

2020 ANNUAL CATHOLIC APPEAL PLEDGE CARD GUIDELINES FOR PARISHES

With an expectation of processing approximately 6,000 pledges, the following guidelines are designed to make the processing of such pledges flow as smoothly as possible at the parish and the Catholic Center.

Parishes will **NO LONGER** need to enter the pledge cards into PDS Church Office. The **Catholic CENTER** is the **SYSTEM OF RECORD** for all Annual Catholic Appeal pledges and contributions.

Please **REMOVE** the **ANNUAL APPEAL** from your parish **Online Giving** page.

Please follow the procedures below depending on how you send pledge cards to the Catholic Center. The 2 options are either **drop off** or **mail in** bundles.

Please **SUBMIT** one bundle per week if possible. Put the **Sunday collection date** on the lower left corner of envelope. You **DO NOT** need to run a tape on each batch.

***PLEASE** submit a **HANDWRITTEN PLEDGE CARD** with payments that do not have a pledge card submitted. (Anonymous for cash given with no name attached) Be sure to put your parish name for credit towards your annual goal.*

If dropping off at the Catholic Center:

A) SEALED RETURN ENVELOPES – DO NOT OPEN any sealed return envelopes containing the pledge card and/or payment. These can be bundled together and just dropped off.

B) NO RETURN ENVELOPES – please bundle in the following groups

1) PLEDGES – With no payment (NON-ACH)

2) PLEDGES – With no payment (WITH ACH)

a. Please stack in order, first pledge card, then voided check, and repeat. **Please do not staple voided check or paperclip to the pledge card.**

***** ACH batches should be separated from NON-ACH batches**

3) PLEDGES – With check or credit card payment enclosed

a. Please stack in order; first pledge card, then check, and repeat. **(Please do not staple OR paperclip)**

4) PLEDGES – With cash payment enclosed

For control purposes, **ANY** cash received with pledge cards **MUST** be deposited by the parish and a

*parish check issued to the Catholic Appeal for the total amount of cash received. Please batch the pledge cards and parish check separately and make sure you tell us the donor name, Diocese ID# and amount for each person who gave cash. **PARISH CHECK MUST ACCOMPANY PLEDGE CARDS.***

If mailing in bundles:

***Please send to: Annual Catholic Appeal
PO Box 341669 Memphis,
TN 38184-1669***

Please open ALL envelopes and group per directions below.

1) PLEDGES – With no payment (NON-ACH)

2) PLEDGES – With no payment (WITH ACH)

- a. Please stack in order, first pledge card, then voided check, and repeat. **Please do not staple voided check or paperclip to the pledge card.**

***** ACH batches should be separated from NON-ACH batches**

3) PLEDGES – With check or credit card payment enclosed

- b. Please stack in order; first pledge card, then check, and repeat. **(Please do not staple OR paperclip)**

4) PLEDGES – With cash payment enclosed

*For control purposes, ANY cash received with pledge cards **MUST** be deposited by the parish and a **parish check issued** to the Catholic Appeal for the total amount of cash received. Please batch the pledge cards and parish check separately and make sure you tell us the donor name, Diocese ID# and amount for each person who gave cash. **PARISH CHECK MUST ACCOMPANY PLEDGE CARDS.***

ASSISTANCE

If you or a donor have any questions or need assistance regarding general donor or pledge matters, contact Karin Starnes at karin.starnes@cc.cdom.org