

## **Procedures for Reporting HOPE Appeal In-Pew Gifts 2020**

All parish returns will be sent to the provided lock box address for initial processing. The address and mailing labels will be included in your instructions.

1. Open response envelope and remove pledge form and cash or check.
2. Place the check on top of each pledge form. PLEASE DO NOT STAPLE AND DO NOT USE PAPER CLIPS. **Special note: Please write the donor's check number on all corresponding pledge forms. Use the parishioner labels with constituent ID numbers that the HOPE Appeal office provides. Place a label on each pledge, payment and gift OR write the constituent ID number on each.** Convert cash payments to a parish check and send pledge forms with the parish check.
3. Bundle with a rubber band as follows:
  - a. Pledges only
  - b. Paid in full
  - c. Pledges with partial payments
  - d. Credit card charges
  - e. All declined
4. Run an adding machine tape of each bundle and include with return.
5. Complete the Financial Report\* and enclose with return. All gifts should be listed as bundled (refer to procedure #3). Keep a copy for your records.
6. Complete and update your records.
7. Send your returns in the (4) tyvak envelopes provided. Any additional returns can be sent in brown craft or regular envelopes.
8. Returns should be sent to the HOPE Appeal lock box as soon as possible. Please do not hold checks for a month. We ask that you set these as return dates:
  - 1st: Week of October 19
  - 2nd: Week of October 26
  - 3rd: Week of November 2
  - 4th: Week of November 9
  - 5th: Week of November 16
  - 6th: Week of November 23

### **IMPORTANT TO NOTE:**

**If you have any questions, contact the Foundation Office as soon as possible.**

**All returns should be mailed as soon as possible - we suggest within 7-10 days.**

\* You'll find a blank report on the next page. Make copies as necessary.

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