2023 Catholic Appeal
Gift Processing Recommendations

Before Commitment Weekend, March 11-12, please communicate these special processing instructions to your offertory counters and volunteers

Be sure to secure all Catholic Appeal In-Pew envelopes and donations in a locked cabinet until they can be mailed for processing.

Each parish will receive 4 FEDEX bags / labels to use for large mailings and 4 pre-addressed postal envelopes for smaller gift batches to be used after Commitment Weekend.

Helpful Tips:
Do not Open In-Pew Envelopes
Before mailing, write your parish three-digit number on each envelope

For loose coins or bills (not in an envelope)

- *Tally all loose coins/bills and deposit into your parish account*
- *Write a check from your parish account payable to "The Catholic Appeal" for the tallied amount*

For checks received WITHOUT an envelope

- *IF PAYABLE TO THE PARISH: Endorse the check over to the Catholic Appeal by writing "pay to the order of the Catholic Appeal" on the back of the check, followed by a signature from an authorized signatory of the parish.*
- *IF PAYABLE TO THE CATHOLIC APPEAL: Send as is.*

Mailing Instructions

- *Bundle all envelopes and checks*
- *Place in the FedEx envelope and complete the FedEx label Retain tracking # for your records.*
- *Do not call FedEx for a pickup (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!