



OUR CATHOLIC APPEAL

The Catholic Foundation of Central Florida

2022 OCA Prep Checklist

<p>Pre-Appeal Mailing – Late January</p>	<ul style="list-style-type: none"> <input type="checkbox"/> I prefer that the Pre-Appeal Mailing including a personalized letter, a personalized pledge card, a return envelope and the 2021 Appeal brochure come from me, the Pastor, on my parish letterhead. <i>OR</i> <input type="checkbox"/> I prefer that the Pre-Appeal Mailing including a personalized letter, a personalized pledge card, a return envelope and the 2021 Appeal brochure come from Bishop Noonan on his letterhead.
<p>Collateral Materials Needed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> My parish needs _____ pledge envelopes in English. <input type="checkbox"/> My parish needs _____ pledge envelopes in Spanish. <input type="checkbox"/> My parish needs _____ DVD's in English/Spanish combined. <input type="checkbox"/> My parish needs _____ CD's in English/Spanish combined. <input type="checkbox"/> My parish needs _____ Spanish brochures to use at Masses. <input type="checkbox"/> My parish would like to purchase _____ banners and banner stands (English) and _____ banners and banner stands (Spanish) at a cost of \$99 each <input type="checkbox"/> My parish would like to purchase _____ banners* only (English) and _____ banners* only (Spanish) at a cost of \$39 each <p>*Banners will fit in banner stands you have already purchased from Diocesan Publications</p> <p>The Catholic Foundation will invoice the parish for the banners. _____ Pastor's Initials</p>
<p>Reporting Method/Materials</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Detailed Method: My parish will process the pledge envelopes by removing and depositing all donor payments from the envelopes (both checks and cash) and issuing a parish check for the total dollars collected. We will batch like gifts together (i.e. Paid-in-Full, Pledges with No Down Payment, Credit Card Pledges etc.) using either the colored batch cards or an Excel spreadsheet listing what is in the batch and the total pledged, collected and pledge balance remaining. We will use the Transmittal Form to report all batch totals. <p>The Catholic Foundation will supply the reporting materials needed to process pledge envelopes in this way.</p> <p><i>OR</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Express Method: My parish will process the pledge envelopes by opening and batching separately any envelopes that contain cash. We will remove and deposit that cash and submit a parish check for the total cash removed. All other envelopes will be sent directly to the Catholic Foundation with all donors' checks remaining in the envelopes. We will use the Donation Summary Report. <p>The Catholic Foundation will supply the reporting materials needed to process pledge envelopes in this way.</p>
<p>Follow-Up Mailings</p>	<p>Bishop Noonan's first follow-up mailing will be sent in Mid-April to all active donors who have given at least once in the past five years.</p> <p>CFOCF's second follow-up mailing will be sent in Mid-June to all active donors who have given at least once in the past five years.</p> <p>Bishop Noonan's third follow-up mailing will be sent in Mid-August to all active donors who have given at least once in the past five years.</p> <p>We will add a fourth follow-up in Mid-November for any parish that has not yet reached its goal.</p>

**Please contact Marta Sweeney with questions or concerns: Phone: 407-246-4840
Email: msweeney@cfocf.org**

Pastor Signature: _____

Date: _____

«Relation_Contact_Primary_Addressee»
«Organization_Name»
«Preferred_Address_Line_1»
«Preferred_City», «Preferred_State» «Preferred_ZIP»