



## CDA Gift Processing for Parishes

As you process CDA gifts from your parishioners, please mail all commitment cards and payments to our Lockbox at the address below:

**Charity and Development Appeal**  
**Dept# 42229**  
**PO Box 650020**  
**Dallas, TX 75265-0020**

### COMMITMENT CARD PROCESSING


- ❖ Keep the commitment cards in a secure place until they are ready to be processed and mailed. Be sure these are processed and mailed weekly.
- ❖ Determine a time each week to process the commitment cards. This processing can be completed with a money counting team or another volunteer team. Please remember to comply with all Diocesan Finance policies and controls and have two or more people handling commitment cards and payments.

### PREPARATION FOR PROCESSING


- ❖ Sort the commitment cards into the following groups:
  - A. Cards *with* checks      B. Cards *with* cash      C. Cards *without* checks or cash
  - D. Checks *without* a card      E. Cash *without* a card

### A. Processing Commitment Cards WITH Checks

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, ensure the check amount is entered on the card in the space provided after, "Payment Enclosed \$ \_\_\_\_\_" (see below)




Give online  
**give.dphx.org**



CHARITY AND  
DEVELOPMENT  
APPEAL

Call **602-354-2235**



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**1. YES, I WANT TO SUPPORT THE CHARITY & DEVELOPMENT APPEAL!**

**My TOTAL Gift is:**

\$50  
  \$100  
  \$250  
  \$500  
  \$ \_\_\_\_\_

One-Time Gift / Regalo individual  
  10 payments / pagos

Send Payment Reminders / Enviar recordatorios

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**2. PAYMENT DETAILS**

Make checks payable to CDA  
Hacer cheques a nombre de CDA

Payment enclosed      \$ \_\_\_\_\_  
Pago cerrado

Balance remaining      \$ \_\_\_\_\_  
Saldo adeudado

## Cont'd - Commitment Cards WITH Checks

- If section 3, "Donor Information" is blank, fill in Name, Address, Phone Number from the check
- Write in the Diocesan ID in the **For Parish Use Only** boxes. (*Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors*)




<b>3. DONOR INFORMATION</b>			<i>For Parish Use Only</i>				
Name/Nombre _____							
Address/ Domicilio _____							
City/Ciudad _____	State/Estado _____	Zip/Código Postal _____					
Phone Number/Teléfono _____	Email/ Correo electrónico _____						
 Give online <a href="http://give.dphx.org">give.dphx.org</a>							
My Parish: <Parish Name>, <City> Questions/¿Preguntas? Call 602-354-2235, or email <a href="mailto:DonorServices@dphx.org">DonorServices@dphx.org</a>							

- Run 2 tapes to properly balance the checks received with the cards submitted
  - One tape on the dollar amounts from the commitment cards
  - One tape on the checks received
  - Keep the checks with their corresponding cards
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together

## B. Processing Commitment Cards WITH Cash


### **IMPORTANT: CASH SHOULD NEVER BE MAILED!**

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, ensure the cash amount is entered on the card in the space provided after, "Payment Enclosed \$ \_\_\_\_\_" (see below)

 Give online <b>give.dphx.org</b>	 <b>CHARITY AND DEVELOPMENT APPEAL</b>	Call <b>602-354-2235</b> 				
<b>1. YES, I WANT TO SUPPORT THE CHARITY &amp; DEVELOPMENT APPEAL!</b>		<b>2. PAYMENT DETAILS</b>				
My <b>TOTAL Gift is:</b> <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$ _____		Make checks payable to CDA <i>Hacer cheques a nombre de CDA</i>				
<input type="checkbox"/> One-Time Gift / Regalo individual <input type="checkbox"/> 10 payments / pagos <input type="checkbox"/> Send Payment Reminders / Enviar recordatorios		<table border="1"> <tr> <td>Payment enclosed Pago cerrado</td> <td>\$ _____</td> </tr> <tr> <td>Balance remaining Saldo adeudado</td> <td>\$ _____</td> </tr> </table>	Payment enclosed Pago cerrado	\$ _____	Balance remaining Saldo adeudado	\$ _____
Payment enclosed Pago cerrado	\$ _____					
Balance remaining Saldo adeudado	\$ _____					
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## Cont'd - Commitment Cards WITH Cash

- Write in the Diocesan ID in the **For Parish Use Only** boxes. (Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors)

<b>3. DONOR INFORMATION</b>		<b>For Parish Use Only</b>					
Name/Nombre							
Address/ Domicilio							
City/Ciudad	State/Estado	Zip/Código Postal					
Phone Number/Teléfono	Email/ Correo electrónico						
 Give online <a href="http://give.dphx.org">give.dphx.org</a>							
My Parish: <Parish Name>, <City>							
Questions/¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org							



- Run 2 tapes to properly balance the cash received with the cards submitted
  - One tape on the dollar amounts from the commitment cards
  - One tape on the cash received

### **IMPORTANT: CASH SHOULD NEVER BE MAILED!**

- Submit the commitment cards and cash to your parish/mission finance office
- The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: **Diocese of Phoenix - CDA**
- The parish/mission check along with the associated commitment cards should be bundled together with a rubber band or clip and mailed to the Lockbox.

## C. Processing Commitment Cards WITHOUT Checks or Cash

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, enter "0" on the card in the space provided after "Payment Enclosed \$ \_\_\_\_\_" (see below)

 Give online <a href="http://give.dphx.org">give.dphx.org</a>	 <b>CHARITY AND DEVELOPMENT APPEAL</b>	Call 602-354-2235
<b>1. YES, I WANT TO SUPPORT THE CHARITY &amp; DEVELOPMENT APPEAL!</b>		<b>2. PAYMENT DETAILS</b>
My TOTAL Gift is: <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$ _____ <input type="checkbox"/> One-Time Gift / Regalo individual <input type="checkbox"/> 10 payments / pagos <input type="checkbox"/> Send Payment Reminders / Enviar recordatorios		Make checks payable to CDA Hacer cheques a nombre de CDA Payment enclosed / Pago cerrado \$ _____ Balance remaining / Saldo adeudado \$ _____
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## Cont'd: Commitment Card *WITHOUT* Checks or Cash

- Write in the Diocesan ID in the **For Parish Use Only** boxes. (*Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors*)
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together

<b>3. DONOR INFORMATION</b>			<i>For Parish Use Only</i>					
Name/Nombre								
Address/ Domicilio								
City/Ciudad		State/Estado		Zip/Código Postal				
Phone Number/Teléfono			Email/ Correo electrónico					
My Parish: <Parish Name>, <City>  Give online <a href="http://give.dphx.org">give.dphx.org</a> Questions/¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org								

## D. Processing Checks *without* a Commitment Card

- Complete one Commitment Card for each check
  - In Section 1, ensure the appropriate box is checked
  - In Section 2, ensure the check amount is entered on the card in the space provided after "Payment Enclosed \$ \_\_\_\_\_" (see below)

 Give online <a href="http://give.dphx.org">give.dphx.org</a>		 <b>CHARITY AND DEVELOPMENT APPEAL</b>		Call <b>602-354-2235</b> 	
<b>1. YES, I WANT TO SUPPORT THE CHARITY &amp; DEVELOPMENT APPEAL!</b>			<b>2. PAYMENT DETAILS</b>		
My <b>TOTAL Gift</b> is: <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$ _____ <input type="checkbox"/> One-Time Gift / Regalo individual <input type="checkbox"/> 10 payments / pagos <input type="checkbox"/> Send Payment Reminders / Enviar recordatorios			Make checks payable to CDA Hacer cheques a nombre de CDA Payment enclosed / Pago cerrado      \$ _____ Balance remaining / Saldo adeudado      \$ _____		
503 0015 0018620 0000000 4					

## Cont'd: Checks *without* a Commitment Card

- If section 3 “Donor Information” is blank, fill in Name, Address, Phone Number from the check
- Write in the Diocesan ID in the **For Parish Use Only** boxes. (*Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors*)

3. DONOR INFORMATION			For Parish Use Only				
Name/Nombre							
Address/Domicilio							
City/Ciudad	State/Estado	Zip/Código Postal					
Phone Number/Teléfono	Email/Correo electrónico						

My Parish: <Parish Name>, <City>

Give online  
**give.dphx.org**




Questions/¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org

- Run 2 tapes to properly balance the checks received with the cards created
  - One tape on the dollar amounts from the commitment cards
  - One tape on the checks received
  - Be sure to keep the checks with their corresponding cards
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together.

## E. Processing Cash *without* a Commitment Card (Loose Cash)


### **IMPORTANT: CASH SHOULD NEVER BE MAILED!**

- Count and total the loose cash
- Complete one Commitment Card
- Anonymous Donors, write in the Diocesan ID in the **For Parish Use Only**, please use the following **(Diocesan ID 434080)**
- In Section 1, enter the total loose cash amount in the blank line under “My TOTAL Gift is:” (see below)
- In Section 2, enter the total loose cash amount in the blank next to “Payment Enclosed \$\_\_\_\_\_” (see below)

 Give online <b>give.dphx.org</b>	 <b>CHARITY AND DEVELOPMENT APPEAL</b>	Call <b>602-354-2235</b> 
<b>1. YES, I WANT TO SUPPORT THE CHARITY &amp; DEVELOPMENT APPEAL!</b>		<b>2. PAYMENT DETAILS</b>
My <b>TOTAL Gift is:</b> <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$_____		Make checks payable to CDA Hacer cheques a nombre de CDA
<input type="checkbox"/> One-Time Gift / Regalo individual <input type="checkbox"/> 10 payments / pagos <input type="checkbox"/> Send Payment Reminders / Enviar recordatorios		Payment enclosed Pago cerrado      \$ _____
		Balance remaining Saldo adeudado      \$ _____
503 0015 0018620 0000000 4		

## Cont'd: Cash *without* a Commitment Card (Loose Cash)

- Write in the Anonymous (**Diocesan ID 434080**) in the area marked “**For Parish Use Only**”

3. DONOR INFORMATION			For Parish Use Only					
Name/Nombre	Anonymous		4	3	4	0	8	0
Address/ Domicilio			My Parish: <Parish Name>, <City>					
City/Ciudad	State/Estado	Zip/Código Postal	 Give online <a href="https://give.dphx.org">give.dphx.org</a>					
Phone Number/ Teléfono	Email/ Correo electrónico		Questions/ ¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org					

### **IMPORTANT: CASH SHOULD NEVER BE MAILED!**

- Submit the commitment card and cash to the parish/mission finance office
- The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: **Diocese of Phoenix – CDA**
- The parish/mission check along with the “Anonymous” commitment card is to be mailed to the Lockbox. This item can be mailed separately.
- Write in the **Anonymous Diocesan ID (434080)** in the **For Parish Use Only** boxes.

## MAILING

Once the cards are sorted, reviewed, and bundled, place them in an envelope and mail to the Lockbox below:

**Charity and Development Appeal**  
**Dept# 42229**  
**PO Box 650020**  
**Dallas, TX 75265-0020**