

*Pray, Serve, Give*

2012 Charity and Development Appeal

BECAUSE OF YOU...



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## 2012 Dates

- ◆ Education & Commitment Weekend: February 11/12, 2012
- ◆ Follow-up Weekend 1: February 18/19, 2012
- ◆ Follow-up Weekend 2: February 25/26, 2012
- ◆ Week 10: April 15/16, 2011 (2<sup>nd</sup> Sunday of Easter)

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## 2012 Reminders

- ◆ It takes longer than a couple of weeks to reach goal. Keep CDA visible and active for several weeks.
- ◆ Please send in a report each week for the first 10 weeks. Do not mail "No Gifts Received" or \$0 reports.

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## 2012 Reminders

- ◆ Make sure that gifts processed by the Diocese, i.e. donor cards, online gifts and/or adjustments are captured in your records.
- ◆ Supplies were shipped January 6. Please check boxes and call if any additional items are needed.

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## 2012 Reminders

- ◆ Remember to send envelopes and checks on a weekly basis. Don't forget to check in the safe, desk drawers, etc for additional gifts. Donors become frustrated when checks aren't cashed, checking accounts aren't debited, credit cards aren't charged or they don't receive payment reminders.

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## 2012 Changes: Dates

- ◆ Education and Commitment Weekend are combined
- ◆ Bulletin articles and announcements to run prior to February 11/12
- ◆ All registered parishioners will receive a letter at the beginning of the week
- ◆ Focus on follow-up weekends

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# 2012 Changes: Materials

- ◆ Leadership Binder – reuse from last year
- ◆ Website – contains the entire binder
- ◆ Updated sections available online. Only sections that have changes are General Information and Weekly Materials
- ◆ Thank you postcards

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# 2012 Changes: Donor Envelope

- ◆ Addition of separate email and phone number lines
- ◆ Parish is at the top
- ◆ Addition of online option. Complete pledge in the pew, set up payment online.
- ◆ Addition of online option on donor envelope and creation of 7<sup>th</sup> Batch on reports

# Donor Envelope

Detachable flap contains donor information and can be placed in the envelope after completion.

Envelope provides security of donor information and checks.

Also contains parish tracking information on back.

**2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE**

**1** Parish Where Registered \_\_\_\_\_

First Name(s) (Head of Household and Spouse) \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Space/Unit \_\_\_\_\_  New Address  PRAYER PLEDGE

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**2**

TOTAL GIFT	\$
AMOUNT PAID TODAY	\$

**3** Select payment method:

- CHECK ENCLOSED - Check # \_\_\_\_\_
- CHARGE MY CREDIT CARD (Over)
- CHECKING ACCOUNT DEDUCTION (Over)
- ONLINE
- SECURITIES \_\_\_\_\_

**4** Select payment reminder frequency:

- MONTHLY (Through December, 2012)
- QUARTERLY (Mar, June, Sept, Dec)
- SEMI-ANNUALLY (May, Nov)
- ANNUALLY (Nov)

Parish use only - Place label here

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2012 CHARITY and DEVELOPMENT APPEAL**



**Diocese of Phoenix**  
*One Family in Christ*

 **DONATE ONLINE TO THE CDA**  
Please visit our website at: [www.diocesephoenix.org/cda](http://www.diocesephoenix.org/cda)  
*Donor information provided to the Charity and Development Appeal is not shared with other organizations.*

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# 2012 Changes: Reporting

- ◆ Please report for 10 weeks
- ◆ No reports after week 10, just send cards and checks to the Diocese at the 400 E Monroe address
- ◆ Additional batch (Batch 7) for online payment option

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## 2012 Changes: Video

- ◆ Videos – All on DVD in English and Spanish
  - ◆ Main CDA Video: “Because of You” is only 5 minutes
  - ◆ Gratitude Video to show when parish reaches goal or sometime after week 10. Less than 2 minutes

Questions???

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# Financial Gift Processing

- ◆ Affix a white or green label to corresponding donor card.
- ◆ Alphabetize donor cards.
- ◆ Mail reports, cards and checks on a weekly basis

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# Financial Gift Processing

- ◆ Don't hold reports
- ◆ Do not separate checks from donor card
- ◆ Checks should be placed behind the donor card

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# Financial Gift Processing

- ◆ Do not comingle donor cards with labels and donor envelopes without labels
- ◆ Separate donor cards into required batches
- ◆ Generate a calculator tape for pledges and payments

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# Financial Gift Processing

- ◆ Complete credit card number and expiration date
- ◆ Automatic Checking Account donations require a voided check
- ◆ Cash donations are processed on the cash report (parish check required for each report).

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# Financial Gift Processing

- ◆ Address changes: Donor Envelopes with name or address changes should be placed in the front of the batch.

**2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE**

**1** Holy Spirit  
Parish Where Registered

Tom & Tami Pearl  
First Name(s) (Head of Household and Spouse) M.I. Last Name

4610 1<sup>st</sup> Ave 25  New Address  PRAYER PLEDGE  
Street Address Apt/Space/Unit

Mesa Az 85204 **2**  
City State Postal Code

TOTAL GIFT \$ 25.00  
AMOUNT PAID TODAY \$ 25.00

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**3** Select payment method:  
 CHECK ENCLOSED - Check # \_\_\_\_\_  
 CHARGE MY CREDIT CARD (Over) \_\_\_\_\_  
 CHECKING ACCOUNT DEDUCTION (Over) \_\_\_\_\_  
 ONLINE \_\_\_\_\_  
 SECURITIES \_\_\_\_\_

**4** Select payment reminder frequency:  
 MONTHLY (Through December, 2012)  
 QUARTERLY (Mar, June, Sept, Dec)  
 SEMI-ANNUALLY (May, Nov)  
 ANNUALLY (Nov)

123569 Most Holy Trinity, Phx  
Mr. & Mrs. Tom Pearl  
5420 E Broadway  
Mesa, AZ 85203

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Financial Gift Processing

- ◆ Donor envelopes with a donation but no name are the only envelopes that have the following label affixed to it.

**2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE**

**1** \_\_\_\_\_  
Parish Where Registered

\_\_\_\_\_  
First Name(s) (Head of Household and Spouse)      M.I.      Last Name

\_\_\_\_\_  
Street Address      Apt/Space/Unit       New Address       PRAYER PLEDGE

\_\_\_\_\_  
City      State      Postal Code

\_\_\_\_\_  
Phone      Email Address

<b>TOTAL GIFT</b>	\$ 20.00
<b>AMOUNT PAID TODAY</b>	\$ 20.00

**3** **Select payment method:**  
 CHECK ENCLOSED - Check # \_\_\_\_\_  
 CHARGE MY CREDIT CARD (Over)      1846 St Helen, Glendale  
 CHECKING ACCOUNT DEDUCTION (Over)  
 ONLINE  
 SECURITIES \_\_\_\_\_

**4** **Select payment reminder frequency:**  
 MONTHLY (Through December, 2012)  
 QUARTERLY (Mar, June, Sept, Dec)  
 SEMI-ANNUALLY (May, Nov)  
 ANNUALLY (Nov)

**No Donor Name on Donor Envelope**

\_\_\_\_\_  
Donor's Signature      Date

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# Financial Gift Processing

- ◆ Track all donations. Don't forget those processed by the Diocese, i.e. cards, online gifts and adjustments.
- ◆ Call if you have any questions.