

In-Pew Envelope Processing Guide

NEVER UNSEAL AN ENVELOPE UNDER ANY CIRCUMSTANCE

Processing Envelopes the Monday after Commitment Weekend

- BASA envelopes should be treated with the same care as parish offertory, kept on parish grounds in a secure location.
- All envelopes will be sorted into one of four categories:
 1. I/we **have already** made a gift to the Appeal
 2. I/we **will** make a gift to the Appeal
 3. I/we am **not able to** make a gift to the Appeal,
 4. All other envelopes: unidentified, no information, or direct mail pledge cards.
- Affix matching labels provided to each in-pew envelope- *if all information does not match, DO NOT place the label on the envelope.*
- If loose cash is received in the collection, place all cash in a plain white envelope and write "Parish Name/Anonymous" along with the amount, and place in Category 4.
- **Under no circumstances should an in-pew or direct mail envelope be unsealed**
- After all envelopes have been placed in a Category, fill out the Parish Summary Report:
 - Place top copy (white) in each of the provided FedEx envelopes with in-pew envelopes
 - Send/fax/email middle copy (yellow) to the Diocese
 - Keep the bottom copy (pink) for your records

Please rubber-band each category separately before placing in your FedEx envelopes along with the corresponding reporting sheet.