

## 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
- Catholic Appeal Video for Announcement Weekend: English Only

Materials shipped the week of February 11<sup>th</sup>.

- Posters
- In-Pew envelopes
- Bulletin Inserts: Unless LPI, Pilot or JS Paluch are automatically inserting

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

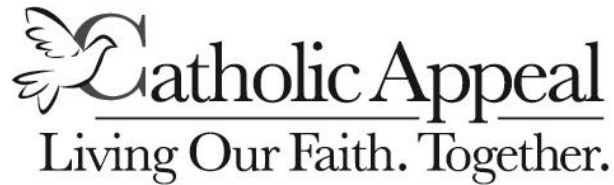
- Posters and In-pew envelopes will be mailed
- Bulletin inserts, bulletin announcements etc.. will be available on the Catholic Appeal website for easy access

Visit [www.Bostoncatholicappeal.org](http://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](mailto: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](http://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](mailto:Catholic_Appeal@rcab.org)*

***Thank you for all you do!***