

Changes for 2017

- To protect the financial information of our CDA donors, CDA pledge cards no longer capture credit card information or checking account information. In order to donate with a credit card or bank account, donors must go online or call the pledges line at 602-354-2197.
- The CDA and the Diocese of Phoenix has a new online giving page. Unfortunately, previous account information, i.e. user name and passwords, did not convert over. Everyone will need to create a new account even if they created one for the 2016 CDA.
- This year is the debut of text-to-give. Donors can text and amount with CDA to 602-313-0309 to make a one-time gift with a credit card.

Preparing Cards for Processing

1. Print the list of parishioners that was emailed prior to the start of the appeal or have the list available on a computer or tablet nearby. If you do not have a copy of the list, email Carrie Aranda at caranda@diocesephoenix.org as soon as possible for a list. You will need this list to write ID numbers on In-Pew Pledge Cards.
2. Have a black pen and letter opener ready for use. Please do not use any other color of pen during processing.
3. Once cards are received, open envelopes but leave the contents in the envelope. Sort envelopes into the following groups:
 - In-pew pledge cards containing cash
 - Pre-printed mailed cards containing cash
 - In-pew pledge cards with checks or pledge only
 - Pre-printed mailed cards with checks or pledge only
 - Loose cash
 - Cards with no financial pledge or payment attached
3. Follow the instructions for each type of card.

Processing In-Pew Pledge Cards (No Cash)

2017 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2017					
1	For Parish Use Only/Para el Uso Parroquial				
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra					
First Name/Nombre			Last Name/Apellido		
Address/Dirección					
City/Ciudad		State/Estado		Zip/Código Postal	
Email/Email					
Home Phone/Teléfono			Cell Phone/Teléfono Celular		
47 0015 0018619 0000000 4					

All Saints Catholic Neman Center, Tempe

Total Pledge/ Compromiso Total	2
Cash or Check Enclosed Today Efectivo o cheque adjunto hoy	3
Remaining Balance Balance que queda	

Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA

Send Payment Reminders/Envie recordatorios
 Monthly/Mensual Quarterly/Trimestral

1. Look up donor on the registered parishioner list and **VERY CLEARLY** write the **Diocesan ID#** in the boxes **at the top left of the card**. If donor is not listed, leave the spaces blank. **Please use a black pen.**
2. Make sure there is a pledge amount in the Total Pledge box.
3. Is there a check enclosed? Make sure that the check amount is written into the "Check Enclosed Today" box. Keep check with pledge card in the individual envelope. Check must be kept with pledge card at all times.

Place check and pledge card back into individual envelope and place all envelopes into one big envelope and mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

Processing Pre-Printed Cards (No Cash)

2017 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2017


Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra

_____ Email/Email

_____ Home Phone/Teléfono _____ Cell Phone/Teléfono

Diocesan ID#: 37920

Mrs. Thomas F Bremer
5660 N Kolb Rd Apt 252
Tucson AZ 85750-3208



47 0013 0034126 0037920 6

Blessed Sacrament Parish, Scottsdale

Total Pledge/ Compromiso Total	1
Check Enclosed Today Cheque adjunto hoy	2
Remaining Balance Balance que queda	

*Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA*

Send Payment Reminders/Envie recordatorios

Monthly/Mensual Quarterly/Trimestral

1. Is there a check enclosed? Make sure that the payment amount is written into the “Check Enclosed Today” box. Keep check with pledge card in the individual envelope. Check must be kept with pledge card at all times.
2. Make sure there is a pledge amount in the Total Pledge box (can be same as the check enclosed).
3. Set aside any envelopes containing cash. See instructions for “Processing Cards With Cash”
4. Place check and pledge card back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203**

Processing Pre-Printed Cards Containing Cash

2017 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2017


Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra

Email/Email

Home Phone/Teléfono Cell Phone/Teléfono

Diocesan ID#: 37920

Mrs. Thomas F Bremer
5660 N Kolb Rd Apt 252
Tucson AZ 85750-3208



47 0013 0034126 0037920 6

Blessed Sacrament Parish, Scottsdale

Total Pledge/ Compromiso Total	1
Check Enclosed Today Cheque adjunto hoy	2
Remaining Balance Balance que queda	

Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA

Send Payment Reminders/Envie recordatorios
 Monthly/Mensual Quarterly/Trimestral

1. Make sure there is a pledge amount in the Total Pledge box, if there is nothing written, write the amount of cash received.
2. Remove cash and write the amount of cash received in the box marked Cash/Check Enclosed Today.
3. Put all cards with an ID number (pre-printed and in-pew pledge cards) together and cards without an ID number together.
4. Bundle in groups of no more than **50 cards with the cards without ID numbers in front of those with ID numbers.**
5. Total the amount of cash in each bundle of 50 or less. **The amount of cash must equal the total of the amount written in box number 2 on all of the cards.**
6. Deposit cash and write a parish check for **EACH** bundle (*no more than 50 cards per bundle*).
7. Cash bundle should be ordered: Loose cash card, cards without ID numbers, cards with ID numbers.
8. Put the bundle of cards (*no more than 50 cards*) with the parish check totaling the amount of cash paid into one envelope so that the cards and parish check will stay together and mail on a weekly basis to:

**Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203**

If you have a large amount of cash donations with cards (more than 50), put all of the cards with ID numbers in one bundle and cards without ID numbers in another. Place the card for loose cash in the front of the cards without ID numbers. This will speed up the processing time for cash donations and they will credit parish totals faster.

Processing In-Pew Pledge Cards Containing Cash

2017 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2017									
1 For Parish Use Only/Para el Uso Parroquial					Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra				
First Name/Nombre					Last Name/Apellido				
Address/Dirección									
City/Ciudad			State/Estado			Zip/Código Postal			
Email/Email									
Home Phone/Teléfono					Cell Phone/Teléfono Celular				
47 0015 0018619 00000000 4									

All Saints Catholic Neman Center, Tempe	
Total Pledge/ Compromiso Total	2
Cash or Check Enclosed Today Efectivo o cheque adjunto hoy	3
Remaining Balance Balance que queda	

Please make checks payable to Diocese of Phoenix-CDA
Por favor hacer cheques a Diócesis de Phoenix-CDA

Send Payment Reminders/Envíe recordatorios
 Monthly/Mensual Quarterly/Trimestral

- Look up donor on the registered parishioner list and **VERY CLEARLY** write the **Diocesan ID#** in the boxes **at the top left of the card**. If donor is not listed, leave the spaces blank. **Please use a black pen.**
- Make sure there is a pledge amount in the Total Pledge box, if there is nothing written, write the amount of cash received.
- Remove cash and write the amount of cash received in the box marked Cash/Check Enclosed Today.
- Put all cards with an ID number (pre-printed and in-pew pledge cards) together and cards without an ID number together.
- Bundle in groups of no more than **50 cards with the cards without ID numbers in front of those with ID numbers.**
- Total the amount of cash in each bundle of 50 or less. The amount of cash must equal the total of the amount written in box number 2 on all of the cards.
- Deposit cash and write a parish check for **EACH** bundle (*no more than 50 cards per bundle*).
- Cash bundle should be ordered: Loose cash card, cards without ID numbers, cards with ID numbers.
- Put the bundle of cards (*no more than 50 cards*) with the parish check totaling the amount of cash paid into one envelope so that the cards and parish check will stay together and mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

If you have a large amount of cash donations with cards (more than 50), put all of the cards with ID numbers in one bundle and cards without ID numbers in another. Place the card for loose cash in the front of the cards without ID numbers. This will speed up the processing time for cash donations and they will credit parish totals faster.

Processing Loose Cash (No Pledge Card or Donor Information)

2017 Charity and Development Appeal / Campaña de Caridad y Desarrollo 2017				
For Parish Use Only/Para el Uso Parroquial				
Please print clearly with a black pen - Por favor imprima claramente y use un bolígrafo con tinta negra				
All Saints Catholic Neman Center, Tempe				
First Name/Nombre Last Name/Apellido 4 Represents 25 donors		Total Pledge/ Compromiso Total 2		
Address/Dirección		Cash or Check Enclosed Today Efectivo o cheque adjunto hoy 3		
City/Ciudad State/Estado Zip/Código Postal		Remaining Balance Balance que queda		
Email/Email				
Home Phone/Teléfono Cell Phone/Teléfono Celular		Please make checks payable to Diocese of Phoenix-CDA Por favor hacer cheques a Diócesis de Phoenix-CDA		
<input type="checkbox"/> Send Payment Reminders/Envíe recordatorios <input type="checkbox"/> Monthly/Mensual <input type="checkbox"/> Quarterly/Trimestral				
47 0015 0018619 0000000 4				

1. Tally all loose cash (no pledge card, no identifying donor information).
2. Write the total in the box marked Total Pledge.
3. Write the total in the box marked Cash/Check Enclosed Today.
4. Write how many donors this total represents (determined by parish... every \$3/\$5 etc = one gift). This will assist in participation numbers.
5. Deposit cash and write a parish check for the entire amount of loose cash or add as one of the cards in a bundle of 50 cards with a parish check (see above).
6. If you are adding this card to a bundle of other cash gifts, please place this card in the front of the bundle.
7. If you are not including this card with other cash gifts, place the pledge and the parish check totaling the amount of cash paid into an envelope mail on a weekly basis to:

Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203

Processing Loose Checks (No Pledge Card attached)

1. Look up donor on the registered parishioners list and clearly write the Diocesan ID# on the memo field of the check. If donor is not listed, leave the space blank.
2. Place the check back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Charity and Development Appeal
Diocese of Phoenix
PO Box 52203
Phoenix, AZ 85072-2203**

Processing Cards with No Financial Gift or Pledge (Prayer Pledges)

1. If the card is not pre-printed with the Diocesan ID#, please look up donor on the registered parishioners list and write the number in the boxes marked "For Parish Use Only".
2. Place pledge card back into individual envelope and place all individual envelopes into one big envelope and mail on a weekly basis to:

**Carrie Aranda
Diocese of Phoenix
400 E Monroe
Phoenix, AZ 85004**