

In-Pew Envelope Processing Guide

NEVER UNSEAL AN ENVELOPE UNDER ANY CIRCUMSTANCE

Step 1

All envelopes should be sorted into 1 of 2 types:


- ♦ 1 – BASA in-pew envelopes
- ♦ 2 – All other envelopes: Unidentified, no information and/or pledge cards received by mail

Note: If a check is received separately in the collection:

- Place check in plain white envelope
- Make a note of the name and address for parish staff to follow up with if they are not registered
- Clearly write the parish name on outside and total amount enclosed

Step 2

Fill out summary report. Please include a report in each FedEx envelope mailed to the processor.



2021 PARISH SUMMARY REPORT

Parish: _____

City: _____

Prepared by: _____

Phone Number: _____

* Please include a summary report in each FedEx envelope mailed to processor.
Please do not open any envelopes.

This report is for: Commitment Weekend Follow-Up

ENVELOPE TYPE	NUMBER OF ENVELOPES
BASA in-pew envelopes	
All other envelopes: Unidentified, no information and/or pledge cards received by mail	

ENVELOPE TYPE	NUMBER OF ENVELOPES
BASA in-pew envelopes	
All other envelopes: Unidentified, no information and/or pledge cards received by mail	
TOTAL ENVELOPES	