

2019 Catholic Appeal Parish Packet

February 23-24: Announcement Weekend

March 2-3: Commitment Weekend

Enclosed are materials to prepare for your Catholic Appeal Campaign:

- Letter with parish financial and in pew response goal
- NEW Parish Username / Password for access to parish donor reports
- 4 clear Bank Bags to pouch parishioner gifts for FedEx mailing.
- 4 FedEx labels and envelopes to mail Appeal gifts for processing (large volume)
 - *This year's labels are smaller.*
 - *Please DISCARD all old FedEx labels.*
- 6 Envelopes to mail Appeal gifts for processing (smaller volume)
- 2019 Catholic Appeal Parish Procedural Guide

Materials shipped to Parishes.

- Video for Announcement Weekend, NOT shipped. Please download from website.
- Posters: Shipped 2/1/19
- In-Pew envelopes: Shipped 2/11/19
- Bulletin Inserts: Shipped 2/11 Unless LPI, Pilot or JS Paluch are automatically inserting

Parishes with Mass in Spanish, Portuguese, Haitian Creole and / or Vietnamese, materials have been translated:

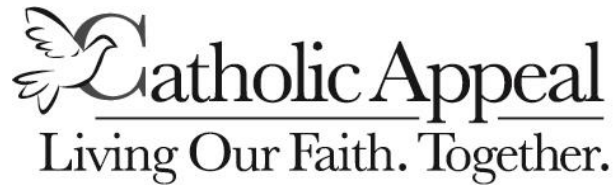
- Posters and In-pew envelopes will be mailed
- Bulletin inserts, bulletin announcements etc. will be available on the Catholic Appeal website for easy access

Visit www.Bostoncatholicappeal.org to find all parish materials, reporting and resources.

If you have any questions or concerns, contact Arlene:

617.779.3706 or Catholic_Appeal@rcab.org

See back for gift processing instructions ➡



2019 Catholic Appeal
Gift Processing Recommendations

Please Communicate to Offertory Counters and Volunteers

Collect all envelopes after each Mass and store in a secure location until ready for mailing.

Do not Open In-Pew Envelopes

Before mailing, write the parish three-digit number on each envelope.

Place all envelopes into the clear bank bag.

Write your three digit parish number on the bank bag.

Place Bank Bag into the FedEx envelope.

Complete the FedEx label

(Only use smaller FedEx labels received this year. Discard old FedEx labels)

Affix label to the envelope and retain tracking # for your records.

Do not call FedEx for a pick up (they will come to Braintree).

FedEx bag should be dropped in the closest FedEx box.

Go to www.fedex.com/locate (input your zip code for a list of locations)

If you have any questions or need assistance,

please contact Arlene at 617-779-3706

Catholic_Appeal@rcab.org

Thank you for all you do!