



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” 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, gift vehicle, and parish they are to be credited.
 - b. The forms are categorized based on the payment method- Parish Check, Checks/Money Orders, and Credit Cards. Sheet for pledges only is provided as well.
4. **Parish Check – 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. This allows us to track participation.
5. **Checks/Money Orders – Must be made out to Cardinal's Appeal, not parish name.**
 - a. Keep the original pledge card/envelope.
 - b. Deposit any checks or money orders made out to the parish and issue as a parish check to the *Cardinal's Appeal*.
6. **Credit Cards**
 - a. All major CCs are accepted. Confirm all CC information is legible.
7. **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.
8. **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)

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 (002, 003, 004, 019)** | Campaign Year | CM Initials
 - b. In Pew Codes: 002 (Bilingual Envelope), 003 (English Envelope), 004 (Spanish Small Envelope), 019 (Parish envelope). See below for sample.
2. **Wrap pledge devices in Gift Processing Sheet according to the payment method.** 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, 488 Madison Avenue, 3rd 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.