

Pray, Serve, Give

2012 Charity and Development Appeal

BECAUSE OF YOU...



Pray, Serve, Give

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 (2nd 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 7th 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) _____ MI _____ Last Name _____

Street Address _____ Apartment/Unit _____ New Address PRAYER PLEDGE

City _____ State _____ Postal Code _____ TOTAL GIFT \$ _____


Phone _____ Email Address _____ AMOUNT PAID TODAY \$ _____


2 Select payment method:
 CHECK BY FIRST CHECK # _____
 CHECK BY MY CREDIT CARD (Over)
 CHECKING ACCOUNT DEDUCTION (Over)
 ONLINE
 OTHERWISE

3 Select payment reminder frequency:
 MONTHLY (Through December, 2012)
 QUARTERLY (thru June 30's Dec)
 ANNUALLY (May, Nov)
 ANNUALLY (Nov)

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
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 Parish Where Registered *Holy Spirit*

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

3 Street Address *4610 1st Ave* City *Mesa* State *Az* Postal Code *85204* TOTAL GIFT *\$ 25.00*

AMOUNT PAID TODAY *\$ 25.00*

4 Select payment method:
 CHECK ENCLOSED - Check #
 CHANGE MY CREDIT CARD (Over)
 CHECKING ACCOUNT DEDUCTION (Over)
 ONLINE
 SECURITIES

5 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 _____

TOTAL GIFT	\$ 20.00
AMOUNT PAID TODAY	\$ 20.00

Phone _____ Email Address _____

2 Select payment method:
 CHECK ENCLOSED - Check # _____
 CHARGE MY CREDIT CARD (Over) _____
 CHECKING ACCOUNT DEDUCTION (Over) _____
 ONLINE _____
 SECURITIES _____

1846 St Helen, Glendale

3 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.