

The Process of Reporting Gifts

It is important that during the week following *In-Pew Sunday* you begin the reporting process to the Diocesan Development Office.

Using your ‘**Weekly Report Tally Sheet**’

We NO LONGER are asking the pastor to call in oral reports.

Please use the **Weekly Report Tally Sheet** that carries all totals from one week to the next. We ask that you return any **completed** pledge envelopes and forms as well *as a parish check for the entire amount of cash and checks offered to the Appeal since your previous report*. While some parishes give us the individual checks of donors, and they have been accepted at our Office in the past, *the best procedure is that those checks be deposited into the parish checking account and a single check for the total be sent to our Office*.

It is important to insure that prior to sending any pledge envelopes or monies from the parish to the Development Office that the gift information on the envelopes or cards is accurate.

When parishioners use checks in making their donations, you should know that making checks payable to your *parish name*, or *Partners in Charity Appeal* or *Diocese of Worcester* or *Roman Catholic Bishop of Worcester* are all acceptable at your local bank.

Submitting Your ‘**Donors Report Form**’

Please complete and mail on a weekly basis the **Donors Report Form**. In the early stages of the campaign it is likely that you will use a number of these forms, and then fewer as the campaign continues. Please provide all information at the top of the **Donors Report Form**. The spaces used for **Totals**, at the bottom of this form, *should be used for that page totals only*. For example, if you use 3 reporting forms for a given week, you’ll have 3 different page Totals, and that’s fine. The single parish check that you provide to us (with the forms) should represent the final total of all the cash (and check) **Totals** for all the forms used that week.

Please adhere the labels that were provided to you on ‘OFFICE USE ONLY’ section of the pledge envelope or card. See the special instructions that came with the labels.

If you have any questions please call the Diocesan Development Office and