

Carryover Changes from 2017 - Reminders

- To protect the financial information of our CDA donors, CDA pledge cards no longer capture credit card information or checking account information. To donate with a credit card or bank account, donors must go online or call the pledge line at 602-354-2197.
- The CDA and the Diocese of Phoenix created a new online giving page in 2017. Donors may set up a new account (or use their 2017 account) to establish a new scheduled gift, or they are able to make one-time gifts via credit or bank card.
- We will continue Text-To-Give. Donors can text and amount with CDA to [602-313-0309](tel:602-313-0309) to make a one-time gift with a credit card. (example text: \$25 CDA)

Preparing Cards for Processing

1. Print the list of parishioners that was emailed prior to the start of the appeal or have the list available on a computer or tablet nearby. If you do not have a copy of the list, email Lisa Wentz at lwentz@dphx.org as soon as possible for a list. You will need this list to write ID numbers on In-Pew Pledge Cards.
2. Have a **black pen** and letter opener ready for use. Please do not use any other color of pen during processing.
3. Once cards are received, open envelopes but leave the contents in the envelope. Sort envelopes into the following groups:
 - In-Pew Pledge Cards - Checks or Pledge Only
 - Pre-Printed Mailed Cards – Checks or Pledge Only
 - In-Pew Pledge Cards Containing Cash
 - Pre-printed Mailed Cards Containing Cash
 - Loose Cash
 - Cards with no financial pledge or payment attached
4. Follow the instructions for each type of card.

Processing In-Pew Pledge Cards (No Cash)

2018 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2018					
1	For Parish Use Only/Para el Uso Parroquial				
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra					
First Name/Nombre			Last Name/APELLIDO		
Address/Dirección					
City/Ciudad		State/Estado		Zip/Código Postal	
Email/Email					
Home Phone/Teléfono			Cell Phone/Teléfono Celular		
47 0015 0018619 00000000 4					

All Saints Newman Center	
Total Pledge/ Compromiso Total	2
Cash or Check Enclosed Today Efectivo o cheque adjunto hoy	3
Remaining Balance Balance que queda	

Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA

Send Payment Reminders/Envíe recordatorios
 Monthly/Mensual Quarterly/Trimestral

1. Look up donor on the registered parishioner list and **VERY CLEARLY** write the **Diocesan ID#** in the boxes **at the top left of the card**. If donor is not listed, leave the spaces blank. **Please use a black pen.**
2. Make sure there is a pledge amount in the Total Pledge box.
3. Is there a check enclosed? Make sure that the check amount is written into the "Check Enclosed Today" box. Keep check with pledge card in the individual envelope. Check must be kept with pledge card at all times.

Place check and pledge card back into individual envelope and place all envelopes into one big envelope and mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

Processing Pre-Printed Cards (No Cash)

2018 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2018	
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra	
johnsonfam@gmail.com	
Email/Email	
(602) 867-5309	(602) 555-4433
Home Phone/Teléfono	Cell Phone/Teléfono
Diocesan ID: 75757	
Mr. & Mrs. Robert Johnson 123 Main St Phoenix, AZ 87654-5555	
Diocesan Pastoral Center, Phoenix	
Total Pledge/ Compromiso Total	\$100.00
Check Enclosed Today Cheque adjunto hoy	\$20.00
Remaining Balance Balance que queda	\$80.00
Please make checks payable to Diocese of Phoenix-CDA Por favor hacer cheques a Diócesis de Phoenix-CDA	
<input checked="" type="checkbox"/> Send Payment Reminders/Envíe recordatorios	
<input checked="" type="checkbox"/> Monthly/Mensual <input type="checkbox"/> Quarterly/Trimestral	
48 0013 0213324 0075757 9	

1. Make sure there is a pledge amount in the Total Pledge box (can be same as the check enclosed).
2. Is there a check enclosed? Make sure that the payment amount is written into the "Check Enclosed Today" box. Keep check with pledge card in the individual envelope. Check must be kept with pledge card at all times.
3. Set aside any envelopes containing cash. See instructions for "Processing Cards Containing Cash"
4. Place check and pledge card back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203**

Processing Pre-Printed Cards Containing Cash

2018 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2018	
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra	
johnsonfam@gmail.com	
Email/Email	
(602) 867-5309	(602) 555-4433
Home Phone/Teléfono	Cell Phone/Teléfono
Diocesan ID: 75757	
Mr. & Mrs. Robert Johnson 123 Main St Phoenix, AZ 87654-5555	
Diocesan Pastoral Center, Phoenix	
Total Pledge/ Compromiso Total	\$100.00
Check Enclosed Today Cheque adjunto hoy	\$20.00
Remaining Balance Balance que queda	\$80.00
Please make checks payable to Diocese of Phoenix-CDA Por favor hacer cheques a Diócesis de Phoenix-CDA	
<input checked="" type="checkbox"/> Send Payment Reminders/Envíe recordatorios	
<input checked="" type="checkbox"/> Monthly/Mensual <input type="checkbox"/> Quarterly/Trimestral	
48 0013 0213324 0075757 9	

1. Make sure there is a pledge amount in the Total Pledge box, if there is nothing written, write the amount of cash received.
2. Remove cash and write the amount of cash received in the box marked Cash/Check Enclosed Today.
3. Put all cards with an ID number (pre-printed and in-pew pledge cards) together in one bunch, and cards without an ID number together in another bunch.
4. Bundle in groups of no more than **50 cards with the cards without ID numbers in front of those with ID numbers.**
5. Total the amount of cash in each bundle of **50 or less.** **The amount of cash must equal the total of the amount written in box number 2 on all of the cards.**
6. **Deposit cash and write a parish check** for **EACH** bundle (*no more than 50 cards per bundle*).
PLEASE: DO NOT SEND CASH!
7. Cash bundle should be ordered: Loose cash card, cards without ID numbers, cards with ID numbers.
8. Put the bundle of cards (*no more than 50 cards*) with the parish check totaling the amount of cash paid into one envelope so that the cards and parish check will stay together and mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

If you have a large amount of cash donations with cards (more than 50), put all of the cards with ID numbers in one bundle and cards without ID numbers in another. Place the card for loose cash in the front of the cards without ID numbers. This will speed up the processing time for cash donations and they will credit parish totals faster.

Processing In-Pew Pledge Cards Containing Cash

2018 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2018					
1	For Parish Use Only/Para el Uso Parroquial				
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra					
First Name/Nombre			Last Name/Apellido		
Address/Dirección					
City/Ciudad		State/Estado		Zip/Código Postal	
Email/Email					
Home Phone/Teléfono			Cell Phone/Teléfono Celular		
47 0015 0018619 00000000 4					

All Saints Newman Center	
Total Pledge/ Compromiso Total	2
Cash or Check Enclosed Today Efectivo o cheque adjunto hoy	3
Remaining Balance Balance que queda	

Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA

Send Payment Reminders/Envie recordatorios
 Monthly/Mensual Quarterly/Trimestral

1. Look up donor on the registered parishioner list and **VERY CLEARLY** write the **Diocesan ID#** in the boxes **at the top left of the card**. If donor is not listed, leave the spaces blank. **Please use a black pen.**
2. Make sure there is a pledge amount in the Total Pledge box, if there is nothing written, write the amount of cash received.
3. Remove cash and write the amount of cash received in the box marked Cash/Check Enclosed Today.
4. Put all cards with an ID number (pre-printed and in-pew pledge cards) together in one bunch, and cards without an ID number together in another bunch.
5. Bundle in groups of no more than **50 cards with the cards without ID numbers in front of those with ID numbers.**
6. Total the amount of cash in each bundle of **50 or less**. **The amount of cash must equal the total of the amount written in box number 2 on all of the cards.**
7. **Deposit cash and write a parish check** for **EACH** bundle (*no more than 50 cards per bundle*).
PLEASE DO NOT SEND CASH!
8. Cash bundle should be ordered: Loose cash card, cards without ID numbers, cards with ID numbers.
9. Put the bundle of cards (*no more than 50 cards*) with the parish check totaling the amount of cash paid into one envelope so that the cards and parish check will stay together and mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

If you have a large amount of cash donations with cards (more than 50), put all of the cards with ID numbers in one bundle and cards without ID numbers in another. Place the card for loose cash in the front of the cards without ID numbers. This will speed up the processing time for cash donations and they will credit parish totals faster.

Processing Loose Cash (No Pledge Card or Donor Information)

2018 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2018											
For Parish Use Only/Para el Uso Parroquial			Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra								
First Name/Nombre: 4 Last Name/Apellido: Represents 25 donors Address/Dirección: _____			All Saints Newman Center <table border="1"> <tr> <td>Total Pledge/Compromiso Total</td> <td>2</td> </tr> <tr> <td>Cash or Check Enclosed Today/Efectivo o cheque adjunto hoy</td> <td>3</td> </tr> <tr> <td>Remaining Balance/Balance que queda</td> <td></td> </tr> </table>			Total Pledge/Compromiso Total	2	Cash or Check Enclosed Today/Efectivo o cheque adjunto hoy	3	Remaining Balance/Balance que queda	
Total Pledge/Compromiso Total	2										
Cash or Check Enclosed Today/Efectivo o cheque adjunto hoy	3										
Remaining Balance/Balance que queda											
City/Ciudad	State/Estado	Zip/Código Postal	Please make checks payable to Diocese of Phoenix-CDA Por favor hacer cheques a Diócesis de Phoenix-CDA								
<input type="checkbox"/> Send Payment Reminders/Envíe recordatorios <input type="checkbox"/> Monthly/Mensual <input type="checkbox"/> Quarterly/Trimestral											
Email/Email: _____ Home Phone/Teléfono: _____ Cell Phone/Teléfono Celular: _____											
47 0015 0018619 0000000 4											

- Tally all loose cash (no pledge card, no identifying donor information).
- Write the total in the box marked Total Pledge.
- Write the total in the box marked Cash/Check Enclosed Today.
- Write how many donors this total represents (determined by parish... every \$3/\$5 etc = one gift). This will assist in participation numbers.
- Deposit cash and write a parish check for the entire amount of loose cash** or add as one of the cards in a bundle of 50 cards with a parish check (see above). **PLEASE DO NOT SEND CASH!!**
- If you are adding this card to a bundle of other cash gifts, please place this card in the front of the bundle.
- If you are not including this card with other cash gifts, place the pledge and the parish check totaling the amount of cash paid into an envelope mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

Processing Loose Checks (No Pledge Card attached)

1. Look up donor on the registered parishioners list and clearly write the Diocesan ID# on the memo field of the check. If donor is not listed, leave the space blank.
2. Place the check back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203**

Processing Cards with No Financial Gift or Pledge (Prayer Pledges)

1. If the card is not pre-printed with the Diocesan ID#, please look up donor on the registered parishioners list and write the number in the boxes marked "For Parish Use Only".
2. Place pledge card back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Lisa Wentz
Diocese of Phoenix
400 E Monroe
Phoenix, AZ 85004**