



**ARCHBISHOP'S
CATHOLIC APPEAL**
ARCHDIOCESE OF DENVER

Parish Drive Plan

Appeal Contact Information:

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720.476.7466 (English and Spanish inquiries)

If you require additional copies of this manual,
please contact the Appeal Office
or visit the Archbishop's Catholic Appeal parish portal at:
missionsupport.archden.org/aca/

ACA IN-PEW CAMPAIGN 2025 PROCESSING INSTRUCTIONS

Table of Contents

Master Calendar.....	2
Tips for a successful Appeal.....	3
Processing Instructions.....	4-5

*** PLEASE DO NOT INCLUDE ANY CASH IN THE ENVELOPE TO THE
APPEAL OFFICE**

2025 APPEAL MASTER CALENDAR

Ash Wednesday	March 5
Easter Sunday	April 20
Major Donor Mailing and General Mailing #1	April 21

Announcement Weekend (Divine Mercy Sunday) (pulpit announcement)	April 27
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Commitment Weekend (video shown)	May 4
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Follow-Up Weekend (pulpit announcement)	May 11
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Commitment Weekend and Follow-Up Weekend “In-Pew” Donation Cards are due at the Appeal Office	May 28
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TIPS FOR A SUCCESSFUL APPEAL

Reminders to Pastor

- Read the Appeal pulpit letter at all Masses on Announcement Weekend, April 27.
- Show the 2025 Archbishop's Catholic Appeal video at all Masses on the weekend of May 4.
- Send video via Flocknote to your parishioners
- If you do not think it is feasible to show the video at Mass, please call the Appeal Office at 720.476.7466.
- Make a personal endorsement of the Appeal in the pulpit.
- Read the Appeal pulpit letter at all Masses on Follow-Up Weekend, May 11.

Reminders to Parish Staff

- Make sure that donation envelopes and brochures are available and will be restocked in the pews after each Mass.
- We created a portal to assist in your promotion efforts at missionsupport.archden.org/aca. The resource portal includes:
 - Schedule of important dates
 - Pulpit letters
 - Intercessions
 - Bulletin announcements
 - Video links
 - Logos
 - Parish Drive with instructions
 - Parish audit forms
 - Schedule flocknote message
- Please follow the “**ACA IN-PEW CAMPAIGN 2025 PROCESSING INSTRUCTIONS**” in the next section for specific procedures on auditing.

ACA IN-PEW CAMPAIGN 2025 PROCESSING INSTRUCTIONS

CHECKS RECEIVED – LOOSE AND ENVELOPE

1. Checks received do not need to be sorted or tallied.
2. Please rubber band/paper clip them together, into 2 batches, if applicable.
Batch 1 – Loose Checks in Offertory
Batch 2 – Envelopes with Checks/Money Orders – please do not separate checks from envelopes or staple.
3. Include the batches in the provided postage paid envelope.
4. **Important** if the check is made out to the Parish, please include with the other checks, the Appeal Office can deposit these checks.

CASH RECEIVED – LOOSE AND ENVELOPE

Loose Cash in Offertory

1. Two unrelated volunteers are needed to tally cash.
2. Sort cash by denomination.
3. Fill out the enclosed *Loose Cash Donations* form.
4. Deposit Cash into the Parish bank account.
5. Write a Parish check for the total amount found on the *Loose Cash Donations* form and paper clip Parish check to the form.
6. Include the form and Parish check in the provided postage paid envelope.

Envelopes with Cash

1. Two unrelated volunteers are needed to open and record envelopes with cash.
2. Remove the donation card and the cash.
3. On the donation card write the amount, “Cash” and the volunteers initials (i.e. \$50 Cash AW).
4. Sort cash by denomination.
5. Fill out the enclosed *Envelope Cash Donations* form.
6. Deposit Cash into the Parish bank account.
7. Write a Parish check for the total amount found on the *Envelope Cash Donations* form and paper clip Parish check to the form.
8. Please rubber band/paper clip the empty envelopes/donation cards with the cash amount and initials written on them.
9. Include the form, Parish check and empty envelopes in the provided postage paid envelope.

ACA IN-PEW CAMPAIGN 2025 PROCESSING INSTRUCTIONS

CHECKLIST FOR POSTAGE PAID ENVELOPE TO THE APPEAL OFFICE

Please include the following items in the provided 10”x13” envelope addressed to the Appeal Office:

- Donor Checks** – including those checks made out to the Parish
 - Loose checks
 - Envelopes with checks
- Empty Envelopes**– empty envelopes and donation cards that previously contained cash
- Forms** – Loose Cash Donations and Envelope Cash Donation forms
 - Make sure you have a copy for your records before enclosing
- Parish Check** – signed and made out to **Archbishop’s Catholic Appeal**
 - **Option 1:** one check – with two-line items, one for Loose Cash Donations and one for Envelope Cash Donations
 - OR**
 - **Option 2:** two checks – one for the Loose Cash Donations form and one for the Envelope Cash Donations form

APPEAL THANK YOU CARDS AND TAX RECEIPTS

The Appeal Office will send Thank You letters/email to the donors upon receipt.

HAND DELIVER ENVELOPE TO THE APPEAL OFFICE

If you wish to hand deliver the 10” x 13” envelope, the Appeal Office is located at 1300 S. Steele St. Denver, CO 80210. Please ask for the **Data & Payment Processing**. **PLEASE DO NOT INCLUDE CASH**

DUE DATE

All donations are due to the Appeal Office on May 28, 2025. Please do not hold donor checks since we need to thank them in a timely manner.

QUESTIONS

If you have any questions regarding the *ACA In-Pew Campaign 2025 Processing Instructions*, please contact **Data & Payment Processing** at (303) 867-0614.

**PLEASE DO NOT INCLUDE ANY CASH IN THE ENVELOPE TO THE
APPEAL OFFICE**

