

2024 ACA Calendar

October 2023	Parishes asked for supply order numbers for annual appeal print materials.
December 2023	Pastors notified of parish goal.
January 3rd, 2024	All appeal supplies are shipped to parishes. Once received, posters should be displayed.
January 13 – February 18, 2024	ACA Black Out Period
January 13/14, 2024	Parishes announce ACA solicitation mailing. Use bulletin and altar announcements and Prayer of the Faithful petition.
January 15, 2023	Solicitation letter mailed to all parish members.
January 20/21, 2024	Use bulletin and altar announcements and Prayer of the Faithful petition.
Jan22-26 OR Jan29-Feb2, 2024	Choose Date depending on if you are doing an early announcement weekend Pastors and parish annual appeal committees prepare for Announcement Weekend activities.
Jan27/28 OR Feb3/4, 2024	<u>Early/Announcement Weekends</u> Pastor's Homily at all Masses Bulletin Covers reflect the appeal artwork Tabloid inserted in Parish Bulletins Bulletin Announcement and Prayer of the Faithful
Feb 5-9, 2024	Pastors and parish annual appeal committees prepare for Commitment Weekend activities. (ALL parishes – no matter when you conducted Announcement Weekend)
February 10/11, 2024	<u>Commitment Weekend</u> ACA Video Pastor leads In-Pew process Prayer of the Faithful petition

February 12, 2024	Mail pledge envelopes received from in-pew pledge process to Diocese of Madison via Fed Ex if 50 envelopes or greater (using provided mailing instructions and transmittal located at end of manual).
Feb 12 – 16, 2024	Parish annual appeal committees and in-pew presenters prepare for Follow-up Weekend activities.
Feb 17/18, 2024	<u>Follow-Up Weekend</u> Pastor, Committee Member or Volunteer leads the In-Pew process. Prayer of the Faithful petition
Feb 19, 2024	Mail pledge envelopes received from in-pew pledge process to the gift processing company (using provided mailing instructions and transmittal located at the end of manual).
March through December, 2024	Pledge reminders mailed from the Office of Stewardship and Development until pledges are paid in full. Follow-up letters and possible telephone follow-up by the diocese occur as needed.
November, 2024	Publish wrap up Tabloid with the 2024 results for all parishes.
December 31, 2024	2024 Appeal closes to new gifts, payments still accepted
January, 2025	2024 Appeal tax statements mailed to monthly pledge donors from diocese. One time gift donors receive their tax statement letter as part of their thank you from the Bishop throughout the year when their gift is processed.