

2022 Catholic Appeal Processing Donations at Your Parish

All Catholic Appeal in-pew envelopes and checks should be submitted as soon as possible for processing using the envelopes, bank bags, and FEDEX materials sent to your parish.

Each parish will receive four FEDEX bags and labels to use at the beginning of the Catholic Appeal. In addition, we are sending each parish five pre-addressed white envelopes to be used after Commitment Weekend. If you have any questions or need additional materials, please contact Arlene Dubrowski at 617-779-3706 or adubrowski@rcab.org.

Instructions for Processing Donations:

STEP 1: Collect donations at your parish and prepare to ship

Please review the instructions below to ensure you process and package all forms of donations in the most efficient way.

(A.) FOR IN-PEW ENVELOPES RECEIVED AT YOUR PARISH:

1. **FOR THE PURPOSE OF DONOR SECURITY, PLEASE DO NOT OPEN ENVELOPES FOR ANY REASON.**
2. Write your three-digit parish number on the outside of all envelopes to ensure your parish receives credit for each donation.
3. Bundle all in-pew envelopes and store them in a secure location until mailed.
4. Place envelopes inside clear bank bag and write three-digit parish number on it.
5. Place clear bank bag inside FEDEX envelope and attach label.

(B.) FOR LOOSE COINS/BILLS NOT ENCLOSED IN ENVELOPE:

1. Tally all loose coins/bills and deposit into your parish account.
2. Write a check from your parish account made payable to "The Catholic Appeal" for the corresponding amount.
3. Place clear bank bag inside FEDEX envelope and attach label.

(C.) FOR LOOSE CHECKS RECEIVED WITHOUT ENVELOPE

- 1. If the check is made out to the parish:** Simply write “pay to the order of the Catholic Appeal” on the back of the check and include a signature from an authorized signatory of the parish.
- 2. If the check is made out to the Catholic Appeal:** you do not need to write anything on the check.
- 3.** Bundle all checks together, place in the clear bank bag and write three-digit parish number on it. Place bank bag inside the FEDEX envelope and attach label.

STEP 2: Ship package for processing

To ensure proper shipping, please review the steps below.

- 1.** Address package to the Catholic Appeal’s secure lockbox agent: **Datamatix, Inc., 480 Neponset St, Bldg. 16, Canton, MA 02021.**
- 2.** To find the location of the nearest FEDEX bin go to [FEDEX.com](https://www.fedex.com).
- 3.** Bring your package to the nearest FEDEX bin and simply drop it in!
- 4.** Be sure to retain a copy of the FEDEX air bill for tracking purposes.

*NOTE: For security reasons, the Catholic Appeal FEDEX account number is no longer printed on the mailing labels. **Pick-ups are not available.***

Any pledges or donations that require special handling should be mailed to:

**Catholic Appeal Office
Attn: Wendy Bartlett
66 Brooks Drive
Braintree, MA 02184**

Gift Processing FAQ

Below are frequently asked questions to assist you. If you can't find the answers to your questions here, please don't hesitate to contact the Catholic Appeal Team at Catholic_appeal@rcab.org

FAQ	Response
Parishioners donated to the Catholic Appeal on the PARISH giving page.	<p>The donor does not need to do anything. Once you have processed that donation on your end, simply send a check made payable to "The Catholic Appeal" for the amount of their donation.</p> <p>**Remember to include parishioner's name and address so we can properly process and acknowledge their donation.</p>
Parishioner is receiving duplicate, inaccurate, or unwanted mailings from the Catholic Appeal.	<p>Please email or call the Catholic Appeal Team at catholicappeal@rcab.org or 617-779-3700 to make the necessary changes to our records.</p>
Parishioner called about a check that has not cleared or is not listed on your parish donor detail report	<p>Contact the Catholic Appeal Team to ensure we are not behind in processing at 617-779-3700 or catholicappeal@rcab.org.</p> <p>**PLEASE NOTE: at the launch of the Appeal, it is common to have a delay up to 3 weeks as we process extremely high volumes of donations.</p>
Parishioner needs to change/update his /her credit card information	<p><u>For security reasons, donors should never send credit card information or updates electronically or via voicemail.</u> Your parishioner should contact the Catholic Appeal Team directly at 617-779-3700 to make the necessary changes.</p>