



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.



To make a gift online, please visit www.CardinalsAppeal.org/Donate or scan the QR code. For assistance, contact the Appeal Office at (646) 794-3300. / Para donar en línea por favor visite www.CardinalsAppeal.org/Donate o escanee el código QR. Para asistencia contacte al Appeal Office al (646) 794-3300.



**Join the Cardinal's Appeal Giving Societies /
Únase a las Sociedades de Donantes del Cardinal's Appeal**

- 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 las Sociedades de Donantes.
- Do not publish my name on any list or publication. / No publique mi nombre en listas ni publicaciones.

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

- Gifts of Stock / Donación de Acciones
- Employer Matching Gifts / Igualación de Donaciones
- Cryptocurrency / Criptomonedas
- Estate Planning & Legacy Giving / Planificación Patrimonial & Donaciones de Legado
- Donor Advised Funds / Fondos Asesorados por el Donate

Please share your prayer intention below / Por favor comparta su intención de oración:

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 / Correo Electrónico: _____

Phone / Teléfono: _____

Parish & City / Parroquia & Ciudad: _____

Please ensure all pledge payments are completed by **December 31. THANK YOU FOR ALL YOUR SUPPORT!** / Favor de asegurarse de que todos los pagos concluyan antes del **31 de diciembre.** ¡GRACIAS POR TODO SU APOYO!

Make Your Commitment / Comprométase:

Total Gift / Donación Total: \$ _____ Amount Enclosed / Monto Adjunto: \$ _____

Balance / Saldo: \$ _____ *Pledge payment reminders will be sent monthly. / Se enviarán recordatorios de pago de la promesa mensualmente.*

Please select payment option / Por favor seleccione un método de pago:

Please charge my / Por favor cargue el importe a mi: Visa MasterCard American Express

For a total of \$ / Por un total de _____ One-time charge / Cargo Único

\$ _____ each month for / cada mes por _____ months / meses

Credit Card # / Tarjeta de Crédito _____

CVV # _____ Exp. Date / Fecha de Vencimiento _____

Signature / Firma _____ Date / Fecha _____

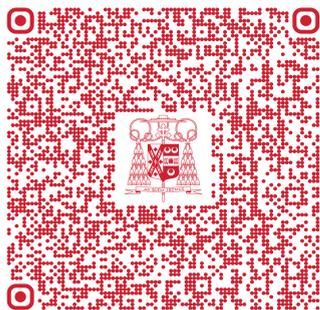
- Check Enclosed / Cheque Adjunto: (make payable to the / a nombre del *Cardinal's Annual Stewardship Appeal*)
- Recurring Monthly Gift / Donación Mensual Recurrente: Please call 646-794-3300 to set up automatic contributions. / Llamar al (646) 794-3300 para programar contribuciones automáticas.

Env. # | REID# or NEW | Parish # | 002 | 2026 | 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 # | 004 | 2026 | Initials

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