

# Gift Processing and Reporting Procedures for HOPE Appeal 2020

## Gift Processing

All return envelopes for the leadership and general mailings are no longer addressed to return to a parish office. Return envelopes for the leadership and general parish mailings are addressed so that a donor can mail their gift directly to the HOPE Appeal Lockbox. Campaign pledge cards are printed with a unique scanline that allows the lockbox to process gifts immediately upon receipt.

If your parish receives donations from the leadership or general mailing with the scanline, please do not open the envelope. We ask that you forward these gifts as soon as possible to the lockbox for processing.

**Please do not hold on to donations!**

*Please note: In-pew processing and reporting will remain the same. Please see the section on in-pew procedures.*

## Reporting

The Foundation will send out regularly updated rosters by parish, with a listing of donors, date of gift received, and the dollar value of the gift/pledge. The first round of donor reports will be emailed in late September as leadership gifts are processed. As the campaign progresses, donor reports will be emailed twice a month to all parishes.

In addition to donor reports, the Foundation Office will email a weekly campaign progress report listing all parishes and their goals with the number and dollar amount of gifts and pledges received.

If you have any questions about these new processes, please contact the Foundation Office at 315-472-8447.

*The 2020 HOPE Appeal Ends January 31, 2021.*

