

## **2025 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 the 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:**

Please drop off at 5825 Shelby Oaks Drive, Memphis TN.

No one is working in the front office from 12:15-12:45 to open the gate. If you arrive at that time, please call Allison Thron at 901-373-1220.

#### **A. SEALED RETURN ENVELOPES –**

- a. DO NOT OPEN any sealed return envelopes containing the pledge card and/or payment.
- b. These can be bundled together and just dropped off.

#### **B. NO RETURN ENVELOPES – please bundle in the following groups**

1. PLEDGES – With no payments (no ACH, check or credit card info)
2. PLEDGES – With CHECK payment ONLY (excluding those with void check for ACH draft)
  - a. Please stack in order, first pledge card, then check, and repeat. Please do not staple check or paperclip to the pledge card.
1. PLEDGES – With ACH and Credit cards (including those with void check for ACH draft)
  - b. Please stack in order, first pledge card, then voided check (if one sent), and repeat. Please do not staple voided check or paperclip to the pledge card.
3. PLEDGES – With cash payment enclosed
  - a. 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's 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

**B. SEALED RETURN ENVELOPES –**

- a. DO NOT OPEN any sealed return envelopes containing the pledge card and/or payment.
- b. These can be bundled together and just mailed in.

**C. NO RETURN ENVELOPES – please bundle in the following groups**

1. PLEDGES – With no payments (no ACH, check or credit card info)
2. PLEDGES – With CHECK payment ONLY (excludes those with void check for ACH draft)
  - b. Please stack in order, first pledge card, then check, and repeat. Please do not staple check or paperclip to the pledge card.
3. PLEDGES – With ACH and Credit cards (including those with void check for ACH draft)
  - c. Please stack in order, first pledge card, then voided check (if one sent), and repeat. Please do not staple voided check or paperclip to the pledge card.
4. PLEDGES – With cash payment enclosed
  - d. 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's 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](mailto:karin.starnes@cc.cdom.org) or 901-373-1271.