

God's Share Appeal 2023



Bismarck
Diocese

Procedure and Guide Book for Donor Information and Reporting

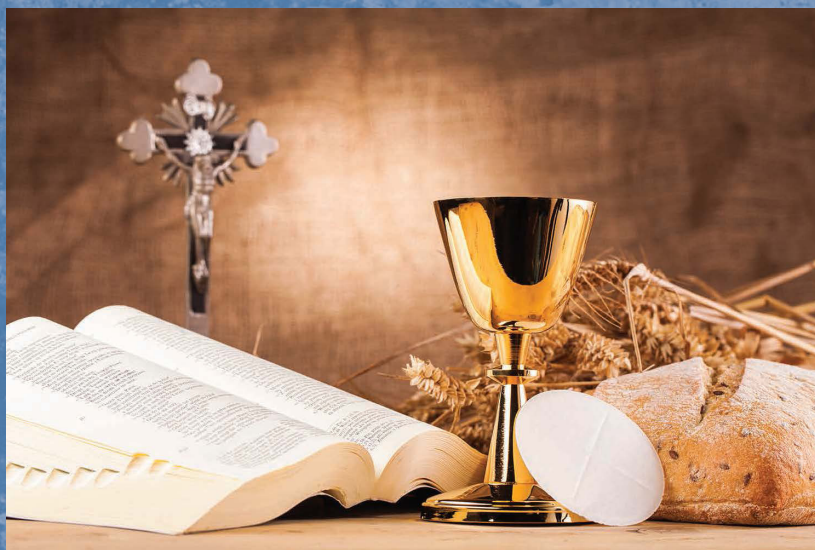
Prepared by: Office of Mission Advancement

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Toll free: 1-877-405-7435 • Ron's extension: 117 • Dee's extension: 107



- Example #1

3. If totals agree, cash and checks can be separated and prepared for a deposit into the Church of ...Parish (Nonprofit Association) (PJP) checking account. If your totals don't agree, please carefully double-check everything and recount it again, until your totals do agree.
4. Arrange envelopes in alphabetical order. **Yellow mailing labels** have been prepared for your parish based on your updated parish roster. **Use the yellow mailing labels from "Set B."** See page 26 of the 2023 God's Share Appeal Leadership Manual on the Diocesan website: <http://bismarckdiocese.com/documents/2023/3/LeadershipManual.pdf> Remove a label (arranged in alphabetical order) for each parishioner who returned an envelope, **and affix it on the face of the envelope in the upper left hand corner.** Please see **example #2**. Take care that the name and address on the label match the name and address on the envelope because that parish member will be credited with the pledge noted on the envelope. For envelopes with names not written on by the donor, please use their name and address from their check to select the correct yellow label and place the yellow label in the correct location.

Please remember

0102 / 0198587 (701) 555-5287
Mr. and Mrs. Ronald W. Schatz
1234 Diocese St
Bismarck ND 58501-0123

Example #2

PLEASE MAKE CHECK PAYABLE TO: (Name of Parish) - GOD'S SHARE APPEAL

Option #1: One-time Gift \$ 435.00 ✓ *CK # 374*

☐ Amount of Gift

Option #2: Extended Payment Plan

☐ Total Amount of Gift \$ _____

☐ Amount Paid Now \$ _____

☐ Balance to be Paid \$ _____

☐ I/We wish to make payments in the months circled below.

June	July	Aug.	Sept.	Oct.	Nov.
Dec.	Jan.	Feb.	Mar.	Apr.	

Option #3: On-Line Computer Donation

☐ I/We have made a donation on-line at: www.bismarckdiocese.com

GOD'S SHARE APPEAL

Please return this envelope to your parish.

Mr./Mrs. RON SCHATZ

Miss/Ms. _____

Address _____

City/State/Zip _____

Parish _____

Daytime phone number _____

5. Sort the envelopes into the following batch categories:
 - a. Pledged Gifts
 - b. One-time Gifts
 - c. Electronic Funds Transfer Gifts
 - d. Credit Card/Debit Card Gifts
 - e. On-line Computer Gifts, Text-to-Give Gifts, and App Gifts
 - f. Refusals (do not wish to give)
 - g. Deletions (moved, deceased)
6. Batch the envelopes in quantities of 50 using batch cards corresponding to the seven categories listed above. Add the amounts from all batch cards and transfer the total onto the Transmittal Report Form.
7. Obtain a parish check payable to **“God’s Share Appeal”** for the total amount paid with all the envelopes in this report. The Transmittal Report Form is now ready to be mailed or delivered to the Office of Mission Advancement.
8. Visitor Contributions ... should be consolidated into one pledge envelope. Please affix a label noting the following.

VISITORS
ADDRESS UNKNOWN, 0001

9. Mail or deliver all the prayer intention cards with all the gift envelopes and your parish check.
10. **After May 31, 2023, please forward – unopened – all new God’s Share Appeal gifts and pledge payments directly to the Office of Mission Advancement. During the month of May 2023, all God’s Share Appeal gift envelopes should be handled according to these procedures using the yellow labels.**

Remember, May 31st is the deadline to ensure your parishioners will NOT receive a follow-up letter from the diocese!

Transmittal Report Form

See the next page for instructions to complete the Transmittal Report Form

Transmittal Report Form

GOD'S SHARE APPEAL

If you have any questions, please call (701) 204-7192 or toll free 1-877-405-7435, ext. 107.

Parish: _____, City: _____, Parish #: _____

Date: _____ Transmittal Report # _____

Pledges			One-time Gifts	
Total # of pledge envelopes (A)	Total \$ amount of all pledges (B)	Total \$ paid NOW on initial pledges (C)	Total # of one- time envelopes (D)	Total \$ amount of all one-time gifts (E)

Credit/Debit Card Gifts			EFT Gifts		
Total # of Credit/debit card envelopes (G)	Total \$ amount of all credit/debit card gifts (K)	Total \$ paid NOW on initial Pledge (J)	Total # of EFT Envelopes (L)	Total \$ amount of all EFT gifts (P)	Total \$ paid NOW on initial pledge (O)

Total # of On-line donation envelopes (Q)	Total # of Text-to-Give envelopes (R)	Total # of App donation envelopes (S)	Total # of Refusal envelopes (T)	Total # of Deletion envelopes (U)

Total # of all envelopes (A+D+G+L+Q+R+S+T+U)	Grand Total of all \$ donations (B+E+K+P)	Parish Check Total (C+E+J+O)	Parish Check #

Please send the original copy and the parish check to the Mission Advancement Office.

X _____ X _____
Preparer's name Signature of Pastor

For Office Use

- ☐ Addresses
- ☐ Balanced
- ☐ R.E.
- ☐ Vanco

Preparer's daytime phone number Preparer's e-mail address

- I. Enter the parish name, city, parish #, date, and transmittal report #.
- II. Pledges: Using the information from your Pledge Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all pledges, and the total \$ amount paid NOW on initial pledges in this section.
- III. One-time Gifts: Using the information from your One-time Gift Batch Card(s), please enter the number of envelopes being reported and the total \$ amount of all one-time gifts in this section.
- IV. Credit/Debit Card Gifts: Using the information from your Credit/Debit Card Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all credit/debit card gifts, and the total \$ amount paid NOW on initial pledges in this section.
- V. Electronic Funds Transfer (EFT) Gifts: Using the information from your Electronic Funds Transfer (EFT) Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all EFT gifts, and the total \$ amount paid NOW on initial pledges in this section.
- VI. On-line donations, Text-to-Give donations, and App donations: Using the information from your On-line donations, Text-to-Give donations, and App donations Gift Batch Card(s), please enter the number of envelopes being reported in each of these sections.
- VII. Refusals and Deletions: Using the information from your Refusal Batch Card(s), and your Deletion Batch Card(s), please enter the number (envelope count) of envelopes being reported in these sections.
- VIII. Total # of all envelopes: Using the information you just entered in the Transmittal Report Form, please add up all of the envelopes you reported in boxes A, D, G, L, Q, R, S, T and U.
- IX. Grand Total of all \$ donations: Using the information you just entered in the Transmittal Report Form, please add up all of the Total \$ amount of all gifts in boxes B, E, K and P.
- X. Parish Check Total: Using the information you just entered in the Transmittal Report Form, please add up the Total \$ paid NOW sections and the Total \$ amount of all one-time gifts in boxes C, E, J and O.
- XI. Parish Check #: Write the number of the parish check that will be mailed with all of the gift envelopes, the Transmittal Report Form and the Batch Cards.
- XII. Print the name, daytime phone number and e-mail address of the person preparing this form, in case we have any follow-up questions.
- XIII. Have the pastor sign the transmittal, and please include a check payable to **God's Share Appeal** for the total dollar amount of envelopes included in this report.

The original copy of the transmittal form and the prayer intention cards are to be included **with the envelopes** and parish check that is forwarded to the Office of Mission Advancement. The yellow copy is to be retained for parish records. If you have any questions in regard to the reporting procedure, please contact the Office of Mission Advancement at 701-222-3035 or toll-free 1-877-405-7435.

YOUR HELP IN THIS IMPORTANT EFFORT IS APPRECIATED!



Please
remember

Please note: The Bismarck Diocese will mail every parishioner that made a donation a personalized IRS tax receipt. Parishes will NO LONGER add any God's Share Appeal, African Mission Appeal or Universal/National Church Collection information on to the parish's personalized IRS tax receipts they send their parishioners.

Diocesan Follow-up Mailing

During the first week of June, the Bismarck Diocese will mail a personalized letter to all parishioners that have not yet made a donation. The letter will be approved and signed by each pastor.

The Diocese will print these letters using the parish's stationary. Each parishioner will also receive a convenient envelope that they can use to mail or drop-off their donation at their local parish.

Starting June 1, 2023:

Parishioners will be either mailing their return slip (or their regular God's Share Appeal envelope) to your parish or dropping them in the collection basket.

Please collect all of those donations as they come in and **EVERY FRIDAY** mail them to the Office of Mission Advancement using the mailing labels that have been provided. The longest any one donation should remain in your office is for one week because every Friday, you will mail whatever you have to our office, even if it is just one or two God's Share Appeal envelopes.

The regular God's Share Appeal envelope you are already familiar with. A sample of it can be found on pages 1 and 2 of this booklet. The tear-off, return slip and return mailing label that some parishioners will use look like these:

66th Annual God's Share Appeal

Member of: Cathedral of the Holy Spirit
01234567

Ronald and Michele Schatz
1713 Bonn Blvd
Bismarck, ND 58504

Cathedral Church
519 Raymond Street
Bismarck, ND 58501

Thank you for your support of the 13 seminarians!

YES, I/We would like to offer my/our prayers and \$1.00 for each of the 13 seminarians.

☐ **Enclosed is a one-time gift of:**

☐ \$13.00 ☐ Other \$ _____

☐ I/We will pray for the success of the 2023 appeal.

☐ Check enclosed payable to: Parish Name- God's Share Appeal

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

☐ Credit Card # _____ Exp. Date: _____

Name is it appears on card: _____

Phone: _____

Email: _____

For more information, contact your pastor or the Office of Mission Advancement at 701-222-3035 or toll-free 1-877-405-7435.

You may also donate online at www.bismarckdiocese.com

Please place
in parish
offertory or
mail with a
stamp.

*Thank You for your support of the
2023 God's Share Appeal.*

-Bishop Kagan