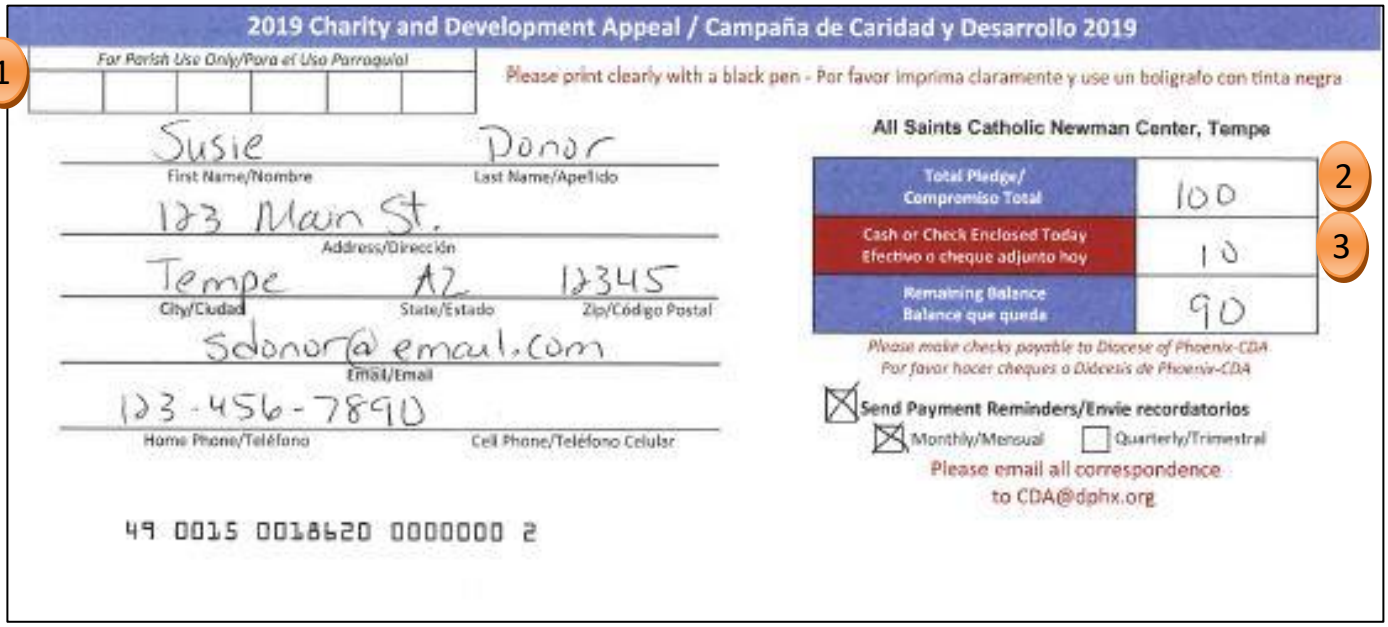
General Reminders

- No credit/debit card information is captured on pledge cards. Credit card gifts can be made online at dphx.org/CDA, or by calling 602-354-2197 for assistance.
- A new, more user-friendly online giving page is available at dphx.org/CDA (click on red DONATE button.) Donors may set up a new account (or use their existing account) to establish a new scheduled gift, or make a one-time gift via credit or debit card, or checking account.
- PLEASE: DO NOT SEND CASH GIFTS FROM YOUR OFFICE! See pages 3, 5 & 6 below – Processing Pledge Cards Containing Cash: cut a check from your parish for CDA cash gifts.
- Out of balance submittals take a lot of extra time to process and post. Please, take time to check and double-check each bundle, and be sure they add up. Using a tape from an adding machine can be helpful.

Preparing Cards for Processing

1. Have your list of Registered Parishioners that was emailed prior to the start of the appeal available. If you do not have a copy of the list, email Lisa Wentz at lwentz@dphx.org as soon as possible. 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 use ONLY a black pen for easier processing at the bank.
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
    - In-Pew Pledge Cards Containing Cash
    - Pre-Printed Mailed Cards – Checks or Pledge Only
    - 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.

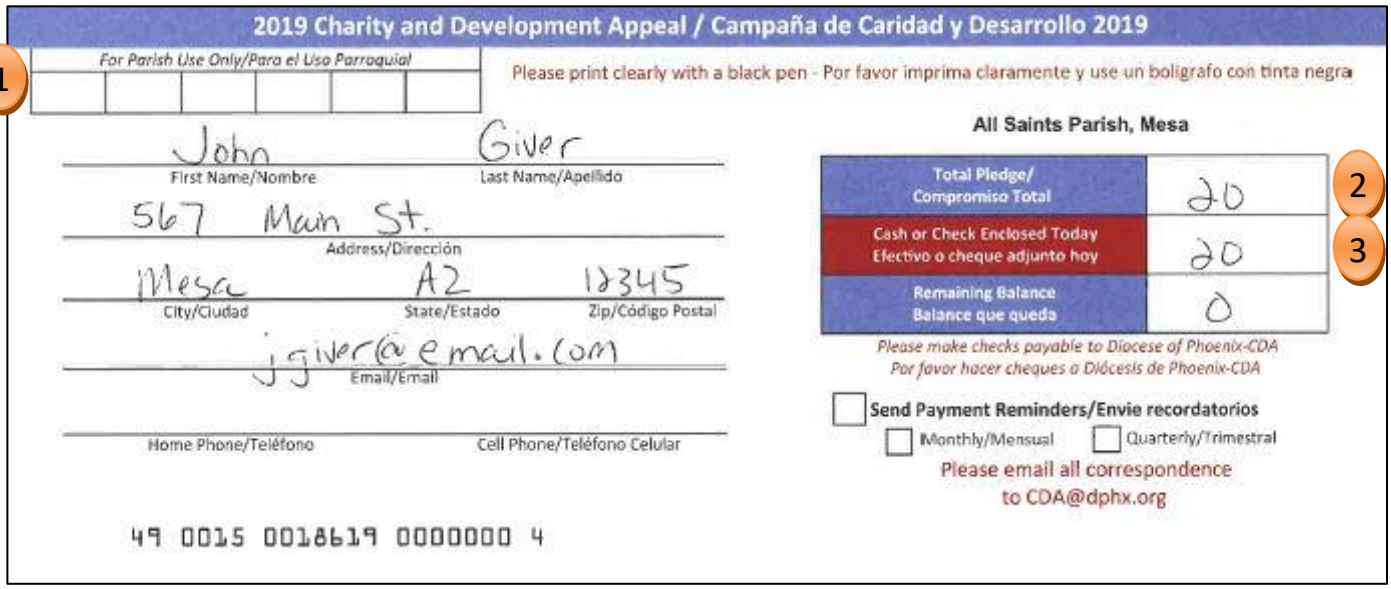
Processing In-Pew Pledge Cards (Checks or Pledge Only – no cash)



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. Please use a black pen.** If donor is not listed, leave the spaces blank.
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 in the "Check Enclosed Today" box. Keep check with pledge card in the individual envelope. Do not separate checks from pledge cards.
4. 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 In-Pew Pledge Cards (Containing Cash)

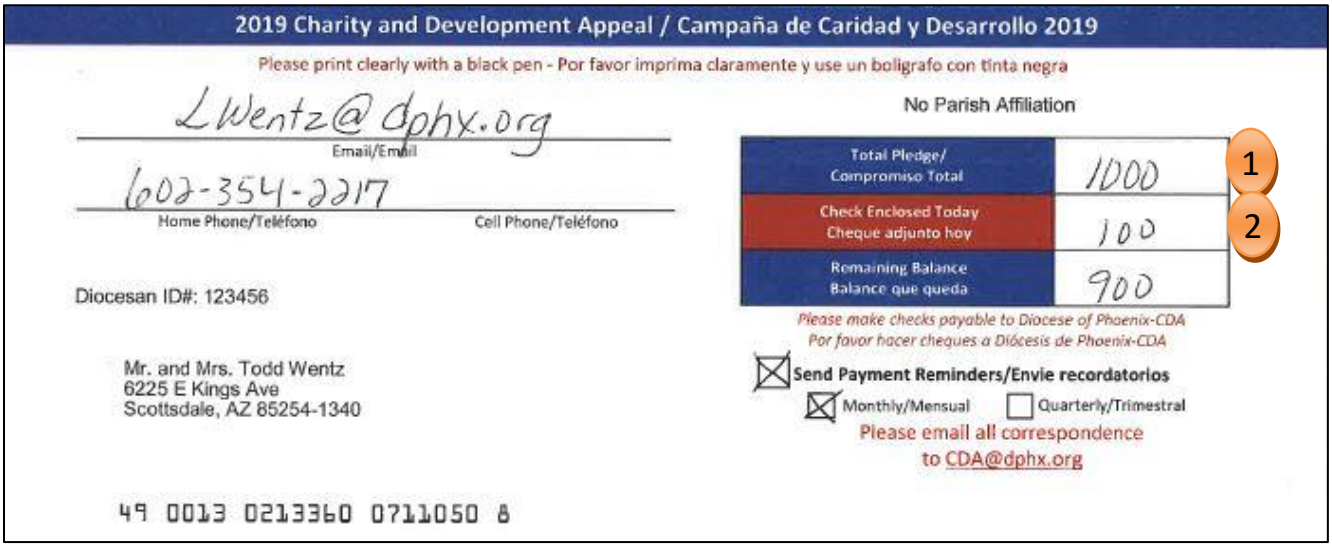


1. Look up donor on the registered parishioner list and **VERY CLEARLY write the Diocesan ID# in the boxes at the top left of the card. Please use a black pen.** If donor is not listed, leave the spaces blank.
2. Make sure there is a pledge amount in the Total Pledge box, if there is nothing written, 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 <u>with</u> an ID number (pre-printed and in-pew pledge cards) together in one bunch, and cards <u>without</u> an ID number together in another bunch.
5. Bundle the cards **<u>without ID numbers on top of cards with ID numbers-</u>** 50 cards or less per bundle.
6. Total the amount of cash in each bundle of **<u>50 cards or less</u>. The amount of cash must equal the total of the amount written in box number 2 on all of the cards.**
7. **<u>Deposit cash and write a parish check</u>** for **EACH** bundle *(no more than 50 cards per bundle).* *<u>PLEASE DO NOT SEND CASH!</u>*
8. Cash bundle should be ordered: Loose cash card (top), cards *without* ID numbers (middle), cards *with* ID numbers (bottom).
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 <u>with ID numbers</u> in one bundle and cards <u>without ID numbers</u> 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 Pre-Printed Cards (Checks or Pledge Only – no Cash)


2019 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2019

Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra

LWentz@dphx.org
Email/Email

602-354-2217
Home Phone/Teléfono Cell Phone/Teléfono

Diocesan ID#: 123456

Mr. and Mrs. Todd Wentz
6225 E Kings Ave
Scottsdale, AZ 85254-1340

49 0013 0213360 0711050 8

No Parish Affiliation

Total Pledge/ Compromiso Total	1000
Check Enclosed Today Cheque adjunto hoy	100
Remaining Balance Balance que queda	900

1

2

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

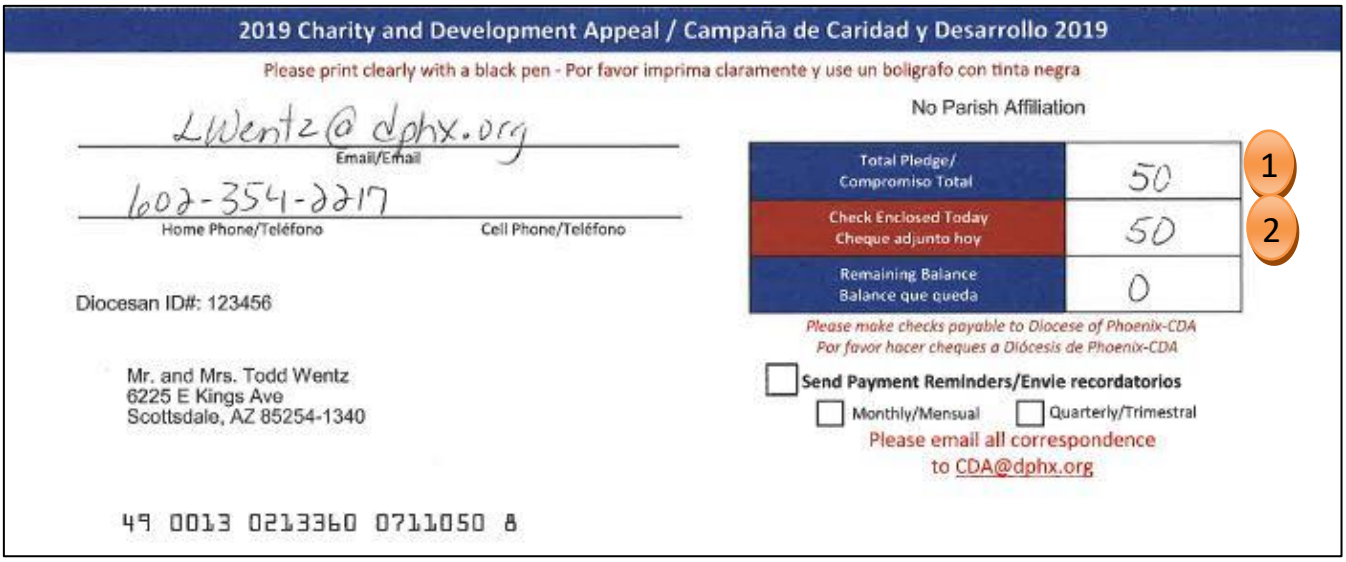
☒ Send Payment Reminders/Envíe recordatorios
☒ Monthly/Mensual ☐ Quarterly/Trimestral

Please email all correspondence to CDA@dphx.org

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 in the "Check Enclosed Today" box. Keep check with pledge card in the individual envelope. Do not separate checks from pledge cards.
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)


2019 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2019

Please print clearly with a black pen - Por favor imprima claramente y use un boligrafo con tinta negra

LWentz@dphx.org
Email/Email

602-354-2217
Home Phone/Teléfono Cell Phone/Teléfono

Diocesan ID#: 123456

Mr. and Mrs. Todd Wentz
6225 E Kings Ave
Scottsdale, AZ 85254-1340

49 0013 0213360 0711050 8

No Parish Affiliation

Total Pledge/ Compromiso Total	50 (1)
Check Enclosed Today Cheque adjunto hoy	50 (2)
Remaining Balance Balance que queda	0

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

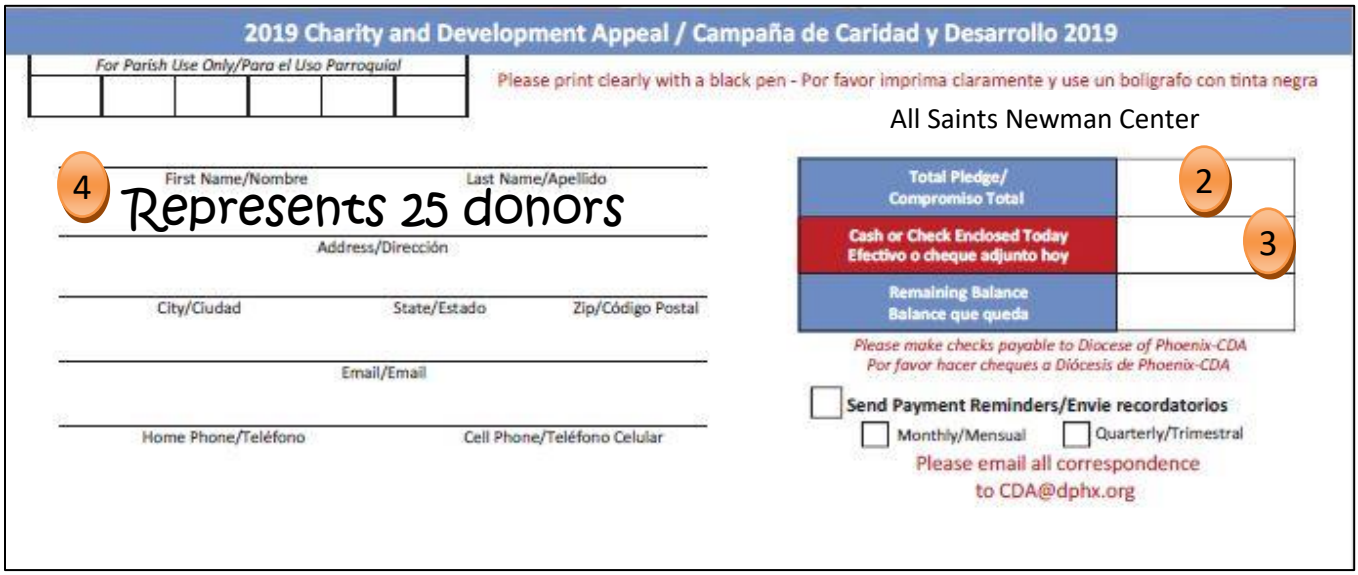
Please email all correspondence to CDA@dphx.org

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 <u>with</u> an ID number (pre-printed and in-pew pledge cards) together in one bunch, and cards <u>without</u> an ID number together in another bunch.
4. Bundle the cards **<u>without ID numbers on top of cards with ID numbers-</u>** 50 cards or less per bundle
5. Total the amount of cash in each bundle of **<u>50 or less</u>**. **The amount of cash must equal the total of the amount written in box number 2 on all of the cards.**
6. **<u>Deposit cash and write a parish check</u>** for **EACH** bundle *(no more than 50 cards per bundle).*
   PLEASE: DO NOT SEND CASH!
7. Cash bundle should be ordered: Loose cash card (top), cards without ID numbers (middle), cards with ID numbers (bottom).
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 <u>with ID numbers in one bundle</u> and cards <u>without ID numbers in another</u>. 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)


2019 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2019

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

All Saints Newman Center

4 First Name/Nombre Last Name/Apellido

Represents 25 donors

Address/Dirección

City/Ciudad State/Estado Zip/Código Postal

Email/Email

Home Phone/Teléfono Cell Phone/Teléfono Celular

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

Please email all correspondence to CDA@dphx.org

1. Tally all loose cash (no pledge card, no identifying donor information).
2. Write the total in the box marked Total Pledge.
3. Write the same total in the box marked Cash/Check Enclosed Today.
4. Write how many donors this total represents (determined by parish… every $3/$5 etc = one gift). This will assist in participation numbers.
5. **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!!*
6. If you are adding this card to a bundle of other cash gifts, please place this card in the front of the bundle.
7. 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