

# 2024 ANNUAL CATHOLIC APPEAL GIFT PROCESSING INSTRUCTIONS

Each individual parish is asked to adhere to the following protocol/method of processing the pledges and gifts received.

## Preferred Method

Please bundle envelopes all together, complete bar-coded Transmittal Form, and send to Letter Concepts, Inc.

## Checklist

- \*\*\*ESSENTIAL\*\*\*** — Please place appropriate donor name and ID label in middle left of the pledge envelope. This ensures proper gift posting. Make name/address corrections where appropriate. **Label booklets for donors that have contributed to the ACA during the last five years will be shipped to each parish.** The label ledger provides room for the parish to record pledge and gift information for each family and provides blank pages for recording those without a label for you to track and report results.
- Bundle together the pledge envelope and check for each donor. Do not staple — please leave each check in its pledge envelope. **DO NOT SEPARATE THE CHECK FROM THE PLEDGE ENVELOPE.**
- If cash is in the envelope, write the amount followed by the letter “C” in the bottom right corner of the pledge envelope. **If this is not done, there will be no way to credit the donor or send an acknowledgement letter from the cardinal.**
- Add up all anonymous cash received (cash in the basket without identification). Fill in the “Total Anonymous Cash” amount on the Transmittal Form.
- Combine the cash received in donor pledge envelopes with the anonymous cash and deposit into the parish account. Draw a check in the same amount and make it payable to “Annual Catholic Appeal.” Please double check that the total amount of the check reflects all cash from donors and anonymous gifts. Be sure to attach the pledge envelopes to the parish check so that all donors will receive proper credit and acknowledgement by the cardinal for their gifts.
- Fill out one of the Record of Subscription (ROS) forms and include one of the **personalized bar-coded transmittal forms (4)** included in this package, bundle all together, taking care to keep the pledge envelope and check for each donor together. **Do not staple — just leave checks in pledge envelopes and send to Letter Concepts, Inc.**
- Please make extra copies of the personalized bar-coded transmittal forms for future use. You will likely need more than the 4 provided.

# Transmittal Form

ARCHDIOCESE OF CHICAGO



## 2024 Annual Catholic Appeal Transmittal Form

Required for **all** shipments

Parish Name:	Parish Number:	
Sent by (Person):	Date Sent:	
Parish Address:	City:	ZIP:
Phone:	Email:	
Total Anonymous Cash: (included in parish check)	Total Number of Envelopes in Bag:	

### SHIPPING INSTRUCTIONS

**Do not separate the checks from the pledge envelopes. Do not staple.**

Please leave each check in its pledge envelope.

To assure proper delivery, we recommend that you ship your packages via UPS, FedEx or similar shipper.

**Ship to:**

Letter Concepts, Inc.  
33 Massirio Drive  
Kensington, CT 06037  
Attention: AOC Processing Manager – Carolyn Drew  
Phone: 800.525.4963

**WE DO NOT RECOMMEND THE U.S. POSTAL SERVICE (USPS) FOR LARGE BUNDLES.**

**If you use USPS for small envelopes:**

**Mail to:**

Archdiocese of Chicago  
Annual Catholic Appeal  
PO Box 7178  
Kensington, CT 06037-7178

**If you need assistance, please contact:**

Krista Cobb  
Annual Catholic Appeal  
312.534.7958  
[kcobb@archchicago.org](mailto:kcobb@archchicago.org)

# Parish Label Ledger Book for Recording 2024 Annual Catholic Appeal Pledges and Gifts

(For your parish record keeping)

ARCHDIOCESE OF CHICAGO 

**2024 Annual Catholic Appeal** Parish #: \_\_\_\_\_ Parish Name: \_\_\_\_\_

ID #	Last Name	Name and Address	Pledge	Amount Paid

## Parish Labels

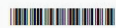
ID# 123456789 - 1234  
St. James  
Mr. Thomas Wilson  
123 Main Street  
City, State Zip



ID# 987654321 - 1234  
St. James  
Mr. Thomas Wilson  
123 Main Street  
City, State Zip



ID# 135789 - 1234  
St. James  
Mr. Thomas Wilson  
123 Main Street  
City, State Zip



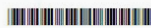
ID# 135789 - 1234  
St. James  
Mr. Thomas Wilson  
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ID# 135789 - 1234  
St. James  
Mr. Thomas Wilson  
123 Main Street  
City, State Zip



ID# 123456789 - 1234  
St. James  
Mr. Thomas Wilson  
123 Main Street  
City, State Zip



ID# 67890 - 1234  
St. James  
Mr. Tom Wilson  
123 Main Street  
P.O. Box 123  
City, State Zip



ID# 12345 - 1234  
St. James  
Mr. Tom Wilson  
123 Main Street  
P.O. Box 123  
City, State Zip



ID# 67890 - 1234  
St. James  
Mr. Tom Wilson  
123 Main Street  
P.O. Box 123  
City, State Zip



# Record of Subscription (ROS) Form

Please include Record of Subscription Form (ROS) with your in-pew returns — print additional pages as necessary. (File available on IZZY.)

ARCHDIOCESE OF CHICAGO



## Record of Subscription Form (ROS)

Date:	Report #:	Page	of	Parish:						
Collection Name: <b>Annual Catholic Appeal</b>		Prepared by:								
#	Archdiocesan ID	Donor Name (first, last, spouse)	Payment/Pledge	Payment/Pledge Form (Cash, Check or CC)	Check Date	Check #	Address* (if no archdiocesan ID)	City	State	ZIP
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Grand Total if more than one form:

\* If you do not have the Donor ID available, please include the donor address to ensure the correct donor is credited for the gift.