**Frequently Asked Questions**

**Charity and Development Appeal**

**CDA Donations:**

* If a parishioner makes out a CDA check written to our parish, how do I process that?  The Diocese of Phoenix can deposit any check payable to any parish or mission for the CDA. Include with other checks.

**Donor Information Needed:**

* If a person places an "address label" on their donor card, do we have to fill out another donor card out or can we send it with the label? No, send it with the label.
* Do we need to keep track of how many "anonymous" donors gave (for total # of donors who contribute?) We are not in a position to accurately track participation at your parish level since we do not maintain a copy of your complete parish database. So no, you do not need to keep track of how many anonymous donors for our purposes. *However*, we greatly encourage you to track your own CDA participation at your parish, and to inspire your parishioners to support the CDA together in solidarity.
* What do I do if a donor turns in a commitment card and they have written a note, indicate a parish change, or write in a new address? Mail the card to the new lockbox along with the rest of the commitment cards to process. The lockbox service will provide us with their notes, etc.
* Are we supposed to write in Constituent ID’s on cards this year? We didn’t last year. Yes, we are asking you to write the ID’s in this year if possible. You may locate this information on your CDA Dashboard next to the donor name. If the donor name is not on your dashboard, leave the ID number blank.

**In-Pew at Mass:**

* You recommend showing the video at the beginning of Mass, and not after the homily? This is just one suggestion but ultimately this will be your Pastor's decision.
* Where should we place the CDA envelopes? Place CDA envelopes in pews, along with pens and the laminated QR code cards.
* There is a yellow reply envelope inside the CDA envelope, and it is addressed to Texas – what is this for? To make gift processing easier at your parish, we now include a yellow reply envelope so your parishioners can mail their CDA gift to our lockbox in Texas for processing. Your parish information is on the reply card, so your parish will receive credit for the gift. If the gift is returned to your parish in the yellow envelope, just open it and process with other CDA gifts.

**Donor Data List:**

* Will we be getting a donor list to track what is coming in, to balance with the diocese? Your CDA dashboard will contain a list of donors which you will be able to securely download to Excel. If you do not yet have access to your dashboard, or have questions about it, please contact Christina Gavin at cgavin@dphx.org Or Jacqueline Valencia at jvalencia@dphx.org

**CDA Grant Information:**

* How are schools or other agencies identified to participate in CDA funding? Every agency or ministry receiving CDA funding applies for a new grant each year. For information you may contact Lisa Wentz, Director of Appeals. lwentz@dphx.org All grant applications are received through our CFO, Joe Anderson.

**Engagement Manager Contact Info.:**

* How do I know who our parish Engagement Manager is? Please contact Jacqueline Valencia if you are unsure. jvalencia@dphx.org