booklet
- Posters (English and Spanish)
- Thank You! Stickers
- Monthly Bulletin Inserts
- Parish Report Record
- Priority Return Envelopes
- Delivery Confirmation Receipts
- Letter Concepts Return Labels
- Pre-printed Pledge Cards
- Bishop’s Partnership in Charity Pledge Cards
- Blank Pledge Cards
- In-pew Envelopes (English, Spanish, Portuguese)
- In-pew Labels
- Mailing Labels
- Pens
- “New Parishioner” In-pew Labels
- Multi-Language Brochures Only

### In This Issue:

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## “New” In-pew Envelope

You will notice that in-pew envelopes provided in your parish Tool Kit are light blue. These light blue in-pew envelopes were printed new this year so that you may **discard any tan in-pew envelopes from last year**. The light blue in-pew envelope reflects the appropriate change in text on the flap regarding instructions for **credit**

**card** donations. Donors are now instructed to take the flap home with them and then log on to our secure website and click “donate” at the top of the page. This will allow us to be compliant with the highest industry standards.

**Did you know that this is the 86th Anniversary of the Annual Catholic Charity Appeal?**

## Free Parish Follow-up Postcards Available

Also new this year, you may now request from the Office of Stewardship & Development, free of charge, follow-up parish postcards. We recommend utilizing these postcards, which are blank on one side and a reminder note on the reverse side, for your parish’s follow-up solicitation phase. Please complete the request form that will be included in your workshop packet and re-

Excerpt from the postcard...

**“We are waiting to hear from you. If your gift and this postcard have crossed in the mail, THANK YOU!”**

turn to us in the pre-addressed envelope that will also be provided in your workshop informational packet.

## Important Dates

### Ash Wednesday

March 9, 2011

### First In-pew Weekend

March 19 and 20, 2011

### Second In-pew Weekend

March 26 and 27, 2011

### Parish Involvement Concludes

April 22, 2011

### Easter

April 24, 2011

### All In-pew Gifts to Letter Concepts

April 29, 2011

## Why Not Check Out Our New Website?

We invite you to visit our newly designed website for additional information. Need more copies of our leadership manuals and guides? Simply logon to our website at providencediocese.org to download all necessary resource material for a successful Appeal.

## “New Parishioner” In-pew Labels — Get Credit for Your Parishioner Gifts

We have provided each parish with 5 sheets, or 70 labels, to be used when a parishioner label cannot be located. In most cases, this will occur when there is a new parishioner who has made a gift. We ask that if you cannot locate an in-pew parishioner label, simply place this label (which states that a label cannot be found) in the box indicated on the in-pew envelope. This will enable our gift processors to assign the correct parish affiliation for each gift, thereby

ensuring that your parish receives credit for the new parishioner gift. It is very important that in-pew labels be placed in the appropriate box on the in-pew envelope. This

will enable us to process your parishioner gifts in a timely manner. Thank you for your continued cooperation and support of the Catholic Charity Appeal.

No Label Found for This Parishioner	
Parish # 1	1
For Catholic Charity Office Use Only	
ID #	

*This is a sample of the “New Parishioner” Label that will be included in your parish’s Catholic Charity Appeal Tool Kit. Please note that your individual parish number will appear on the second line and also in the box to the right.*