who is my Neighbor?

Kiyès ki vwazen mwen? | 누가 나의 이웃이냐? | Quis est meus proximus? | Kim jest mój sąsiad?
¿Quién es Mi Prójimo? | Ai là NGƯỜI LÁNG GIENG CỦA TÔI?
Campaign 2020

Dear Friends in Christ:

I am often reminded that the “good works” that we perform in our church are done not because those we serve are Catholic, but because we are Catholic. Serving others defines who we are!

Perhaps that helps us understand this year’s campaign theme, “Who is My Neighbor?” When we encounter our neighbors near and far, we help them and become the hands and feet, eyes and ears of Jesus. We do this, because it is important to love our neighbors as ourselves – because that is what Jesus expects of us as His Disciples.

Thanks to your generosity, last year we raised more than $5.6 million. This was accomplished in the midst of our Catholic Strong campaign. You are to be commended for recognizing the call of Jesus in the faces of the poor surrounding us.

In 2020, Jesus continues to call us. He wants us to encounter and build upon our relationships, He wants us to support and love our neighbors as much as we can.

It is my hope that we can continue to support our neighbors, support our ministries through our 2020 Campaign. I also hope that in doing so we realize that we are Disciples on the Journey, and in the process build a long and loving relationship with Our Lord and with our neighbors.

Our House of Charity team is always here to help you. Whether it be parish visit, team training, campaign advice, or just someone to talk to about a difficult situation, we are only a phone call away,

Sincerely,

Katie Comerford-Rivera
Associate Director of Development
Diocese of Camden
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We look for the **Pastor** to be the prime motivator and guide. In addition he will rely on any other clergy to assist him in building positive support for the appeal. He should build a team of volunteers with an **Appeal Chair** that is a well respected member of the parish. The chairperson should be a good motivator and speaker with knowledge of the parish. They will assist the pastor in all aspects of the appeal, chair Appeal meetings, provide leadership and support, and may speak on Appeal Sundays or at parish meetings. They will also assist the pastor with Major Gift Phase solicitations and make their own sacrificial gift.

An **Appeal Administrator** (not recommended to be the parish secretary) should be well organized with knowledge of the parish and able to keep and maintain accurate records during the appeal. Since forms are available electronically, it will be helpful for them to have and use a computer. They should keep parish pledge card records and be responsible for completing and balance the gifts and records that are forwarded to the diocese weekly. They also phone, fax or email parish totals raised to date for submission to the bishop and the diocesan newspaper. They should make their own sacrificial gift and attend parish meetings as needed.

An **Advance Phase Chairperson** is recommended to oversee and help with the solicitation of people who will be asked for a gift of $500, $1000, $1500 or $2500. The chairperson must be committed to the success of the Appeal and be able to organize, lead and motivate volunteers to solicit these members. There may be parish receptions, meetings or individual solicitations to facilitate the success of this phase.

The **General Phase** is probably best described as the solicitation of the rest of the parish and will include the in-pew solicitation. The chairperson is responsible for organizing Appeal Sundays and coordinating direct mail and telephone solicitations. They will help with the coordination of the follow up mailings as well. They should be strong advocates for the appeal and make their own sacrificial gift.
2020 Parishioner Mailings

Winter and Summer Campaigns

Parish does first Follow-up Mailing in April (winter parishes) or July (summer parishes)

- DEC/JAN: Annual Report
- JAN/APR: Brochure, Letter & Pledge Card mailing (phased)
- JULY: Diocesan Follow-up
- SEPT: All-in-One Follow-up

- DEC/JAN: Annual Report
- JAN/APR: Brochure, Letter & Pledge Card mailing (phased)
- JULY: Diocesan Follow-up
- SEPT: All-in-One Follow-up

- JAN/MAY: Personalized All-in-One Brochure
- JULY: Diocesan Follow-up

- JAN/MAY: Generic All-in-One Brochure
- JULY: Diocesan Follow-up

Remember to forward pledges and checks to the Appeal Office within one week of receipt. This ensures that all donors are accounted for and allows for more accurate follow-up mailings.

Who is my Neighbor?
SAMPLE PRE-IN PEW LETTER FROM PASTOR
(Recommended to be sent on parish letterhead with pastor’s signature, 1-3 weeks prior to the in-pew solicitation.)

Month Day, 2020

Name
Address
Address 2
City, State Zip

Dear ______________:

Very soon, you will receive a letter from Bishop Sullivan that will include the 2020 House of Charity – Bishop’s Annual Appeal materials.

The theme of this year’s appeal – “Who is My Neighbor?” – is a reminder of Jesus Christ’s directive to us as a Catholic Community to care for each other. Often times we think about who our neighbors are, they are the people you see today, sitting all around you. So are the people across town, the people three towns over, even those halfway around the world. Your neighbor is anyone in need.

By supporting the House of Charity – Bishop’s Annual Appeal, you are supporting your neighbors who comprise the programs and ministries of the Diocese of Camden. These ministries serve the physical, emotional and spiritual needs of the hungry and challenged. When we support the House of Charity, we strengthen our Catholic community and the world around us.

Please prayerfully consider joining us once again.

May God continue to bless you and your family.

Sincerely,

Rev. _________________
Campaign 2020

Dear Friends in Christ,

In Chapter 22 of the Gospel of Matthew, the Pharisees and Sadducees test Jesus with a series of questions, hoping to trick him. Among the questions is, “Teacher, which is the greatest commandment in the Law?’ Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And, the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”

We often ask ourselves, “Who is My Neighbor?” Truthfully, everyone. And because of that, the Diocese of Camden provides a multitude of programs and ministries in South Jersey that serve the disenfranchised, the physically challenged and the spiritually hungry. This campaign also provides for our seminarians and retired priests, those in formation for the permanent diaconate, children in religious education programs and our Catholic Schools, teenagers in youth ministry programs, and services at Saint John of God School for children with special needs.

This year’s campaign theme is a reminder of Jesus’s call for each us to care for one another. I ask that you prayerfully consider making a pledge or gift to the 2020 House of Charity – Bishop’s Annual Appeal.

With deep gratitude, I thank you for prayerfully considering my request to help the Diocese of Camden continue to reach out to our South Jersey neighbors.

Sincerely in Christ,

Most Reverend Dennis J. Sullivan, D. D.
Bishop of Camden
THE PHASED APPROACH

THE MAJOR PHASE
January/April

The first phase of the campaign solicits past donors in the parish of $3500 or more for a gift of $5000 or more. These are the parishioners initially chosen from the list of ordinary income givers in the top 1% of your parish.

*Highlights of the Major Phase:*

- *Personal solicitation by the pastor.*
- Society of Stewards Brochure, Bishop's letter, Stock Form, EFT (Electronic Funds Transfer) form, and Gift card are personally presented.
- Gift card is completed during the initial or a follow-up visit and given to pastor.
- Donor recognition – Society of Stewards Recognition Event, thank-you letters and other communication from Bishop throughout the year, Christmas card and token of appreciation, opportunities to spend time with Bishop, and Mass offered for their intentions.

THE ADVANCE PHASE
Mid January for recent donors—Early February for lapsed donors

The second phase of the campaign solicits past donors of $350 or more for a gift of $2500 (Circle of Grace), $1500 (Circle of Charity), $1000 (Circle of Benefactors) or $500 (Circle of Friends).

*Highlights of the Advance Phase:*

- Personal solicitation by parish team.
- Brochure, Bishop's letter, Giving Level Card, Gift Card and Envelope are mailed to the home by the Diocese. (No Giving Level Card in Lapsed Advance Mailing)
- Diocesan provided spreadsheet of parishioners and their most recent gifts reveals those donors in this category who can be contacted for invitations, meetings or follow-up.
- Donor recognition – thank-you letter from Bishop, Christmas letter and token of appreciation, an invitation to join Bishop at a particular event, and Mass offered for their intentions.
OVERVIEW
THE PHASED APPROACH

THE GENERAL PHASE
February/May

The third phase of the campaign places the balance of current and lapsed givers into the General solicitation category based on their last gift. Current donors (gave last year) of $150 or more are asked to move to the Special level of $250-$499. Current donors of $100 to $149 are asked to give $150. Current donors of less than $100 would be asked for an incremental increase. Lapsed (last gifts 1, 2 or 3 years ago) donors are asked to renew their support at their previous level of giving.

**Highlights of the General Phase:**

- Diocesan bulk mailing of Brochure, Bishop’s letter, gift form return addressed to the parish, with window reply envelope.
- Gift form is either mailed by donor or placed in collection basket on In-Pew Sunday.
- In-Pew Solicitation on the first weekend of February (Date modified if necessary).
- Donor Recognition: thank-you letter from Bishop, Christmas letter from Bishop, and Mass offered for their intentions.

All current and lapsed donors receive an Annual Report mailing in November that describes how their donations were distributed from the most recently closed out campaign.
### OVERVIEW

<table>
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<tr>
<th>MONTH</th>
<th>PHASE</th>
<th>CAMPAIGN ACTIVITIES</th>
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<tr>
<td>July to December 2019</td>
<td>Parish List Updates due</td>
<td>• <strong>All Parishes:</strong> Update parishioner lists regularly</td>
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<td>• <strong>Winter Parishes:</strong> Parishioner List updates for 2020 Appeal mailings due to HOC office by 10/10/2019</td>
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<td>• <strong>Diocese to finalize printing and promotional materials in December.</strong></td>
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<td>• <strong>Summer Parishes:</strong> Parishioner List updates for 2020 Appeal mailings due to HOC office by 11/19/2019</td>
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<tr>
<td>January 2020</td>
<td>Launch &amp; Parish Appeal Organization Major Phase</td>
<td>• <strong>All Parishes</strong> 2020 Campaign Launch: 1/11/2020 at Our Lady of Hope</td>
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<td>• Winter Major Phase begins 1/13/2020</td>
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<td>• First Weekly Report due 1/27/2020 on Major phase activity</td>
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<td>February</td>
<td>Winter Major and Advance Phase follow-up General Phase begins</td>
<td>• Pastor visits and follow-up to Major prospects</td>
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<td>• Winter Advance phase drops 1/13/2020</td>
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<td>• Winter General phase drops 01/17/2020 (2 weeks prior to In-Pew)</td>
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<td>• Parish-hosted Major/Advance Phase Receptions (pastor and donors). For</td>
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<td>support, contact the HOC office at (856) 583-6125.</td>
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<td>• <strong>Winter Parishes Solicitation Weekend: 2/1 &amp; 2/2</strong></td>
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<td>• Weekly Reports due 2/3, 2/10, 2/18 (Tues.), &amp; 2/24</td>
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<td>• Anticipated <em>Star Herald</em> reports run 2/7, 2/14, 2/21, and 2/28</td>
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<td>• Anticipated <em>Star Herald</em> reports run 3/6, 3/13, 3/20 and 3/27</td>
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<td>April</td>
<td>Follow-up Mailings by Winter Parishes Summer Major and Advance Phases begin</td>
<td>• <strong>Summer Parishes</strong> Appeal Materials delivery: week of 4/1 to 4/3/2020</td>
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<td></td>
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<td>• Summer Parishes: Major Phase begins 4/1/2020</td>
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<td></td>
<td>• Summer Advance Phase mailing drops 4/6/2020</td>
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<td>• Weekly Reports due 4/6, (4/13 Easter Week - no report due), 4/20 and 4/27</td>
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<td>• Anticipated <em>Star Herald</em> reports run 4/3, 4/10 and 4/24</td>
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<td>• Follow-up mailing by the winter parishes: week of 4/27/2020</td>
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<td>• Winter Parish pledge payments begin</td>
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<td>May (Ascension Thursday: 5/21/2020)</td>
<td>Summer Parish General Phase begins</td>
<td>• Weekly Reports due 5/4, 5/11, 5/18, and 5/26 (Tues.)</td>
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<td>• Anticipated <em>Star Herald</em> reports run 5/1, 5/8, 5/15, 5/22, and 5/29</td>
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<td>• Summer General Phase mailing drops 5/4/2020</td>
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<td>• <strong>Summer Video Weekend</strong> 5/16 and 5/17/2020</td>
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<td>• <strong>Summer In-Pew Solicitation</strong> 5/23 and 5/24/2020</td>
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<td>June</td>
<td>Parish List Updates due</td>
<td>• Parish Weekly Reports due 6/1, 6/8, 6/15, 6/22 and 6/29</td>
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<td>Donor Recognition Events</td>
<td>• Anticipated <em>Star Herald</em> reports run 6/5, 6/12, 6/19, and 6/26</td>
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<td>• House of Charity Celebration (details TBA)</td>
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<td>July to December 2020</td>
<td>Follow-up Mailings Parish List Updates due</td>
<td>• <strong>July 1st:</strong> Follow-up mailing by the summer parishes</td>
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<td>Donor Recognition Events</td>
<td>• <strong>July 22nd:</strong> Diocesan follow-up mailing to all parishes</td>
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<td>• <strong>September 1st:</strong> Employee Giving Campaign (pastor &amp; donor mailings drop)</td>
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<td>• <strong>September 7th:</strong> LYBUNT/SYBUNT mailing to “current” and “lapsed” donors</td>
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<td>• <strong>September 30th:</strong> Parishioner List Updates due for 2021 Appeal mailings</td>
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<td>• Oct. – Dec.: Donor recognition events and holiday mailings</td>
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<td>• Dec: Diocese to finalize 2021 printing and promotional materials</td>
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RECOR
Do you have a Label?

- Yes: Write "New" on pledge card in "Place label Here" area.
  - Record name
  - Record gift info. on ROG
  - Wrap any cards, & any payments inside ROG. Keep specific checks with their cards!

- No: Is Name & ID # on parish list?
  - Yes: Write ID # and Solicitation code on ROG
  - No: Payment Included?
    - Yes: Record check #, Date and Amount on card
    - No: Total Amount at bottom

Determine Gift Type
- And pick Appropriate ROG

- Cash (Outright)
- Pledge
- CC, DD, Stock
- Payments on Previously Reported Pledges
- UW/Payroll Deduction – NO ROG Required

United Way Gifts do not get recorded.
On a Record of Gifts. Simply alphabetize the cards and rubberband them.

ROG = Record of Gifts
RECORDING GIFTS

RECORD OF OUTRIGHT GIFTS

PLEASE KEEP CHECK WITH ITS DONOR CARD

( Check/card, check/card, check/card )

Use the “Record of Outright Gifts” form for Paid in Full gifts.

Complete the top sections of each form. Page ___ of ___ will represent Outright Gift pages only. The transmittal number should represent the sequence in the number of times you are submitting these reports. For example: the first time you send a parish report envelope, every record of gifts will be labeled Transmittal #1. The next time you send the envelope, all transmittals enclosed will be labeled Transmittal #2.

1. Record the House of Charity ID# from the label. (This may or may not begin with your parish 4 digit code.)

2. Record the Full Name of the Donor.

3. Record the Gift information:
   - “Total Gift and Payment Enclosed:” The full amount of the gift.
   - If the Gift is in the form of a personal check, record the Check Number, Check Date and Check Amount on this form and also on the donor’s gift card, near their gift amount.
   - CONVERT OUTRIGHT CASH TO A PARISH CHECK. Record the Parish Check #, Check Date and Check Amount on this form and also on the donor’s gift card, near their gift amount.

NOTE: MATCHING GIFTS by employers should NOT be recorded here. Just record the donor’s gift for now. When required by the employer, the donor should forward a Matching Gift form to the diocese so that the matching process can begin. The parish will be notified when the gift has been matched.

4. Add the Total Gift column and place the sum in the Total This Page Only Field. If using more than one Record of Outright Gifts form, continue the same method for each form.

5. Total ALL Record of Outright Gifts forms for one week and write the amount in the “Total for this Report” field at the bottom of the page.

6. Pull the PINK copy for your records. Wrap all the check/cards for the completed record of gifts inside the blue and yellow copies with the totals facing out. This will allow for easier addition at the end. (A filled Record of Gifts will have 15 check/cards inside). These will be placed inside the Parish Report Envelope.
# Record of Outright Gifts

**House of Charity**

**Bishop's Annual Appeal**

---

**Page ____ of ____**

**Date:**

**Transmittal #:**

**Parish Name:**

**City:**

<table>
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<tr>
<th>#</th>
<th>Full Name of Donor</th>
<th>Total Gift &amp; Payment Enclosed</th>
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<th>Check Date</th>
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**Total This Page Only**

**Total For This Report**

*Matching gift amounts should not be recorded until the company has notified the Diocese of their commitment to match the donor's gift. Donor must provide their employer's gift form. The Diocese will inform both the parish and the donor of the matching gift amount.*

---

Please Retain Pink Copy for Parish Records
Complete the top sections of each form. Page ___ of ___ will represent Pledge gift pages only. The transmittal number should represent the sequence in the number of times you are submitting these reports. For example: the first time you send a parish report envelope, every record of gifts will be labeled Transmittal #1. The next time you send the envelope, all transmittals enclosed will be labeled Transmittal #2.

1. Record the House of Charity ID# from the label. (This may or may not begin with your parish 4 digit code.)

2. Record the Full Name of the Donor.

3. Record Gift information:
   - “Total Gift:” The full amount of the gift over the pledge period. For Matching Gifts, refer to the note at the bottom of the Record of Gifts Form.
   - “Down Payment Enclosed:” Write Down Payment amounts ONLY. Leave blank if no down payment is enclosed.
   - If Down Payment is in the form of a personal check, record the Check Number, Check Date and Check Amount on this form and also on the donor’s gift card, near their gift amount.
   - CONVERT ALL CASH Down Payments into a single Parish Check. Record the Parish Check #, Parish Check Date and Parish Check Amount on this form and near the gift amount on the donor’s gift card.

4. Add the Total Gift column and Down Payment columns – These WILL NOT EQUAL. Place the sums in the “Total This Page Only” fields. If using more than one “Record of Pledge Gifts” form, continue the same method for each form.

5. Total ALL Record of Pledge Gifts forms for one week and write the amounts in the “Total for This Report” fields at the bottom of the page.

6. Pull the PINK copy for your records. Wrap the check/cards for the completed record of gifts inside the white and yellow copies with the totals facing out. This will allow for easier addition at the end. (A filled Record of Gifts will have 15 checks/15 cards wrapped inside.) These will be placed inside the Parish Report Envelope.
# MATERIAL SAMPLES: RECORD OF PLEDGE GIFTS

## RECORD OF PLEDGE GIFTS ONLY

Page _____ of _____

Date: ＿＿＿＿＿＿ Transmittal #: ＿＿＿＿＿＿

Parish Name: ＿＿＿＿＿＿ City: ＿＿＿＿＿＿

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**Total For This Report**

*Matching gift amounts should not be recorded until the company has notified the Diocese of their commitment to match the donor’s gift. Donor must provide their employer’s gift form. The Diocese will inform both the parish and the donor of the matching gift amount.*

Please Retain Pink Copy for Parish Records
RECORDING GIFTS
STOCK, CREDIT CARD AND DIRECT DEPOSIT GIFTS

Use the “Record of Stock, Credit Card and Direct Debit Gifts” form.

Complete the top sections of each form. Page ___ of ___ will represent Stock, Credit Card and Direct Debit Gifts pages only. The transmittal number should represent the sequence in the number of times you are submitting these reports. For example: the first time you send a parish report envelope, every record of gifts will be labeled Transmittal #1. The next time you send the envelope, all transmittals enclosed will be labeled Transmittal #2.

When a gift of STOCK is made to the House of Charity – Bishop’s Annual Appeal, it is handled one of two ways: With the actual Stock Certificates OR through a broker.

A. WITH STOCK CERTIFICATES
If the donor is forwarding their Stock Certificates without a broker, the following procedure should be followed and the following forms provided to the House of Charity – Bishop’s Annual Appeal:

1) Donor should not sign their Stock Certificates.
2) The “Irrevocable Stock or Bond Power” Form (sample in this Guide; can also be obtained via House of Charity website Parish Team Resources link and from the House of Charity Office) should be left blank except for the donor’s signature at the bottom. Our representative will complete the top section.
3) Complete top portion of Part II of the “Stock Instructions Form” (name, address, phone number, parish, and name & quantity of stock being donated). This allows us to track the donation.
4) Donor can either deliver to the House of Charity the Certificate and Forms OR mail the documents as follows: • Mail the Stock Certificate and in a separate envelope, mail the “Irrevocable Stock or Bond Power” Form to the House of Charity – Bishop’s Annual Appeal office. If they are mailed together, they can be cashed fraudulently. Part II of the “Stock Instructions Form” should be mailed with the “Irrevocable Stock or Bond Power” Form.

B. THROUGH A BROKER
If the donor is making their gift of stock through a broker, the following procedure should be followed and the following forms forwarded to the House of Charity – Bishop’s Annual Appeal:

1) Complete Part I of the “Stock Instructions Form” and forward to their broker (broker can directly transfer their stock to the Diocesan account).
2) Complete Part II of the “Stock Instructions Form” and mail/fax to the House of Charity – Bishop’s Annual Appeal. This allows us to track the donation.

When the House of Charity – Bishop’s Annual Appeal Office receives both the Stock Certificates and/or Stock Instruction Forms (from the donor or donor’s broker) and the valuation of the stock (from the Diocesan Finance Department), an acknowledgement letter is then sent to the donor, and a copy of that letter is faxed/mailed to the parish receiving credit for the House of Charity donation. The parish can then include this amount on the “Stock” line at the bottom of the “Record of Stock, Credit Card & Direct Debit Gifts” Form. For your records, you may wish to enter the donor’s name as well.
RECORDING GIFTS
STOCK, CREDIT CARD AND DIRECT DEPOSIT GIFTS

When a gift is made to the House of Charity – Bishop’s Annual Appeal by CREDIT CARD or DIRECT DEBIT, it is handled as follows:

Complete the top sections of each form. Page ___ of ___ will represent Stock, Credit Card and Direct Debit Gifts pages only. The transmittal number should represent the sequence in the number of times you are submitting these reports. For example: the first time you send a parish report envelope, every record of gifts will be labeled Transmittal #1. The next time you send the envelope, all transmittals enclosed will be labeled Transmittal #2.

1) Record the donor’s House of Charity ID# from the label (this may or may not begin with your parish 4-digit code).

2) Record the Full Name of the Donor.

3) Determine whether Gift Type is Credit Card or Direct Debit (for Matching Gifts, refer to the note at the bottom of the Record of Gifts Form):
   i) If CREDIT CARD, enter Total Gift Amount (including down payment and amount pledged) in the “Total Gift” field. Include this amount in the Sum Total for the page.
      (a) Write CC in the “Gift Type” field.
      (b) Down payment enclosed: Down payment amounts ONLY. Leave blank if no down payment is enclosed.
      (c) Check Number and Check Date: Also record this information on the Donor’s Gift Card. Leave blank if no down payment is enclosed.
      (d) CONVERT ALL CASH down payments into a separate Parish Check.
      (e) Parish should contact donor to obtain all of the following information prior to forwarding these gifts: credit card number, cardholder name, expiration date, number of installments, and donor’s phone number.
   ii) DIRECT DEBIT gifts are set up by the Diocese, with the donor’s bank account to electronically transfer monthly payments toward their pledge into the House of Charity account.
      (a) When a donor indicates Direct Debit, enter the Total Gift Amount, including any down payment and amount pledged, in the “Total Gift” field. Include this figure in the Sum Total for the page.
      (b) Write DD in the “Gift Type” field.
      (c) For down payments, follow instructions (b), (c) and (d) under CREDIT CARD heading.
      (d) If the donor has not already completed a Direct Donation card supplied to them by mail, someone from the parish must contact the donor to obtain a voided check and/or other necessary information.
      (e) Submit together the donor’s pledge card, the voided check (if necessary) and completed Direct Donation form (must include routing #, account #, and account type).

4) Add Total Gift column and Total Payments column.

5) Pull pink copy for your records. Wrap all check/cards for completed record of gifts inside the green and yellow copies with totals facing out. This will allow for easier addition at the end. Place these inside the Parish Report Envelope.
Select the “Record of Stock, Credit Card and Direct Debit Gifts” Form


No →

Do you have a label? Yes → Place label on pledge card.

No →

Are Name & ID # on Parish List? Yes → Write “New” on pledge card.

No → Write “New” in ID field of Form.

Record Name on Form.

Credit Card Gifts:

Parish team obtains name, credit card number and expiration date.

Write name, card number and expiration date on pledge card.

Direct Debit Gifts:

Parish team obtains bank information and, if required, a voided check.

Record gift information on the Form.

Total each column at the bottom of the Form.

Wrap any cards & any payments inside the Form. Keep specific checks with their donor cards.

Go to Parish Report Envelope Process.
DIRECT DONATION

A convenient way to give that’s safe, easy and secure.

*We can schedule your gift to be automatically deducted from your checking or savings account each month.*

1) Complete the form on the reverse side
2) Include a voided check for checking account
3) Place above items in reply envelope

By paying in this manner, you are giving more.

---

Donor ID# ___________________

Last Name____________________ First Name ___________________ MI _____

Address & City ___________________________ ST_____ ZIP _____________

Bank __________________________ Bank Routing # ______________

☐ Checking Account (include a voided check)  ☐ Savings Account

Account Number ___________________________________________

Gift Amount ___________ will be deducted from your account around the 15th of the month in installments of ____________.

Parish ________________ City ______

Signature ________________ Date ______

If you have questions about direct donation, call the Diocese at 856-583-6127.
HOW TO MAKE A GIFT OF SECURITIES

Gifts of appreciated securities may have significant tax benefits. All gifts of securities are tax deductible to the fullest extent of the law. The Diocese of Camden maintains a custodial relationship with PNC Bank, NA, for the purposes of transferring securities.

1. Complete and mail Part I to the Office of Development so that we may properly acknowledge and credit your gift.

IF SECURITIES ARE HELD BY A BROKER

2. Complete the letter of authorization in Part II, and submit it to your broker. Your broker can directly transfer your stock to the Diocesan account.

   OR ARE HELD IN A MUTUAL FUND

2. Please DO NOT establish an account at the mutual fund in the name of Diocese of Camden. PNC Bank, NA will establish a shell account at the fund in its nominee name and provide you with the account number so that you may complete this transfer. Please contact Erika Eggler, Account Manager at PNC Bank, NA (412-762-7089 or erika.eggler@pnc.com) for additional information.

   OR ARE HELD IN CERTIFICATE FORM

2. Complete the Irrevocable Stock or Bond Power in Part III. Complete the section for stock (box A) or bond (box B) portion and date. Please have your signature guaranteed (services generally provided at your local bank) on the bottom of the page. Please do not complete the other sections of the form. (See sample on page 5.) Send to the Office of Development with Part I.

3. If you are not donating the full value of the stock certificate, please be sure Part I clearly indicates the number of shares being donated.

4. Send the unsigned stock or bond certificate in a separate envelope from the completed forms (Part I and III) to the Development Office.

For delivery instructions or additional inquiries, please contact:

Mrs. Mariann Gilbride, Director
Office of Development – Diocese of Camden
631 Market Street
Camden, NJ 08102
Phone: (856) 583-6125
Email: Mariann.Gilbride@camdendiocese.org
Fax: (856) 338-0766
PART I: NOTICE OF STOCK GIFT TO THE OFFICE OF DEVELOPMENT

Gift for/to:
(House of Charity – Bishop’s Annual Appeal)

Name of individual(s) or entity making the gift: ________________________________________________

Address: __________________________________________________
________________________________________________
________________________________________________

Home Phone #: __________________ Work Phone #: __________________

Cell Phone #: __________________ Email Address: __________________

Parish: __________________ City: __________________

Name and quantity of stock/bond being transferred: __________________________________

Date Transfer was requested: __________________ (value of donation is determined by the average value of the securities the day the Diocesan custodian receives the transfer)

Donor’s broker/agent:

Name: __________________ Brokerage: __________________

Work Phone #: __________________ Cell Phone #: __________________

☐ Check here to indicate that you have sent the Letter of Authorization in Part II to your broker/agent.

Please complete and mail or fax this form (Part I) to us so that we may properly credit and acknowledge your gift.

Mrs. Mariann Gilbride, Director
Office of Development
Diocese of Camden
631 Market Street
Camden, NJ 08102
Phone: (856) 583-6125
Fax: (856) 338-0766

If you have any further questions regarding the transfer of stock or other securities, please contact Mariann Gilbride in the Office of Development at (856) 583-6125. Thank you.
PART II:  Letter of Authorization - Please mail/Fax to Broker

Date: ________________________________

Dear ________________________________,

(Broker’s Name)

Please use this letter as authorization to contribute ________________ shares of

_______________________________ (Name of Security)

from account number ____________________

to the account of the Diocese of Camden. The date of my donation is: _____________________

NOTE TO BROKER: Please reference donor name on delivery wire.

DTC Participant #: 2616 PNC Bank
Trust Account Name: Diocese of Camden Stock
Trust Account Number: 21350013617806
Attention: PNC Institutional Investments
Erika Eggler
116 Allegheny Center – Mail: P8-YB35-02-Z
Pittsburgh, PA 15212
Phone: (412) 762-7089
Fax: (800) 449-7382
Email: erika.eggler@pnc.com

I understand that the Diocese will sell the securities, and that the proceeds will benefit

_________________________________________________________________________.

(House of Charity – Bishop’s Annual Appeal)

I understand that the value of my gift is determined by the average value of the securities on the
day the Diocesan custodian receives the stock transfer.

My information is as follows:

Full Name: ___________________________________________________________________

Address: _____________________________________________________________________

City, State, ZIP: _______________________________________________________________

Home Phone #: ____________________ Work Phone #: ________________________

Cell Phone #: ____________________ Email Address: ____________________________

Parish: __________________________ City: ________________________________

_________________________ ________________________________ ____________________________

(Signature) (Date) (Signature) (Date)
PART III: Irrevocable Stock or Bond Power Form - Please mail to the Diocese
(To Be Completed ONLY if donating with original stock certificates)

IRREVOCABLE STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer unto _____
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(SOCIAL SECURITY OR TAXPAYER IDENTIFYING NO.)

A: If Stock, complete this portion

___________ shares of the ________ stock of ________________________________ represented by Certificate No(s). _______ inclusive, standing in the name of the undersigned on the books of said company.

B: If Bonds, complete this portion

___________ bonds of ________________________________ in the principal amount of $ _______________, No(s) _____________________ inclusive, standing in the name of the undersigned on the books of said company.

The undersigned does (do) hereby irrevocably constitute and appoint ____________________________

______________________________________________ attorney to transfer the said stock or bond(s), as the case may be, on the books of said Company, with full power of substitution in the premises.

Dated ____________________________

x ____________________________________
(Signature)

x ____________________________________
(Signature)
SAMPLE –
COMPLETE HIGHLIGHTED SECTIONS ONLY

PART III: Irrevocable Stock or Bond Power Form - Please mail to the Diocese
(To Be Completed ONLY if donating with original stock certificates)

IRREVOCABLE STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer unto ______

DO NOT COMPLETE THIS SECTION

(SOCIAL SECURITY OR TAXPAYER IDENTIFYING NO.)

A: If
STOCK, COMPLETE
THIS PORTION

_______ shares of the ________ stock of __________________________
represented by Certificate No(s). _______ inclusive, standing in the name of the
undersigned on the books of said company.

B: If
BONDS, COMPLETE
THIS PORTION

_______ bonds of ____________________________________ in the
principal amount of $ _______________, No(s) _____________________ inclusive,
standing in the name of the undersigned on the books of said company.

The undersigned does (do) hereby irrevocably constitute and appoint ________________

DO NOT COMPLETE THIS SECTION

attorney to transfer the said stock or bond(s), as the case may be, on the books of said Company, with full power of substitution in the premises.

Dated ________

Please check with your local bank for “Signature Guarantee” Services.
Sign the form in the presence of someone who can provide this service.
NOTE: This is not a notary public service but something most banks offer.

x __________________ (Signature)

x __________________ (Signature)
### Record of Stock, Credit Card & Direct Debit Gifts

**Parish Name:**

**City:**

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<th>#</th>
<th>House of Charity 10 Digit ID #</th>
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<th>Total Gift</th>
<th>Gift Type (CC, DD)</th>
<th>Down Payment Enclosed</th>
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**Stock**

**Total This Page Only**

**Total For This Report**

*Stock values are determined at the time of the stock transfer. The Diocese will inform both the parish and the donor of the sale amount, which can then be recorded in the Stock space of this form.

*Matching gift amounts should not be recorded until the company has notified the Diocese of their commitment to match the donor's gift. Donor must provide their employer's gift form. The Diocese will inform both the parish and the donor of the matching gift amount.

Please Retain Pink Copy for Parish Records
Use the “Record of Payments on Previously Reported Pledges” form.

Complete the top sections of each form. Page ___ of ___ will represent Payments on Previously Reported Pledges gift pages only. The transmittal number should represent the sequence in the number of times you are submitting these reports. For example: the first time you send a parish report envelope, every record of gifts will be labeled Transmittal #1. The next time you send the envelope, all transmittals enclosed will be labeled Transmittal #2.

There will be no label for these gifts because the initial gift label was already pulled for the pledge.

1. Record the House of Charity ID# from your parish list or write “new” if they are not on your list. This will ensure proper credit against their existing pledge.

2. Record the Full Name of the Donor.

3. Record Gift information:
   a. Total Payment amount enclosed
   b. Check Number and Check Date: Taken from the donor’s check. CONVERT CASH into a separate Parish Check for all cash payments.

4. Add the Total Payment column. Place the sum in the Total This Page Only field. If using more than one Record of Payments on Previously Reported Pledges form, continue the same method for each form.

5. Total ALL Record of Payments on Previously Reported Pledges forms for one week and write the amount in the “Total for this Report” field at the bottom of the page.

6. Pull the PINK copy for your records. Wrap the checks for the completed record of gifts inside the gold and yellow copies with the totals facing out. This will allow for easier addition at the end. (A filled Record of Gifts will have 15 checks wrapped inside.) These will be placed inside the Parish Report Envelope.
Please Retain Pink Copy for Parish Records
Donations made through employee payroll deductions are only entered into our system when we
are notified by the particular agency that forwards the list of donations to us. We do not enter these
gifts from the donors’ pledge cards, because the gift we actually receive may be different. However,
the pledge cards can help us to verify gift amounts being donated, as well as addresses of donors for
acknowledgement purposes.

1. Separate any Pledge Cards marked “I have already made a sacrificial gift” through Payroll
   Deduction.
2. Alphabetize the cards by last name.
3. Count the cards and rubber band the cards together.
4. Record the number of cards on the Parish Report Envelope in the UW or Payroll Deduction # of
   Cards field.
5. Enclose cards in the Parish Report Envelope
COMPLETING YOUR PARISH REPORT ENVELOPE

HOW TO FILL OUT THE PARISH REPORT ENVELOPE FORM

Complete the Parish Report Envelope so that only what is contained in the envelope is recorded on the outside of the envelope. This is the first step of reconciliation for our diocesan volunteer processors.

1. Complete the heading of the report envelope with your parish information.
2. Count the number of gift cards/envelopes and record on the front of the envelope appropriately.
3. Add the Total Dollar Amount of Outright Gifts and Pledge Gifts (including Credit Card and Direct Debit gifts) from all the Record of Gift forms and record this on the envelope.
4. Add the Total Dollar Amount of Checks (outright) and Pledge down payments (this includes payments from previously recorded pledges) from all the Record of Gift forms and record on the envelope.
5. Place the gift cards/envelopes, donor checks and Record of Gifts forms in the envelope and seal. Remember to convert cash to a parish check and enclose that as well.
6. Complete the “Prepared By” section and include a phone number where you can be reached if there is a question.
COMPLETING YOUR PARISH REPORT ENVELOPE

Select a Parish Report Envelope

Run a tape of all ROG totals going into an envelope

Count up all Gift cards going into an envelope

Fill out cover of Parish Report Envelope for EACH ENVELOPE

Enclose all cards and checks wrapped in ROG in Envelope and seal it.

Place Parish Report Envelope in FedEx Pak.

Place Pre-printed FedEx Label on Pak – save your copy for tracking purposes.

Call 1-800-GO-FEDEX to schedule pick-up or deliver to a FedEx Drop Box.

Our FedEx Account Number is now: 302934592
COMPLETING YOUR PARISH REPORT ENVELOPE

PARISH REPORT ENVELOPE

Date: ____________________ Transmittal #: ____________________
Parish: ____________________ City: ____________________
Your Parish Name Your Parish City

Parish Code: 4 digit

These totals should represent the items enclosed in this one envelope.

U.W. OR PAYROLL DEDUCTION # OF CARDS
TOTAL # OF CARDS/ENVELOPES ENCLOS (Not Including U.W. or Payroll Deductions)
TOTAL AMOUNT OF PLEDGES AND OUTRIGHT GIFTS TOTAL CHECKS

THIS REPORT # # $ $

MUST MATCH RECORD OF GIFTS TOTALS ENCLOSED

Remember to enclose:
• All checks (unstapled)
• All commitment cards/envelopes
• Parish Check for Cash
• Record of gifts
• Matching Gift Forms (if applicable)

Please reference the campaign manual for specific instructions on how to complete this envelope.

Report Prepared By: ____________________ Phone #: ____________________

Your Name

Your transmittal # is determined by the set of envelopes you send. The first week you send gifts, your transmittal number will be #1. The second time you send this envelope will be Transmittal #2. If it takes more than 1 envelope to accommodate your gifts, number each envelope as part of the same transmittal # for the week. (Ex. 3 Envelopes sent up your second week would be numbered: #2, 1 of 3, #2, 2 of 3, and #2, 3 of 3.)

Record total dollar amount of all ROG enclosed in this envelope

Record total dollar amount of all enclosed checks. PLEASE KEEP ALL CHECKS WITH THEIR GIFT CARDS. DO NOT SEPARATE THEM.

Please do not send cash.

A number where you can be reached if we have any questions.
1. Place the completed Parish Weekly Report Envelope(s) in the FedEx Package.

2. Please destroy all pre-2012 FedEx shipping labels. These contain invalid account information.

3. Peel and affix one of the new pre-printed FedEx labels to the outside of the package in the designated area. The Diocese will be billed at a discounted rate for the shipment. Only use the labels provided in 2012 or later.

4. Take your Package to a FedEx Drop-Off Box or call 1-800-GO-FED-EX. Our billing number is 302934592. A Federal Express driver will come to your location to pick up the package. The Diocese is guaranteed to receive it within two business days.

NOTE: This program is highly effective for sending larger numbers of gifts to our office. During times when only a few gifts are being submitted, it may be appropriate simply to mail them to our office.
COMPLETING YOUR PARISH REPORT ENVELOPE USING FEDEX PACKAGES
The Weekly Report is a report of the parish campaign activity for each week. **One form will be used for the entire campaign period.** Weekly reports are due on Monday evening so that the data can be submitted to the Catholic Star Herald on Tuesday. Reports should be 1) emailed to bishopsappeal@camdendiocese.org (preferred), 2) faxed to 856-338-0766 or 3) called in to 856-583-6127. An answering machine will record any telephone reports left after 4 PM.

Note: Data from reports received on Monday will be reported in the Star Herald on Friday of the same week. Data received after Monday will be reported in the Star Herald the following week.

Complete the top section for your Parish name, City, Parish goal, person preparing the report and a phone number where they can be reached if there is a question. Complete the section for the number of parishioners and the number of prospects for each solicitation category. These numbers will help the parish and our office to see your progress in contacting your parishioners. Once completed, these numbers will not need to be changed throughout the campaign.

Each week:

a) Record the total number of people contacted in person, by phone or by mail in the # of persons contacted field for the appropriate week.

b) Record the total number of gifts for the appropriate week. b) Record the total dollar amount of those gifts.

c) Calculate and record the total dollar amount in the “Cumulative Raised To Date” field. The cumulative total should be equal to last week’s total plus the new amount raised for the current week.

Electronic versions of the Weekly Report Form, the Record of Gifts forms, and other forms, are available on both 1) the CD included with the parish’s kickoff materials and 2) the “Parish Team Resources” page on the House of Charity website, www.camdendiocese.org/hoc.
COMPLETING YOUR WEEKLY REPORT

WEEKLY REPORT FORM

SUMMARY
The Weekly Report is a report of overall parish campaign activity for each week and charts your parish’s overall progress toward your goal.

Your Weekly Report is NOT just a running tally of your Parish Report Envelope totals. The Weekly Report includes gifts from other sources (e.g., clergy gifts, gifts sent directly to the Diocese, online gifts, etc.).

The Weekly Report is a fast way to track and report your campaign’s overall progress toward goal.

PARTS 1 AND 2:
Part 1 (worksheet 2) will be used for the period from Launch through the Parish Team Report Meeting.

Part 2 (worksheet 3) will be used for the period from July into October.

The parish total from the bottom of Part 1 will automatically populate into the top of Part 2, along with the parish name, city, goal, reported by and phone number fields.

REPORT DUE DATES:
Kindly submit your Weekly Report by 4pm on the due date so that the data can be submitted to the Catholic Star Herald in a timely manner.

Reports should be emailed to BishopsAppeal@camdendiocese.org (preferred method), or faxed to 856-338-0766, or called in to 856-583-6127.

Do NOT include a copy of this form in your Parish Report Envelope.

Data from reports received by 4pm on the due date will be reported in the Star Herald on Friday of the same week.

Data received after 4pm on the due date will be reported in the Star Herald the following week.

TO BEGIN:
In Part 1, complete the top section for your Parish Name, City, Goal Amount, name of person preparing the report and a phone # where you can be reached if there is a question.

This information will auto-populate in Part 2 (worksheet 3) of the form.

EACH WEEK:
a) Record the total number of people contacted that week in person, by phone or by mail in the “# of persons contacted this week” column for the appropriate week.

b) Record the total number of new gifts for the appropriate week in the “Total # of Gifts this week” column.

c) Record the total dollar amount of those gifts in the “Total Raised this week” column.

d) The form will calculate the “Cumulative Total Raised To Date” automatically. The cumulative total should be equal to last week’s total plus the new amount raised for the current week.

DO INCLUDE:
Pledges received in the parish office
Outright Gifts received in the parish office
Clergy gifts credited to your parish, whether received in the parish office or sent directly to the Diocese
Gifts that your donors made online or mailed directly to the Diocese

DO NOT INCLUDE:
Payments on Previously-Reported Pledges
Employee Giving or United Way-type gifts, until the gift amount is confirmed by the Diocese (80% of total gift counts toward the goal)
Matching Gifts, until receipt of match is confirmed by the Diocese
Stock Gifts, until the sale amount is confirmed by the Diocese

ELECTRONIC VERSIONS of the Weekly Report Form, the Record of Gifts forms, and other forms, are available on both:
1) the CD included with the parish’s kickoff materials and
2) the “Parish Team Resources” link via the House of Charity website at www.camdendiocese.org.
**PARISH WEEKLY REPORT - Part 1**

(Totals reported Monday will appear in Friday’s *Star Herald*)

<table>
<thead>
<tr>
<th>Report Due Date</th>
<th>Anticipated Star Herald Report Print Date</th>
<th># of persons contacted this week</th>
<th>Total # of NEW Gifts this week</th>
<th>Total $ Raised this week</th>
<th>Cumulative Total Raised to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 1/20/2020</td>
<td>1/24/20</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>1/27/20</td>
<td>1/31/20</td>
<td></td>
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<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2/3/20</td>
<td>2/7/20</td>
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<td></td>
</tr>
<tr>
<td>2/10/20</td>
<td>2/14/20</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Tues 2/18/2020</td>
<td>2/21/20</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
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<tr>
<td>2/24/20</td>
<td>2/28/20</td>
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<td></td>
</tr>
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<td></td>
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<tr>
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<td></td>
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</tr>
<tr>
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<td><strong>$0.00</strong></td>
<td><strong>#DIV/0!</strong></td>
</tr>
</tbody>
</table>

**House of Charity Appreciation Celebration. Details TBA.**

**PLEASE DO NOT INCLUDE UNITED WAY-TYPE CONTRIBUTIONS ON THIS REPORT FORM**
COMPLETING YOUR WEEKLY REPORT
WEEKLY REPORT FORM

**PARISH WEEKLY REPORT - Part 2**
(Totals reported Monday will appear in Friday's Star Herald)

Kindly report by 4:00 pm on the due date via:

<table>
<thead>
<tr>
<th>E-Mail (preferred):</th>
<th><a href="mailto:BishopsAppeal@camdendiocese.org">BishopsAppeal@camdendiocese.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Or Fax:</td>
<td>856-338-0766</td>
</tr>
<tr>
<td>Or Phone:</td>
<td>856-583-6128</td>
</tr>
</tbody>
</table>

Please - Do not include this form in your Parish Report Envelope.

<table>
<thead>
<tr>
<th>Report Due Date Monday</th>
<th>Possible Star Herald Report Print Date</th>
<th># persons contacted this week</th>
<th>Total # of Gifts this week</th>
<th>Total $ Raised this week</th>
<th>Cumulative Total Raised to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Total without United Way* from last line of Weekly Report - Part 1 →</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/6/20</td>
<td>7/10/2020**</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
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<tr>
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<tr>
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<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Tues 9/08/2020</td>
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<td></td>
<td></td>
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</tr>
<tr>
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<td>09/18/2020**</td>
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<tr>
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<tr>
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<td>10/09/2020**</td>
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<td></td>
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<td>$0.00</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td><strong>TOTAL PART 1 &amp; 2</strong></td>
<td>0</td>
<td>0</td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

* PLEASE DO NOT INCLUDE UNITED WAY-TYPE CONTRIBUTIONS ON THIS REPORT FORM
** POSSIBLE HOC REPORT IN THE CATHOLIC STAR HERALD
THANKING AND FOLLOWING UP WITH YOUR DONORS

PASTOR THANK-YOU LETTER

As the Major and Advance phases quietly progress, parishes will begin receiving gifts at the parish office.

Plan to thank your donors by postcard or letter within 2 days (the industry-wide standard for gift acknowledgment).

To assist you in acknowledging these gifts promptly, a sample thank you letter from the pastor to your parishioner/donor is provided.

Use of Parishioner Labels:

The 2nd set of your parishioner labels will facilitate the process of acknowledging your new donors and following up with your lapsed donors.

Two sets of parishioner labels are provided for you in your kickoff materials.

Pull the labels from Set #1 that correspond to the names and addresses written on the pledge cards and place them in the space provided.

Use Set #2 of your labels for your thank-you letters. Remove the same labels and place them on parish envelopes for mailing your acknowledgement letters to these generous donors.

(A thank you letter from Bishop Sullivan will also be sent after the gift is received and entered in the House of Charity office.)

Labels that are duplicates in these sets can be discarded or used to notify the Appeal Office that they need to be closed or merged with another record.

PASTOR FOLLOW-UP LETTER

In May (July for summer parishes), using your spreadsheet of parishioners & gifts, find any parishioners who gave in the last 3 years but who have not yet made a gift this year.

Pull these labels from Set #1 and mail a follow-up letter to them from the pastor (see sample). Remember to include a reply envelope addressed to the parish.

When gifts come in from this mailing, remove the label from Set #2 and apply it to their gift card. Remember to thank these donors as well.
Month Day, 2020

Dear <<Salutation>>:

Thank you very much for your gift of <<_____>> to the House of Charity – Bishop’s Annual Appeal for the 2020 Who is my Neighbor? Campaign.

Your generosity supports the ministries and programs of the Diocese of Camden, which provide for the neediest throughout our area. Your generous gift joins you to Jesus in the least of his sisters and brothers, and it strengthens the bond of charity among all of us together here in our beautiful parish family.

Your gift allows us to continue to help our neighbors in need. I am grateful for your support of our parish family. I appreciate all that you do as a member of <<_______________>> parish throughout the year. May God bless you abundantly for your generosity.

Sincerely,

<<Pastor>>

Please Note: Once we forward your gift to the Appeal Office, you will also receive an acknowledgement from Bishop Sullivan. If you made a pledge, please wait for the House of Charity Office to send you an invoice before submitting payment. This will ensure that your installment is appropriately applied to your balance. Using the reply envelope supplied by the House of Charity will help to ensure that your payment is promptly received by their office.
Month Day, 2019

Dear <<Salutation>>:

In Chapter 22 of the Gospel of Matthew, Jesus says, “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And, the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” Jesus invites us to union with Him and with each other to support our neighbors in need: the sick, the poor and hungry, the physically challenged, and so many others in South Jersey. The 2020 House of Charity – Bishop’s Annual Appeal Who is My Neighbor? provides us a way to love and support our neighbors in God’s name.

As you know, each parish is assigned a goal of its own in support of the House of Charity – Bishop’s Annual Appeal. The overall diocesan goal is established to meet the growing needs of the least of our sisters and brothers throughout South Jersey. Upon collecting our regular goal amount, our parish will receive 10% of the amount to assist us with local charitable needs. I ask you to join your fellow parishioners who have contributed over $__________________ so far to this important endeavor. If you have already made a pledge, I thank you for your wonderful generosity. If not, we need your help! Won’t you please consider renewing your previous gift of $<<Last Gift Amount>> and take a moment to complete the form below and return it to us in the enclosed envelope with a down payment? By answering the call to give, you help us to sustain the support and continue the mission that brings love and comfort to so many.

For your participation as a member of the Parish of <<Parish Name>>, I am so very grateful. On behalf of what you do for others through the House of Charity, I am appreciative and also proud of our community that looks beyond its own needs to the support of others.

May God bless you for all that you continue to do in living the Gospel at the Parish of <<Parish Name>>.

Sincerely in Christ,

<<Pastor>>
<table>
<thead>
<tr>
<th>ConsID</th>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>SPtitle</th>
<th>SPFirstName</th>
<th>SPMidName</th>
<th>PriAdd</th>
<th>AddrLn0</th>
<th>City</th>
<th>ST</th>
<th>Zip</th>
<th>Appeal Code</th>
<th>20xx Gift</th>
<th>Language</th>
<th>Change Type (Name, Address, Delete, Add, Language)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Mr. and Mrs. Curt Abby</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>102 Wrigley Ct</td>
<td></td>
<td>Atco</td>
<td>NJ</td>
<td>08004</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Sample 1</td>
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<td></td>
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<td>08004</td>
<td>CSG</td>
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<td>Atco</td>
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<td>08004</td>
<td>CA</td>
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<td>Mrs. Martha</td>
<td>Susan</td>
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<td>Sample 7</td>
<td>Mr. John</td>
<td>James Doe</td>
<td>Jr. Mrs. Mary</td>
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<td>Mr. and Mrs. John Doe</td>
<td>Atco</td>
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<td>08004</td>
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<td>Sample 8</td>
<td>Mr. John</td>
<td>Doe</td>
<td>Miss Mary</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Mr. John and Miss Mary Doe</td>
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<td>NJ</td>
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<td>Sample 9</td>
<td>0002010101</td>
<td>Mr. John</td>
<td>Doe</td>
<td></td>
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<td>Mr. John Doe</td>
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UPDATING PARISH LISTS
INSTRUCTIONS

1. To the left are sample lines of your parish list.

2. Please make changes on the electronic file found on the parish data CD provided in your bin of Launch materials and email the file back to us at BishopsAppeal@camendioce.se.org.

3. If you do not have a computer with Excel software, please use the hard copy provided with your parish Launch materials or print the file from the parish data CD and make changes by hand, then mail back to the House of Charity at 631 Market Street, Camden, NJ 08102.

Name Changes:
Please make all name changes in the individual fields for names ONLY, not in the Address or Salutation fields. This will allow us to see the old name and how it is being changed. Separate each part of the person’s name into title, first name, last name etc. Simply click in the appropriate cell and type. ENTER “N” IN THE “Change Type” FIELD. See Samples 2 and 4.

Address Changes:
You may overtype directly on all the address lines with the new information. Click on the appropriate cell and type. In the “Change Type” column, type “A” for address. See Samples 1 and 4.

Adding a Parishioner:
Click in each cell for ID, Name fields, Address, Solicitation and type the new data. In the “Change Type” column type “Add”. Include any appropriate notes. If you tell us where they moved from, we can find their existing parish data and update it instead. See samples 7, 8 and 9.

Deleting a Parishioner:
In the “Change Type” column, type “D” for delete. Type a Note such as Deceased or Moved. See Samples 5 and 6.

Adding Parishioner’s Primary Language:
Click in the cell called “Language” and type the parishioner’s primary language (Spanish, Vietnamese, etc.) if not English. In the “Change Type” column, type “L”. See Sample 7.
GETTING HELP

If you need assistance accessing the FTP site or moving files back and forth, call the diocesan Management Information Services’ “Help Desk,” at 856-342-4111.

For other help with running your parish campaign, call one of the following:

Carole Lackore, Coordinator of the House of Charity, 856-583-6156
Robin Carpenter, Data Entry Supervisor, 856-583-6140
Lynn Benjamin, Data Entry Operator, 856-583-6178
Angela Buonasorte, Data Entry Operator, 856-583-6179

OBTAINING ELECTRONIC FORMS

Electronic versions of the Record of Gifts form, and other forms, are available on both:

1) the CD included with your parish’s launch materials, and
2) the “Parish Team Resources” page on the House of Charity website, www.camdendiocese.org/hoc/parish-team-resources/

Some of these forms will calculate totals for you when the amount raised each week is typed in.

CONNECTING TO THE FTP SITE

The Diocese has established an FTP (File Transfer Protocol) Site that allows us to share files in a secure manner across the Internet. If your parish has a high speed internet access service, copying forms and files from the website will be as simple as moving files back and forth within your local network.

1. Connect to the Internet using your standard method.
2. Open up your browser (if not already open). Our preferred browser is Microsoft Internet Explorer.
3. In the address bar, type: www.camdendiocese.org, then press the Enter key.
4. On the House of Charity page, double-click on the “Parish Team Resources” link.
5. Find the form you wish to use and, without opening it, copy it to your own computer or network by using the instructions below:
   • Right click on the file you wish to copy.
   • Click on Copy from the drop down menu.
   • Open the folder on your computer to which you would like to copy the FTP file.
   • Select Edit from the menu.
   • Select Paste from the menu. Your file should now show in the new location. (Note: If there are many files in the new location, you may have to scroll down to find the new file.)
2020 House of Charity – Bishop’s Annual Appeal
CAMPAIGN PRAYER
For Parish Committee Activities

“Who is My Neighbor?”

Heavenly Father,

We know that You love us so much. Help us in turn, to love our neighbors as Jesus, your son, has taught us. We have never seen You, but if we love each other, we know that You will live in us and Your love will be brought to full expression in us.

Help us to be kind to all people, tenderhearted, forgiving one another. Help us to remember our neighbors in their time of need. We pray that our neighbors near and far will know Jesus more deeply in their lives and that we can flourish together as the Catholic Community of South Jersey.

We ask this through Christ our Lord, Amen.