**Office Procedures**

**Preferred Method**

As pledge envelopes come in, you need not open them. Mail them in one big envelope to the diocesan office marked Annual Diocesan Appeal.

**Optional Method**

If you wish to open the pledge envelopes, for those containing cash, please write on the envelopes what the cash amount is and then write one check for all the cash payable to Diocese of Davenport. For any checks written to the parish, our bank will deposit these as is.

**Donor Reports**

The Diocesan Finance Office will process these and send the parish office and the pastor a print out of your donors via email at the end of each month, **starting at the end of September/beginning of October.**

**Weekly Totals**

On a weekly basis we will total the pledges and send that number to you so you can inform your parishioners regularly of progress.

Continue to update your parishioners on progress. **In November and February**, when the pledge envelopes from your parish lessen in quantity, we will mail a letter and envelope to those who gave in the past two years, but not this year.

Our goal is to help you make your goal. We will communicate regularly with you in order to assist in meeting this goal.

For further information, contact Jennifer Praet, 563-888-4252, [praet@davenportdiocese.org](mailto:praet@davenportdiocese.org)

Thank you for your work in supporting the ministries of the Diocese of Davenport.

A blast email, phone calls and even personal letters to your parishioners can go a long way in helping you achieve your goal. Keep in mind that we are here to support you.