

Submitting Catholic Charity Appeal Returns for Processing

1. For parishes using the in-pew method of solicitation, locate the parishioner in-pew label provided in your parish tool kit and adhere to the corresponding parishioner in-pew envelope.
2. If a parishioner's in-pew label cannot be located, simply adhere a "New Parishioner Label" (also provided in your tool kit) to the box indicated on the parishioner's in-pew envelope. This will ensure that your parish will receive credit for the gift.
3. Once the in-pew labels have been adhered to the in-pew envelopes, separate gifts according to category - for example, pledges, one-time cash gifts, payment on pledges.
4. Open all in-pew envelopes. **We recommend that you record your parishioner gifts** using the Parishioner Membership Report provided in your tool kit. Or, if you prefer, you can photocopy all parishioners' in-pew envelopes and/or pledge cards for your records. This will be helpful if there are any discrepancies in the processing of a parishioner gift.
5. Total all **cash gifts** using a calculator or adding machine (with tape). Write one parish check payable to the "Catholic Charity Appeal" for the cash received. Bundle these "cash gift" in-pew envelopes along with the check and tape so donors can be credited accordingly. **NOTE:** Some parishioners choose to make a down payment on a pledge with cash. Please write a separate check for these down payments and bundle these envelopes separately with the tape and check.
6. Deposit all **cash** gifts into your parish bank account (for which you have written a parish check).
7. Enclose all parishioner gifts within the Priority Mail envelope (12 provided in your tool kit) and adhere the pre-addressed label (12 provided in your tool kit). Be sure to include your parish return address on the top left corner of the envelope.
8. **Please do not send your parish returns using Registered Mail.** Registered Mail is no longer necessary since parishes are now encouraged to open the in-pew envelopes (if staff permits) and write a parish check for cash gifts and/or down payments.
9. While at the post office, the clerk will provide you with a receipt. This receipt will include a tracking number for you to monitor the delivery of your package.
10. To ensure the timely processing of your parishioner gifts, we kindly ask that you bring your returns to the post office for delivery. Do not drop off your returns to the Diocesan Office Building located at One Cathedral Square in Providence. **By well-established and long standing policy, please be advised that NO returns are processed at the Chancery building.**