



Gift Review – At Parish

1. **Every gift needs a pledge card/ envelope attached.** Please fill out a blank pledge envelope with the correct pledge/paid, name and address information, if one was not provided.
2. **Write the REID# on each pledge card or envelope.** Your Campaign Manager can provide list of parishioner REIDs (the ID# is different from their offertory envelope #). If the parishioner does not appear on the parish CAT list, please write “New 1, New 2, etc...” on the pledge envelope.
3. **Use a Gift Processing Form(s) for each gift batch.** See sample form.
 - a. Using the forms assists in ensuring the accuracy of the donation, particularly to which donor and parish they are to be credited.
 - b. The forms are categorized based on gift vehicle- Checks/Money Orders, Credit Cards, Cash, and Small Spanish Envelope.
4. **Cash Gifts – Please deposit all cash and prepare a parish check for the Campaign Manager to collect.**
 - a. Keep all pledge cards/envelopes. Each gift should be accompanied by one.
 - b. Issue a parish check to cover the amount of cash in that group and write the number of that parish check on all the corresponding pledge envelopes.
 - c. Anonymous Gifts – Do not lump all anonymous donations into one pledge. With the parish check, provide a pledge envelope/card for each separate gift, noting Anonymous 1, Anonymous 2, and so on. This allows us to track participation.
5. **Checks – Must be made out to *Cardinal's Appeal*, not parish name.**
 - a. Keep the original pledge card/envelope.
 - b. Deposit any checks made out to the parish and issue as a parish check to the *Cardinal's Appeal*
6. **Credit Cards/Money Orders – Must be made out to *Cardinal's Appeal*, not parish name.**
 - a. Keep the original pledge card/envelope.
 - b. All major CCs are accepted. Confirm all CC information is legible.
7. **Second Payments - Do not fill out a new pledge card for the payment.**
 - a. Separate all payments from new pledges.
 - b. Write the donor's identification number on the check. (Found on the parish CAT List)
8. **Total all “Pledged” and “Paid” amounts.**
 - a. Confirm that the Pledged Total matches the commitments on the pledge envelopes.
 - b. Confirm that the Paid Total matches the amount of checks/cash/CC/MO.

Gift Processing – Campaign Manager

1. **Each gift requires a scan line in green ink.** (CMs work in green. DDC works in red ink.)
 - a. Scan line: REID # | Parish # | In Pew Code (003, 170, 171) | Campaign Year | CM Initials
 - b. In Pew Codes: 003 (English Envelope), 170 (Bilingual Envelope), 171 (Spanish Small Envelope). See below for sample.
2. **Wrap pledge devices in Gift Processing Sheet according to the gift vehicle.** Do not staple any pledges/papers together.
3. **Bring all the organized pledges to DDC.** Do not drop and go as you leave for the day. Hand off to a DDC member with enough time in the day so that any questions regarding the gifts can be addressed.

PLEASE FORWARD ALL PROCESSED GIFTS IN A TIMELY MANNER TO

The Cardinal's Appeal Office, 1011 First Avenue, 14th Floor, New York, NY 10022

ATTN: Campaign Manager Name

Notify your Campaign Manager if you would like the envelopes to be picked up by them in person.



Parish Name:				Parish #:				Date:			
Parish Admin:				Campaign Manager							
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	MO/Checks #	MO/CK Date	Pledge	Paid		
Total # of Envelopes						MO/CK Total:					

Cardinal's Appeal Payment Form - Credit Cards (Appeal Code - 003 | 170)

Parish Name:				Parish #:		Date:			
Parish Admin:				Campaign Manager:					
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	Last 4 Digits of Credit Card #	Exp Date	Pledge	Paid
		Total # of Envelopes				Credit Cards Total:			

Cardinal's Appeal Payment Form - Cash (Appeal Code - 003 | 170)

Parish Name:				Parish #:		PC:	
Parish Admin:				Campaign Manager:		Date:	
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	Pledge	Paid
		Total # of Envelopes				Cash Total:	



Parish Name:				Parish Check #:		Parish #:			
Parish Admin:				Date:		Campaign Manager:			
Env #	ID# or New	Name	Address, City, State Zip			Email	Phone	Cash Amount	
Total # of Envelopes					Parish Check Amount:				



Cardinal's Appeal Payment Form - Money Orders / Checks (Appeal Code - 003 | 170)

Parish Name:		St. Patrick's Cathedral		Parish #:	[001]	Date:	1/1/2025		
Parish Admin:		Jane Smith		Campaign Manager					
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	MO/Checks #	MO/CK Date	Pledge	Paid
1	338898	John Smith	123 Main St, New York	j.smith123@smithmail.com	123-456-7890	121	2/2/25	\$100	\$100
2	121223	Donald Jones	456 Center Ave, New York	d.jones456@yahoo.com	222-333-4545	2143	2/4/25	\$15	\$15
3									
4									
5									
5	Total # of Envelopes					MO/CK Total:		\$115	\$115

Env # - Number all envelopes and list them here in that order.

ID# or New - REID # can be found on the CAT list. This is different than their offertory envelope #. If the person does not appear on the CAT list, put NEW in this column.

MO/Check # - Money order # or Check #

Pledge vs. Paid - Pledge is the commitment, paid is how much of that commitment was paid today.

Please ensure that all (money order/check) pledges included in this form are reflected in the Pledge and Paid totals (last row).



Cardinal's Appeal Payment Form - Credit Cards (Appeal Code - 003 | 170)

Parish Name:		St. Patrick's Cathedral		Parish #:		Date:			
Parish Admin:		Jane Smith		Campaign Manager:					
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	Last 4 Digits of Credit Card #	Exp Date	Pledge	Paid
1	338898	John Smith	123 Main St, New York	i.smith123@smithmail.com	123-456-7890	1234	1/27	\$100	\$100
2	121223	Donald Jones	456 Center Ave, New York	d.jones456@yahoo.com	222-333-4545	5678	5/28	\$15	\$15
2	Total # of Envelopes					Credit Cards Total:		\$115	\$115

Env # - Number all envelopes and list them here in that order.

ID# or New - REID # can be found on the CAT list. This is different than their offertory envelope #. If the person does not appear on the CAT list, put NEW in this column.

Pledge vs. Paid - Pledge is the commitment, paid is how much of that commitment was paid today.

Please ensure that all (money order/check) pledges included in this form are reflected in the Pledge and Paid totals (last row).



Cardinal's Appeal Payment Form - Cash (Appeal Code - 003 | 170)

Parish Name:		St. Patrick's Cathedral		Parish #:	[001]	PC:	121	
Parish Admin:		Jane Smith		Campaign Manager:		Date:	1/5/2025	
Env #	ID# or New	Name	Address, City, State Zip	Email	Phone	Pledge	Paid	
1	338898	John Smith	123 Main St, New York	j.smith123@smithmail.com	123-456-7890	\$100	\$100	
2	121223	Donald Jones	456 Center Ave, New York	d.jones456@yahoo.com	222-333-4545	\$15	\$15	
3	New	Rose Johnson	789 Circle Dr, New York			\$25	\$25	
4								
5								
5	Total # of Envelopes					Cash Total:	\$140	\$140

Env # - Number all envelopes and list them here in that order.

ID# or New - REID # can be found on the CAT list. This is different than their offertory envelope #. If the person does not appear on the CAT list, put NEW in this column.

PC - Parish Check Number

Pledge vs. Paid - Pledge is the commitment, paid is how much of that commitment was paid today.

Please ensure that all (money order/check) pledges included in this form are reflected in the Pledge and Paid totals (last row).

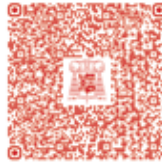
Cardinal's Appeal Payment Form - Spanish Small Envelopes (Appeal Code - 171)

Parish Name:		St. Patrick's Cathedral		Parish Check #:	121	Parish #:	[001]	
Parish Admin:		Jane Smith		Date:	1/5/2025	Campaign Manager:		
Env #	ID# or New	Name	Address, City, State Zip		Email	Phone	Cash Amount	
1	338898	John Smith	123 Main St, New York		j.smith123@smithmail.com		\$5.00	
2	121223	Donald Jones	456 Center Ave, New York		d.jones456@yahoo.com		\$125.00	
3		Anonymous 1					\$4.00	
4		Anonymous 2					\$100.00	
4	Total # of Envelopes				Parish Check Amount:			\$234.00



For details about convenient online giving, please visit our website at www.CardinalsAppeal.org/Donate or scan the QR Code. / Para ver más detalles sobre la donación en línea, visite nuestro sitio web www.CardinalsAppeal.org/Donate o escanee el código QR.

Contact the Appeal Office at 646-794-3300. / Contacte la oficina de la Campaña del Cardenal al 646-794-3300.



Giving Society Levels / Niveles de Sociedad de Donación

Faithful Stewards of the Archdiocese (\$1,000 - \$4,999)

Bishop's Circle of Supporters (\$5,000 - \$9,999)

Patrons of St. Patrick (\$10,000 - \$24,999)

Archbishop's Leadership Circle of Benefactors (\$25,000+)

- ☐ Please contact me about the giving societies. /
Favor de contactarme sobre los niveles de sociedad de donación.
- ☐ Do not publish my name on any list or publication. /
No publique mi nombre en listas ni publicaciones.

THANK YOU FOR YOUR SUPPORT! /
¡GRACIAS POR SU APOYO!

Please share your prayer intention below / Favor de compartir sus intenciones de oración:

Please send me information on / Favor de enviarme información sobre:

- | | | |
|--|--|---|
| <input type="checkbox"/> Estate Planning /
Planificación
Patrimonial | <input type="checkbox"/> Matching Gifts /
Igualación de
Donaciones | <input type="checkbox"/> Stock Gifts /
Donación de
Acciones |
|--|--|---|

Personal Information / Información Personal:

Full Name / Nombre completo: _____

Spouse's Name / Nombre de cónyuge: _____

Address / Dirección: _____

City, State, Zip / Ciudad, estado, C.P.: _____

E-mail: _____

Phone / Teléfono: _____

Parish & City / Parroquia & Ciudad: _____

Please ensure all pledge payments are completed by **December 31.** /
Favor de asegurarse de que todos los pagos concluyan antes del **31 de diciembre.**

Please select gift type / Seleccione tipo de donación:

- ☐ One time / Una vez: \$ _____
- ☐ Pledge: \$ _____ Each Month for _____ Months/ Compromiso: \$ _____ cada mes por _____ meses

Please select payment option / Favor de seleccionar opción de pago:

- ☐ Credit Card / Tarjeta de Crédito: _____
- CVV # _____ Exp. Date / Fecha de expiracion _____
- Signature / Firma _____ Date / Fecha _____
- ☐ Check Enclosed / Cheque incluido: (make payable to the / haga pagable al *Cardinal's Annual Stewardship Appeal*)
- ☐ Recurring Monthly Gift / Donación mensual recurrente: If you would like to make a recurring contribution, please contact us at 646-794-3300. / Si desea hacer una contribución recurrente, comuníquese con nosotros al 646-794-3300.

Env. # | REID# or NEW | Parish # | 170 | 2025 | Initials

****Env # = Number all envelopes and list them in that order on the processing form.**



For details about convenient online giving, please visit our website at www.CardinalsAppeal.org/Donate or scan the QR Code.

Contact the *Appeal* Office at 646-794-3300.



Giving Society Levels

Faithful Stewards of the Archdiocese (\$1,000 - \$4,999)

Bishop's Circle of Supporters (\$5,000 - \$9,999)

Patrons of St. Patrick (\$10,000 - \$24,999)

Archbishop's Leadership Circle of Benefactors (\$25,000+)

- ☐ Please contact me about the giving societies.
☐ Do not publish my name on any list or publication.

THANK YOU FOR YOUR SUPPORT!

Please share your prayer intention below:

Please send me information on:

- ☐ Estate Planning ☐ Matching Gifts ☐ Stock Gifts

Personal Information:

Full Name: _____

Spouse's Name: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Phone: _____

Parish & City: _____

Please ensure all pledge payments are completed by **December 31**.

Please select gift type:

☐ One time: \$ _____

☐ Pledge: \$ _____ Each Month for _____ Months

Please select payment option:

☐ Credit Card: _____

CVV # _____ Exp. Date _____

Signature _____ Date _____

☐ Check Enclosed: (make payable to the *Cardinal's Annual Stewardship Appeal*)

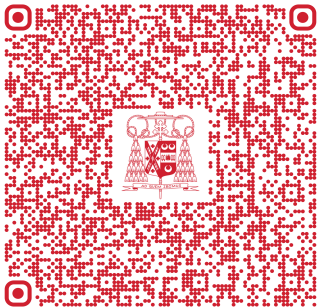
☐ Recurring Monthly Gift: If you would like to make a recurring contribution, please contact us at 646-794-3300.

Env. # | REID# or NEW | Parish # | 003 | 2025 | Initials

****Env # = Number all envelopes and list them in that order on the processing form.**

DO NOT PRINT IN GLUE AREA

¡Gracias por su apoyo!



Puede hacer su donación en línea visitando cardinalsappeal.com/donate o escaneando el código QR y buscando el nombre de nuestra parroquia en la lista. También puede llamar a la oficina directamente al (646) 794-3300.

PRINTING IN THROAT AREA IS NOT RECOMMENDED



Cantidad Incluida: \$ _____

Nombre: _____

Dirección: _____

Ciudad, Estado, Código Postal: _____

Teléfono: _____

Correo Electronico: _____

PRINT MAY BE DESTROYED WHEN SEALED IN GLUE OVERLAP AREA

Env. # | REID# or NEW | Parish # | 171 | 2025 | Initials

**Env # = Number all envelopes and list them in that order on the processing form.