

2010



Parish Instruction Manual

CATHOLIC CHARITIES APPEAL

222 North Seventeenth Street, Suite 708
Philadelphia, PA 19103-1299

www.CatholicCharitiesAppeal.org

215-587-3651

2010 CATHOLIC CHARITIES APPEAL TIMELINE

PLEASE NOTE: All promotional materials (posters and lawn signs) will be distributed at Regional Workshops.

- Tuesday, February 9, 2010* Region II Workshop, Saint Helena, Blue Bell
Hosted by Most Reverend Daniel E. Thomas
- Monday, February 15, 2010* Region I Workshop, Saint Agnes, West Chester
Hosted by Most Reverend Robert P. Maginnis
- Thursday, February 18, 2010* Region IV Workshop, Maternity BVM, Philadelphia
Hosted by Most Reverend Joseph P. McFadden
- Tuesday, March 2, 2010* Region III Workshop, Saint Madeline, Ridley Park
Hosted by Most Reverend Timothy C. Senior
- Week of April 12, 2010* Parish Solicitation with CCA Brochure, Pledge card and Return Envelope (directly to parishes) arrives in households
- April 24 and 25, 2010* Pastor, Speakers and Appeal Committee promote Catholic Charities Appeal during Mass, Bulletin announcements, etc.
***Encourage parishioners to return gift, along with pledge card in envelope during second collection the next weekend.**
- Monday, April 26, 2010* ***Catholic Charities Appeal Kick-Off***
Saint Helena, Blue Bell, Liturgy of the Word @ 6:15 p.m.
Followed by dinner at “Empress Room”, Saint Helena, Blue Bell
- Thursday, April 29, 2010* Nickels for Neighbors, Archbishop Carroll High School
11:00 a.m. Encourage schools to participate. Entertainment and refreshments
- May 1 and 2, 2010* **Catholic Charities Appeal Weekend**
Second Collection for the Appeal
- Week of May 3, 2010* Collect, Sort and Record CCA Gifts
- Please note the return of donor cards and parish lump checks can be sent weekly**
- Friday, May 7, 2010* 1st Parish Progress- mail donor cards to Appeal Office along with a Parish Report Form and Parish Lump Sum Check
Loose cash without donor attribution must be a separate parish check

Saturday, May 8, 2010

Appeal Committee follow-up solicitation begins for those who have not yet given. Parishioners should receive some form of personal contact (phone call, visit, etc).

Friday, May 14, 2010

2nd Parish Progress- mail donor cards to Appeal Office along with a Parish Report Form and Parish Lump Sum Check.
Loose cash without donor attribution must be a separate parish check

Monday, May 31, 2010

All Solicitation Materials Returned to Appeal Office

- Parish Progress Report- Mail donor cards along with a Parish Report Form and Parish Lump Sum Check.
- Matching Gift Forms: Please include form and donor check.. (**Do not cash these checks. Keep all information intact. DO NOT SEPARATE.**)

Wednesday, June 30, 2010

End of Fiscal Year 2009-2010. **ANY CHECKS RECEIVED AFTER THIS DATE WILL NOT BE COUNTED TOWARD PARISH GOALS FOR THE 2010 CATHOLIC CHARITIES APPEAL CAMPAIGN.**

Please send all donor cards and donor checks directly to Appeal Office if received after June 30, 2010.

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Please read the following carefully and contact the Appeal Office at (215) 587-3651 with questions or comments regarding any of the following.

- ***Direct Mail Solicitation***
Each Registered household will receive a brochure, donor card, return envelope and letter from Cardinal Justin Rigali urging their participation in the 2010 Appeal. The Appeal Office will pay the costs of this solicitation. Parishes should focus their resources on promoting this Appeal and collection efforts most effective for their parish (door-to-door, phone calls, mass collections, etc.)
- ***Catholic Charities Appeal Weekend***
Sunday, May 1/2, 2010 is Catholic Charities Appeal Sunday. Each parish is to have a second collection on this date for the benefit of the Appeal. Pastors and Appeal Committee members should publicize this date and encourage parishioners to return their Appeal pledge card to the parish on this day.
- **Theme**
“You gave me hope”
- ***CCA Parish Appeal Committee***
This leadership Committee is a key component in creating a successful campaign on the parish level of the *Catholic Charities Appeal*. They will also promote the Appeal, assist in the collection, sorting and remittal of gifts to the Appeal Office. The Committee will also be responsible for the follow-up solicitation.
- ***Parish Follow-up***
Parishes are expected to keep a record of each gift made to the Appeal through the parish collection. This record should then be used to identify parishioners who have not given to the Appeal by dates listed in the timeline on the previous page. The Appeal Committee should lead a follow-up solicitation to reach those who have not given to the Appeal by these dates. **Follow-up should consist of phone calls, personal visits or any other creative idea the Committee develops.**
- ***Regional Workshop/Dinner***
Four Regional events will be held in February and March. They will be hosted by the Regional Auxiliary Bishops. **Presentations, instructions and materials (including posters and lawn signs) will be given at this time.**

- ***Tax Acknowledgments for gifts of \$250+***
ALL Tax acknowledgments will now be provided by the Appeal Office. Parishes are no longer responsible for sending these to donors. This is another reason why it is important that the Appeal Office receive a donor card for EACH gift deposited by the parish. Please note that donations below \$250 should be recognized by the parish.
- ***Nickels for Neighbors***
Each Archdiocesan high school and elementary school is encouraged to participate in this event. Students will collect nickels (mixed change and dollars also accepted) on behalf of the Catholic Charities Appeal during the month of April. This event will culminate on **Thursday, April 29, 2010** when student representatives from each school will bring a check for money raised at their school to Archbishop Carroll High School. Monies raised by parish elementary schools and archdiocesan high schools will be counted toward parish goals.
- ***Website as a Resource – www.CatholicCharitiesAppeal.org***
Most materials distributed at the Regional Workshops will be available to download and print from the Catholic Charities Appeal website. Other printable items include the Parish Communication Manual, Parish Instruction Manual, CCA brochure (pdf format), donor cards, parish report forms, etc.

HOW TO CONTRIBUTE TO THE 2010 CATHOLIC CHARITIES APPEAL

For more information on any of the following, please contact the Appeal Office at (215) 587-3651.

- ***Parish Solicitation Phase***

X Direct Mail/Special Mailing

X Follow-up Solicitation: Door-to-Door, Phone Calls, Letter from Pastor,
Collection at Mass

- ***Internet/Online Giving***

In addition to educating parishioners about the good works enabled by the Appeal, the Catholic Charities Appeal website continues to offer ***secure online giving*** at www.CatholicCharitiesAppeal.org.

- ***United Way/Employee Campaigns Donor # 00233***

During the Fall season, United Way(s) and various other employee campaigns solicit individuals at their place of employment. While these campaigns operate independently of the **Catholic Charities Appeal**, employees can designate gifts to the Appeal or the Catholic Federation of the Archdiocese of Philadelphia. The Appeal Office is informed of these gifts therefore; parishes will receive credit for any gift made by a parishioner through one of these campaigns. Please note that there can be a delay in receiving funds from some agencies.

- ***Catholic Charities Appeal office***

Individuals may wish to send a contribution directly to the Appeal office.

Please offer donors a blank donor card and ask them to provide the name of parish to receive credit.

Catholic Charities Appeal Office

222 North Seventeenth Street, Suite 708

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- ***Memorial/ Honorarium Gifts***

The Appeal office receives gifts in memory of or in honor of a special occasion or an individual. Individuals who choose to remember a person by making a gift to the Appeal are asked to ***provide the following***:

Full name of person being remembered/honored;

Full name and address of family/friend to be notified of the gift.

Full name and address of person making the donation.

Note: Memorial gifts can be made online at www.CatholicCharitiesAppeal.org.

WHAT TYPES OF GIFTS CAN BE MADE TO THE APPEAL?

If you have any questions about any of the following, please contact the Appeal office at (215) 587-3651.

- ***One-time Cash/Check Gifts***

- ***One-time Credit Card Gifts***

Parishioners are able to charge their gift to the Appeal by doing the following:

1. **Donor card:** Complete information on donor card. If a parish receives credit card donations, please batch all completed cards together and return to the Appeal office as soon as possible. **It is imperative that the Appeal office receives the signed donor card for a credit card donation.**
2. **Online:** Visit www.CatholicCharitiesAppeal.org and follow directions.

Please note that parishioners can use their credit card to make an initial payment on a pledge. Credit cards CANNOT be used to make an ongoing pledge (i.e. the office can not accept authorization to charge a \$15.00 pledge payment every month).

- ***Pledged Gift***

Parishioners are asked to consider making a pledge rather than a one time gift to the Appeal if it makes it easier on individual donors. It is suggested that all parishioners be asked to consider a stewardship pledge of \$100, which is just under \$2 a week or a sacrifice of one cup of coffee per week! After the initial gift, **all pledge payments should be forwarded to the Appeal Office with some indication that it is a pledge payment.**

- ***Gifts of Securities***

If a parish receives gifts of securities for the Appeal, contact the Appeal office at (215) 587-5650 for assistance.

- ***Bequests/Planned Gifts.***

If a parishioner is interested in establishing a Bequest, Charitable Trust, or other gift options identifying the *Catholic Charities Appeal* as a beneficiary, contact the Appeal office at (215) 587-5650 for assistance.

An increasingly popular planned gift is the **Charitable Gift Annuity**. Parishioners would be able to make a gift of cash or appreciated securities to benefit the Appeal, and they receive, in return, a guaranteed annual annuity and a potential charitable income tax deduction. Please mention this opportunity to your parishioners; if anyone is interested, a representative from the Appeal office is available to meet with parishioners.

HOW CAN DONORS INCREASE THEIR CONTRIBUTION?

Many companies have a program whereby the company will match personal contributions of employees to eligible organizations. Employees must contact their Human Resource office to obtain the necessary forms and to be certain the Appeal is an approved charity.

In many cases, companies will only match certain kinds of institutions (education, cultural, human service, etc). For example, if your company will not match social/human service organizations like the Catholic Charities Appeal, but will match educational institutions, the donor should fill the application out so that the match is designated to an approved special education institution that is funded by the Appeal. This portion of your gift will be designated to that institution. Matches to parish schools, high schools or St. Charles Seminary are not accepted.

If your company does not currently match gifts to the Catholic Charities Appeal, or any of our funded agencies or programs, see your Human Resources Manager to find out how the Appeal can be added to your organization's list of eligible charities.

Processing Matching Gifts:

Matching gifts are time-sensitive.

If a parish receives a matching gift, follow these instructions:

- Paper clip personal check, donor solicitation card and matching gift form together. Be sure the donor has filled out the employee portion of the application, complete with signature.
- **DO NOT FILL IN RECIPIENT/ORANIZATION INFORMATION ON THE FORM!** The Appeal Office will complete this section.
- Batch all matching gifts together and return to Appeal office as soon as possible, as some companies have a time limit for processing gifts.

See Appendix C for a list of companies which have recently made matching gifts to the Catholic Charities Appeal, along with tips (page 11) and instructions for your parishioners. Please print these pages, make a double-sided copy and place in your parish bulletin.

Note that there may be companies not listed therein which would make a matching gift to the Appeal, therefore it is important to inquire with the company directly. A list can also be found on the CCA website at www.CatholicCharitiesAppeal.org. If your company will make matching gifts to the Appeal and is not listed, please contact the Appeal office at 215-587-3651 to have it added to the list.

THE CATHOLIC CHARITIES APPEAL
STEP-BY-STEP

In 2010, the Catholic Charities Appeal will send each registered household, at no expense to the parish, their personalized donor card, brochure, return envelope and letter from his Eminence, Cardinal Justin Rigali. This correspondence should be received in each home beginning approximately April 12, 2010.

The promotion, collection and remittal of these gifts will continue to be the responsibility of each parish. Please use this manual as a guide for those practices.

The Pastor should lead his Lay Coordinator and Appeal Committee in the tasks below. (Role for both Pastor and Lay Coordinator can be found in Appendices A & B)

- **Appoint a Lay Coordinator and Appeal Committee**
Engaging parishioners in activities with specific goals and action plans contribute to the overall sense of Stewardship in the parish and encourages others to become part of that community. This participation and sense of community are stepping stones to consistency in raising financial goals.
- **Establish and implement a plan to reach maximum participation of households, along with the monetary goal. This plan should include ideas for collection of gifts, promotion of Appeal weekend and follow-up solicitation.**
By focusing on a participation goal, as well as monetary, parishioners can feel like part of the parish community without feeling a sense of guilt if they are unable to contribute a large dollar amount.
- **Donations will be collected during a second collection the weekend of May 1/2. In addition, you may choose to collect door-to-door. As parishioners will be supplied with a return envelope and donor card addressed to their parish, they may choose to return them by mail. Pastors should make an appeal at Mass the weekend of April 24/25 and remind parishioners of the importance of this campaign.**

Consider holding up a sample of the donor card and envelope for those who may be wondering where their typical wallet envelope is. If your parish has distributed wallet envelopes to parishioners in their monthly packet, they may be used. Information from those envelopes does NOT need to be transferred onto a donor card but must be forwarded to the Appeal Office just like a donor card. However, if a parish received a check with no donor card, please fill out a donor card for the check before sending to the Appeal Office. There **MUST** be a **CARD** for every **DONOR**.

- **Record all received gifts, deposit donor cash, checks and remit one parish check for the total amount received. Send check and all donor cards to the Appeal Office as quickly as possible. The amount of the donor gifts MUST equal the amount of the parish check.** (Example: 50 donor gifts equal \$1000 / Parish Check equals \$1000) Donor cards and check must be sent together along with adding machine tape. This helps our office decipher handwritten amounts that may be difficult to read. It is important that gifts and donor cards are recorded and forwarded as quickly as possible. This will insure that all gifts are accounted for and acknowledged.

- All donor checks can be deposited into your parish account, even though the checks are made out to Catholic Charities Appeal. Just stamp the back with DEPOSIT ONLY.
- Parishes will receive **LOOSE CASH** donations that will not be attributed to a donor. These contributions **MUST** be sent with a **SEPARATE PARISH CHECK**. Parish checks for these donations must equal cash received. Memo note on check should indicate Loose Cash.
- Implement a follow-up solicitation in order to increase your parish's participation rate and overall goal.
- Each Friday following Appeal Sunday, mail the Parish Report Form along with donor cards and check to the Appeal Office.
- Thank parishioners for their participation at Mass, in the weekly bulletin and keep them abreast of the parish's progress.
- Be sure all donor cards, donations and Parish Report Forms are remitted to the Appeal Office by May 30, 2010.
- Any donations received after May 30, 2010 can still be sent to the Appeal Office following the same procedures.
- Any donations received by your parish after **June 30, 2010** should be forwarded to the Appeal Office directly with the **donor card and the donor check**. These donations will not count towards the CCA 2010 campaign but will be counted towards the CCA 2011 Campaign.

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INSTRUCTIONS FOR COMPLETING AND COLLECTING DONOR CARDS:

All donations MUST be accounted for with a donor card. If you need extra donor cards, please photocopy a blank donor card. This saves the Appeal printing costs. For example: John Smith donates \$250 to the Appeal through his parish. The parish sends in the money but does not tell the Appeal Office it was for John Smith. The gift enters the Appeal database as an anonymous gift. John Smith will not be thanked for his gift, the parish will not receive credit for the gift and John Smith will also not get the donation proof he needs for his taxes.

- **Check for Accuracy**
 - Proof read name, address, other personal and parish information.
 - Verify total gift, paying now, and balance due.
- **Check for Completion of Donor Cards**
 - Pledge payment schedule (for pledged gifts).
 - Signature of donor on check.
 - Amount of gift.
- **United Way(s)/Combined Campaign(s) Gifts**
 - **Do not** write gift amount on donors' cards. The United Way/Combined Campaign will notify the Appeal office directly of these donations and they will be credited toward your parish goal. Send in donor cards for these gifts and a notation can be made that gift will be forthcoming. Please note that there is a delay in receiving gifts from United Way/Combine City/State/Federal Campaigns.
- **Matching Gifts & Credit Cards**
 - Forward to Appeal Office immediately. Do not hold as expiration dates and deadlines do apply.
 - Verify donor has filled in **all** required fields and signed the form. Matching gift form, donor card and donor check **MUST** be sent together.

KEEP A RECORD OF ALL GIFTS

Suggested Record-Keeping System:

1. Print listing of all registered households in parish, create an Excel chart (or obtain a list from your mail house)
2. As gifts are received/sorted, check next to parishioner's name. Write in amount pledged and paid.
3. Use this as a record-keeping method for your files and/or to enter into your database at a later date.

*****This list, or whatever method you choose to record gifts, can be used to determine which parishioners should receive follow-up correspondence. A report can be provided to you from the Appeal Office showing gifts made directly to the Appeal Office or through their employee campaign for your records.***

FOLLOW-UP SOLICITATION

The follow-up campaign is an important part of this year's Appeal as it reminds parishioners who may have forgotten to give or who may have misplaced their donor cards. It also reinforces the importance of this Appeal in our local communities.

Below is a Suggested Method of Follow-up:

1. Record all gifts.
2. Using this record, identify parishioners who have not given to the Appeal by May 14, 2010.
3. Determine the best way (or combination of ways) for your Committee to follow-up to those who have not yet given. **Blank Follow-up donor cards are available from the Catholic Charities Appeal website and can be downloaded. Copies can be made. Create and Place labels of those who have not yet given on donor cards and attempt one or more follow-up campaign suggestions:
 - a. *Phone call campaign* – Call parishioners and remind them to send in their donor cards. Send a new one to anyone who may have misplaced theirs.
 - b. *Door-to-door campaign* – Visit those who have not yet given to deliver a follow-up donor card and encourage a gift or cross them off your list.
 - c. *Mail campaign* – Mail a letter from your Pastor or Appeal Committee, along with a follow-up donor card, reminding parishioners to make their gift.
 - d. *Mass Collection* – Hold an additional second collection for the Appeal.

If your parish currently employs a successful follow-up campaign, please contact the Appeal Office to share these practices.

Please don't hesitate to call the Appeal Office at 215-587-3651 if you have any questions or would like follow-up donor cards.

PROCEDURE FOR FILLING OUT PARISH REPORT FORM

Please follow the steps below accordingly.

- **One-time Cash Gifts:**

Count the number of donor cards received and enter on *Section I line a.* of Parish Report Form
Run an adding machine tape (must be included) with itemized amounts.

Place a rubber band around the donor cards and adding machine tape

Enter the total of these donations on *Section I line b.* of the Parish Report Form

Please do not send cash to the Appeal Office, all loose cash collections should be sent as a separate check. (Entered on *Section V.* of the Parish Report Form) This is the only way the parish will receive credit with loose cash.

- **Pledged Gifts (Deferred Gifts):**

Count the number of donor deferred gifts and enter on *Section II line a.* of the Parish Report Form

Run an adding machine tape (must be included) of each of the following:

Indicate the **Total Pledge Amount** on donor card

Indicate the **amount the donor is paying NOW (This is the amount you have received)**

Place a rubber band around donor cards with adding machine tape and mark as **Deferred Gifts.**

Put the **Total Pledge Amount** of Deferred Gifts on *Section II line b.* of the Parish Report Form

Put the total **Amount Received** on Deferred Gifts on *Section II line c.* of the Parish Report Form

The Total from Section I.b. and total from Section II.c. must equal the total of the parish check.

- **Matching Gifts:**

Paper clip donor personal check, donor card and matching gift form together.

Place the number of Matching Gifts on *Section III line a.* on Parish Report Form.

Place the total amount of donor checks on *Section III line b.* on Parish Report Form.

Batch all matching gifts together and return to Appeal Office as soon as possible as some companies have a time limit for processing gifts. If the Matching Gift is also a **PLEDGE**, place this contribution in *Section III* and on *line b.* put the \$\$ amount being paid NOW.

DO NOT FILL IN ANY RECIPIENT INFORMATION ON MATCHING GIFT FORM!

- **Credit Card Gifts (Please send these as received – do not hold as cards may expire):**

Count number of credit card donations and place total in *Section IV line a.* Parish Report Form

Total amount of credit card donations and put total amount on *Section IV line b.* Parish Report Form

Paper clip all credit card donations

Send to the Appeal Office to process.

Loose cash collections must be a separate Parish Check and noted on Section V. of the Parish Report Form.

All Parish Report Forms should be signed, dated and MUST include name and telephone number of preparer.



CATHOLIC CHARITIES APPEAL 2010 PARISH REPORT FORM

Parish FS or DP #: _____
Parish Name: _____ Telephone #: _____
City: _____ Date: _____

I. ONE TIME CASH GIFTS:

- a. Number of One time Gifts # _____
- b. Amount of One time Gifts \$ _____

II. PLEDGED GIFTS:

- a. Number of Pledged Gifts # _____
- b. Total Amount Pledged \$ _____
- c. Amount Paying Now on Pledged Gifts \$ _____
- d. Balance due from Pledged Gifts \$ _____

TOTAL CASH/CHECKS \$ _____
(Sum of I (b) and II (c) = Total Parish Check)

III. MATCHING GIFTS:

- a. Total Number of Matching Gifts # _____
- b. Amount of Matching Gifts (donor portion) \$ _____

(Include Matching Gift Form and Donor Checks)

IV. CREDIT CARDS:

- a. Number of Credit Cards # _____
- b. Amount of Credit Cards \$ _____

V. LOOSE CASH: \$ _____

(No Donor Cards) – (Must be a Separate Parish Check)

Pastor Signature: _____

Name of Preparer and Telephone number: _____

Please make checks payable to Catholic Charities Appeal and send to the Appeal office by May 31, 2010.
(PLEASE INCLUDE ADDING MACHINE TAPES/DONOR CARDS)

AFTER June 30, 2010, please send DONOR CARDS AND DONOR CHECKS directly to our office.

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**APPENDIX A:
ROLE OF THE PASTOR/ADMINISTRATOR**

The pastor/parochial administrator is a partner in achieving the success of the *Catholic Charities Appeal* in each parish. This role is crucial; in fact, only through his enthusiastic support can the Appeal achieve its full potential.

The pastor/administrator is responsible for planning, organizing and implementing the Appeal at the parish level, and ultimately, attaining the parish goal.

Encourage your parishioners to embody this mission by participating in this local Appeal. *If you have not appointed a CCA Lay Coordinator, additional responsibilities for you can also be found on the following page. If you have appointed a CCA Lay Coordinator, your specific responsibilities are as follows:*

- Live and teach Stewardship. Show your support for the Appeal, and *make your gift to the Appeal on Catholic Charities Appeal Weekend May 1 and 2, 2010.*
- Appoint a *CCA Lay Coordinator* and an *Appeal Committee*. Personally ask parishioners to serve for this committee. The *Committee* should lead Appeal promotion, collection and follow-up efforts.
- Assist your volunteer committee in recruiting, retaining, supervising and delegating to parish volunteers.
- Attend the *Catholic Charities Appeal Kickoff Celebration* with your Lay Coordinator and key volunteers. This event will provide you and your Coordinators with important information about the Appeal and its beneficiaries.
- Personally contact major prospects in your parish. This personalization is crucial to a parish-based campaign such as the Appeal.
- Insure the proper marketing and promotion of the Appeal in your parish - [Use materials supplied by the Appeal office and any others developed by your Appeal Committee.]
- Encourage and oversee a follow-up solicitation effort to those who do not make a gift to the Appeal starting Friday, May 14, 2010. Phone calls, visits and reminder letters are suggested methods.

**APPENDIX B:
ROLE OF THE CCA LAY COORDINATOR & APPEAL COMMITTEE**

The role of CCA Lay Coordinator and Appeal Committee was created as direct request of Cardinal Justin Rigali. Your leadership is a key component in creating a successful campaign on the parish level of the *Catholic Charities Appeal*.

The *Catholic Charities Appeal* staff is committed to forming a strong partnership with you as we work together to embrace God's people. Your specific responsibilities are listed below. Please do not hesitate to contact the Appeal Office at 215-587-3651 if you have any questions or concerns.

- Attend the CCA Regional Workshop.
- Follow the proposed *Catholic Charities Appeal* time-line.
- With your pastor, develop a volunteer committee and assist with retaining, supervising and delegating to parish volunteers.
- Attend the *Catholic Charities Appeal* Kickoff Liturgy of the Word and Dinner.
- Insure the proper marketing and promotion of the Appeal in your parish -- such as lawn sign displays, bulletin and pulpit announcements, a CCA table display before and after mass the weeks leading up to the Appeal, etc.

Parish Communication Guide, Parish Instruction Manual, Parish Report Form, Donor Card and Brochure are available by going to www.CatholicCharitiesAppeal.org. Go to the Parish Tab and make selection from the drop down box.

- **Be sure each volunteer is aware of the correct procedures for collecting donations and that accurate records are kept for your parish's files as well as those being sent to the Appeal office. Verifying gift and pledge information is very important to insure each gift is acknowledged by the Appeal Office.**
- **Complete and return your Parish Final Report and all solicitation materials by May 31, 2010.** By doing so, you greatly enhance the Office for Development's ability to process donations to the 2010 Appeal by the end of its fiscal year on June 30, 2010.

APPENDIX C: MATCHING GIFT COMPANIES

Following is a list of companies that have recently matched gifts made by their employees to the Catholic Charities Appeal or one of its funded agencies. There may also be other companies which are not listed here that have Matching Gift Programs. If your company participates in this program, contact your Human Resources office for a matching gift form. *Please contact the Appeal Office at 215-587-3651 with any related questions.*

Companies currently matching Catholic Charities Appeal gifts:

Advanta Foundation	J. P. Morgan & Company
ACE INA Foundation	John Hancock Mutual Life Insurance
Aetna Foundation	Kimberly Clark
Agilent Technologies	Law School Admission Council
AIG (American International Group)	Liberty Mutual
American Express	Macy's Foundation
AON Foundation	McDonald's Corporation
Astra Zeneca	Merck Company Foundation
AT&T	Merrill Lynch
AXA Foundation	Microsoft
Bank of America Foundation	Minerals Technologies, Inc.
Bank of New York (Mellon)	Mutual of America
BP	Pew Charitable Trusts
Bristol-Myers Squibb	Pfizer, Inc.
Cephalon	PJM Interconnection LLC
Colgate Palmolive	Prudential Foundation
Conrail	PSEG
Educational Testing Svc., Inc.	Radian
Federated Department Stores	Robert Wood Johnson Fund
GAP Foundation	Saint Gobain Corporation
Gartner	Sanofi-Aventis
Georgia Pacific Corporation	Suburu of America
Glenmede Corporation	Susquehanna Investment Group
GMAC Mortgage Company	TYCO Corporation
Grainger	United Health Group
Home Depot	Verizon
ITW Foundation	XL America
	Zurich American Insurance Co

Appendix C (cont.)

Companies matching gifts to Education/Social Agencies only:

Baxter Int'l – Special Education	MEDCO Health – Catholic Social Sv
Boeing Company – Special Education	Mobil/Exxon – Special Education
Chevron – Special Education	Quest Diagnostics – Special Ed.
CIGNA – Special Education	Vanguard Group – Special Education
Fannie Mae – Special Education	Wachovia – Special Education
GlaxoSmithKline – Special Education	Wyeth – Special Education
Johnson & Johnson – St. John Vianney and St. Charles Borromeo Seminary	

Companies which have matched Catholic Charities Appeal in the past:

Abbott Laboratories	The Connelly Foundation
All State Giving Campaign	IBM Corporation
AMP Inc. Foundation	MBNA America
Aventis	Motorola
C. R. Bard	Quaker Chemical Foundation
	Rohm & Haas Company

NOTES