

Best Practices Checklist

Project	Recommended Date (s)	Person Responsible	Completed y/n
Appoint HOPE Appeal Chair	Prior to Start	Pastor	
Use HOPE Appeal Bulletin Messages	September 19-20 September 26-27 October 3-4	Chair/Bulletin Editor	
Use HOPE Appeal Pulpit Announcements	September 19-20 September 26-27 October 3-4	Pastor/Chair/Pulpit Announcer	
Pastor Speaks Briefly about Campaign	September 19-20 September 26-27 October 3-4	Pastor/Presider	
Show HOPE Appeal Video at Mass or Invite Speaker	September 19-20 September 26-27 October 3-4	Chair	
Conduct in pew request	October 3-4	Pastor/Chair/Presider	
Follow up with non-responders by mail	November	Chair/Pastor	
Follow up with all non-responders by phone	December	Chair/Committee	