

2024 ACA Shipping Procedures

- ❖ Ship completed pledge envelopes directly to the Diocese of Madison (DOM) immediately following Commitment and Follow-Up Weekends using the FedEx materials provided. *(See notation below if you collect fewer than 50 envelopes during Commitment Weekend.)*
- ❖ Drop off your envelopes at a FedEx Drop Box location OR set up an account to schedule a pick up at your parish (instructions below)
- ❖ **Do not use leftover FedEx labels from previous campaigns—the information has changed. Please throw any old materials away!**

Commitment Weekend: February 10-11, 2024

- ❖ **50 or more envelopes** - If your parish collects 50 or more In-Pew envelopes during Commitment Weekend, ship the completed envelopes directly to the DOM using the FedEx supplies provided. Enclose a Parish Transmittal Form in each package. *(Parish transmittal forms are included in this packet)*
- ❖ **Less than 50 envelopes** - If your parish collects less than 50 In-Pew envelopes during Commitment Weekend, do not ship them until after Follow-Up Weekend. Hold the envelopes; combine them with those collected on Follow-Up Weekend, and ship as directed.

Follow Up Weekend: February 17-18, 2024

- ❖ **All envelopes** - FedEx all In-Pew envelopes collected during Follow-Up Weekend (and any In-Pew envelopes not shipped after Commitment Weekend) directly to the DOM regardless of the count. Please ship within one week. Enclose a Parish Transmittal Form in each package.

After Follow-Up Weekend

- ❖ **All remaining envelopes** - All subsequent pledge envelopes should be shipped to the DOM using the mailing labels provided. These labels were shipped with your Fed Ex materials. The Diocese of Madison labels should only be used after your initial shipments have been made. Enclose a Parish Transmittal Form in each package.

How to Ship using FedEx Supplies

Send initial shipment(s) via FedEx to:

Annual Catholic Appeal
Diocese of Madison
702 S. High Point Rd, Ste. 225
Madison, WI 53719

You will need the following:

- Parish Transmittal Form (located in Fed Ex Shipping packet)
 - FedEx Paks with label (located in Fed Ex Shipping packet)
 - Your completed In-Pew Pledge Envelopes
1. Parish Transmittal Forms are located in your FedEx Shipping packet. Fill out a Parish Transmittal Form for each package you ship. Record the quantity being sent on the corresponding line. Please send only completed In-Pew Pledge Envelopes—please do not send blank envelopes
 2. Place your completed pledge envelopes and a Parish Transmittal Form in the FedEx Pak provided. Please fill each FedEx Pak as full as possible. If you are shipping more than one package, please make sure to put a transmittal form in each package.
 3. Your Fed Ex paks will come with pre filled labels that are already applied to the pak – there is nothing that you will be required to fill out. Count, bundle the envelopes in packs of 50, fill out transmittal form, and put envelopes and transmittal form into paks.
 4. Drop your package off at a Fed Ex Drop Box location or Walgreen Photo Center. To find your closest location, go to <https://local.fedex.com/en-us/> and enter your zip code. If you need to schedule a pick up from your parish, you will need to go to www.fedex.com/en-us/shipping/schedule-manage-pickups/how-to.html. For a step by step how to - this will require you to set up an account.

If you have any questions or need any additional supplies, please contact Monica McCabe in the Stewardship and Development Office at Monica.McCabe@madisondiocese.org or at 608-821-3042.