



# How To Guide: Parish/Mission Report Form

The Parish/Mission Report Form is a straightforward way to keep track of and forward gifts to the Catholic Diocese of Salt Lake City. A fillable version of this form can be found at <https://www.dioslc.org/images/DDD/documents/Parish-Mission-Report-Form.pdf>

## Instructions:

Fill out the top part of the form with your name, the date, the parish name, and a phone number in case the finance or development office has any questions.

See Appendix A, entitled “Decision Diagram”, which is a flow chart to guide you through the Parish/Mission Report Form.

## Section A: Pledges with Payments

This section is for collections that have a payment, a pledge form and the parishioner wishes to start a monthly or quarterly gift.

| Pledges<br>With Payments | Pledges | Payments Received | Number of<br>Pledge/Gift Forms |
|--------------------------|---------|-------------------|--------------------------------|
| Checks                   | \$      | \$                |                                |
| Parish Check for Cash #  | \$      | \$                |                                |
| Parish Check for Cash #  | \$      | \$                |                                |
| <b>Totals</b>            | \$ 0.00 | \$ 0.00           | 0                              |

- Checks:
  - “Pledges” column: This is the sum of parishioner pledges for the collection. This is found on the pledge form.
  - “Payments Received” column: This is the sum of the checks that parishioners are gifting for the collection.
  - “Number of Pledge/Gift Forms” column: This is the total amount of pledge forms received for the collection.
- Parish Checks for Cash: This row is for when a parish receives cash from parishioners. Fill out the right side of the cell with the parish check number. **DO NOT SEND CASH THROUGH THE MAIL.**
  - The columns in this row are filled out the same way the checks row is filled out, except the payments received column will be the total cash received. This should match the dollar amount of the parish check.

## Section B: Pledges without Payments

This section is for pledges without checks or cash.

| Pledges<br>Without Payments | Pledges | Number of<br>Pledge/Gift Forms |
|-----------------------------|---------|--------------------------------|
| Pledge Forms                | \$      |                                |

- The “Pledges” column contains the total amount of pledges without payments.
- The “Number of Pledge/Gift Forms” column is the total number of pledge forms received for the collection.

## Section C: One-Time Gifts

This section is for one-time gifts that also have a pledge form. When the pledge form’s commitment type is left blank, it is considered a one-time gift.

| One-Time<br>Gifts       | Received | Number of<br>One-Time Gifts |
|-------------------------|----------|-----------------------------|
| Checks                  | \$       |                             |
| Parish Check for Cash # | \$       |                             |
| Parish Check for Cash # | \$       |                             |
| Totals                  | \$ 0.00  | 0                           |

- Checks:
  - “Received” column: This is the sum of the checks that parishioners are gifting for the collection.
  - “Number of One-Time Gifts” column: This is a total count of the number of one-time gift checks received.
- Parish Check for Cash is filled out the same way as the “checks” row. **DO NOT SEND CASH THROUGH THE MAIL.**

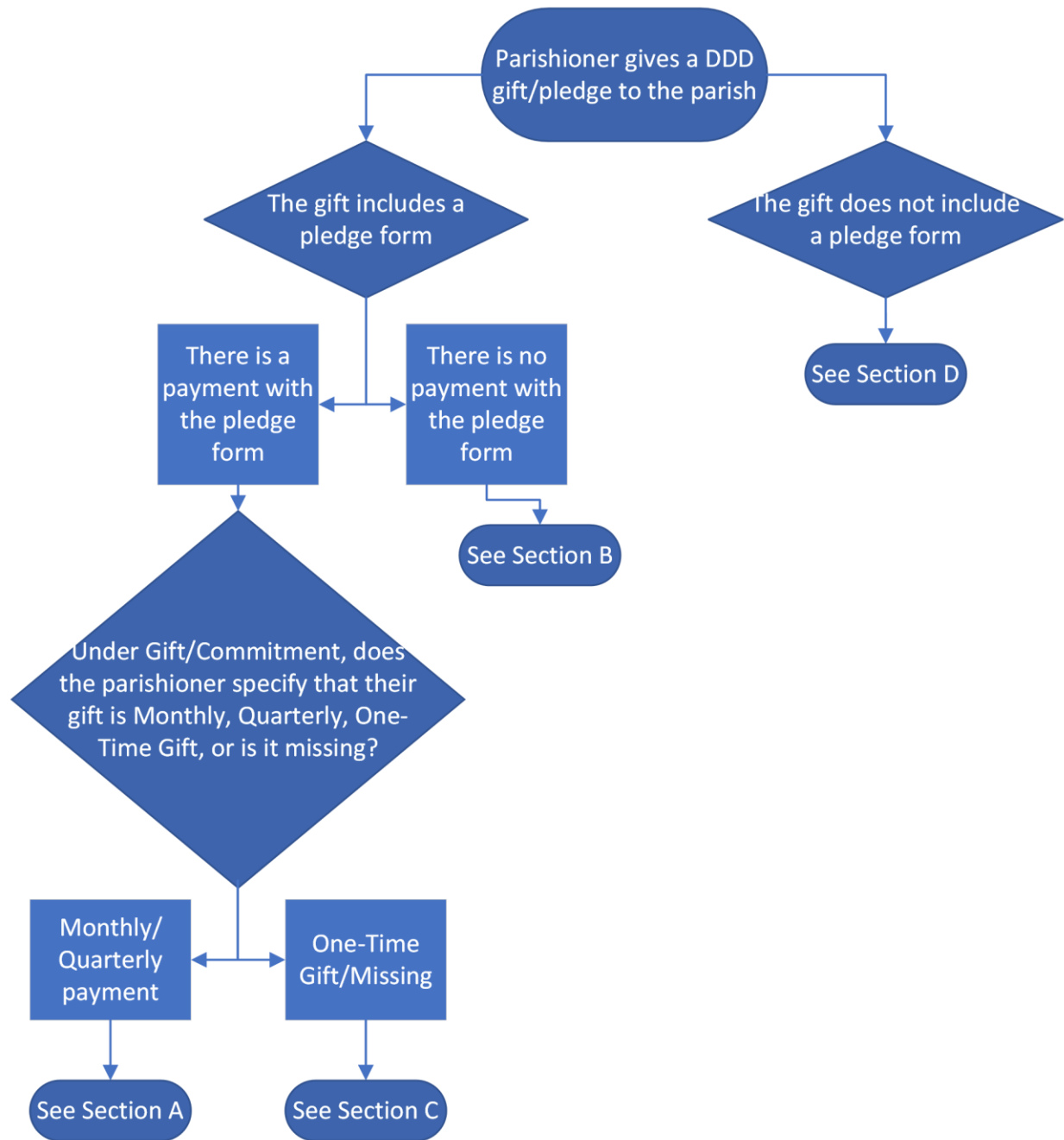
## Section D: Loose Checks

This section is for gifts without a pledge form.

| Loose<br>Checks | Received | Number of<br>Loose Checks |
|-----------------|----------|---------------------------|
| Checks          | \$       |                           |

- Add up the dollar amount of checks received for this category and enter it into the “Received” column.
- Add up the number of checks received and enter it into the “Number of Loose Checks” column.

## Appendix A: Decision Diagram



## Appendix B: Parish Mission Report Form



### DIOCESAN DEVELOPMENT DRIVE PARISH/MISSION REPORT

Your Name

Date

Parish Name

Your Telephone

| <b>Pledges<br/>With Payments</b>             | Pledges                 | Payments Received       | Number of<br>Pledge/Gift Forms |
|--|-------------------------|-------------------------|--------------------------------|
| Checks                                       | \$ <input type="text"/> | \$ <input type="text"/> | <input type="text"/>           |
| Parish Check for Cash # <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | <input type="text"/>           |
| Parish Check for Cash # <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | <input type="text"/>           |
| <b>Totals</b>                                | \$ 0.00                 | \$ 0.00                 | 0                              |

| <b>Pledges<br/>Without Payments</b> | Pledges                 | Number of<br>Pledge/Gift Forms |
|-------------------------------------|-------------------------|--------------------------------|
| Pledge Forms                        | \$ <input type="text"/> | <input type="text"/>           |

| <b>One-Time<br/>Gifts</b>                    | Received                | Number of<br>One-Time Gifts |
|--|-------------------------|-----------------------------|
| Checks                                       | \$ <input type="text"/> | <input type="text"/>        |
| Parish Check for Cash # <input type="text"/> | \$ <input type="text"/> | <input type="text"/>        |
| Parish Check for Cash # <input type="text"/> | \$ <input type="text"/> | <input type="text"/>        |
| <b>Totals</b>                                | \$ 0.00                 | 0                           |

| <b>Loose<br/>Checks</b> | Received                | Number of<br>Loose Checks |
|-------------------------|-------------------------|---------------------------|
| Checks                  | \$ <input type="text"/> | <input type="text"/>      |

Notes

Return this form to the Diocesan Finance Office, 27 C Street, Salt Lake City, UT 84103  
Do not hold parishioners' DDD checks past 14 days. For questions call 801-328-8641 x 328.

Appendix C: 2024 Pledge Form



DIOCESAN DEVELOPMENT DRIVE  
CATHOLIC DIOCESE OF SALT LAKE CITY  
27 C Street | Salt Lake City, UT 84103 | www.dioslc.org | (801) 328-8641

2024 Pledge/Gift Form

Mr. and Mrs. George Washington  
123 State Street  
Salt Lake City, UT 84103

Family ID: 123456  
Home Parish: The Cathedral of the Madeleine  
Phone: 801-555-1234  
Email: gWASHINGTON@mtvernon.com

GIFT/COMMITMENT

- ☐ Monthly  
Mensual
- $\$ \text{_____} \times \text{_____} \text{ months} = \$ \text{_____}$   
Amount enclosed  
Dinero incluido
- ☐ Quarterly  
Cuatrimestral
- $\$ \text{_____} \times 4 \text{ months} = \$ \text{_____}$   
Amount enclosed  
Dinero incluido
- ☐ One-time Gift  
Su única Donación
- $\$ \text{_____}$   
Amount enclosed  
Dinero incluido
- ☐ On-going  
Online  
Continúa Donación  
en Línea
- I will continue my monthly online gift of \$ \_\_\_\_\_  
until I notify you as I/we are pleased to become a member  
of the St. Francis Circle.

ELECTRONIC GIFT

You can make a secure one-time, monthly, or quarterly gift through your bank account or credit card (MasterCard, VISA, Discover, American Express).  
Scan the QR code below OR visit [www.dioslc.org/ddd](http://www.dioslc.org/ddd) and select DDD Online Giving.



2024 Diocesan Development Drive ends December 31. Retain this upper portion for your records.

Please detach and return this lower portion with your pledge/gift in the enclosed envelope.

Mr. and Mrs. George Washington  
123 State Street  
Salt Lake City, UT 84103

The Cathedral of the Madeleine  
Family ID: 123456

Diocese of Salt Lake City - LB 410804  
Diocesan Development Drive  
PO Box 35143  
Seattle, WA 98124-5143

If it's only Pledge Amount  
it goes under Pledges  
Without Payments

Thank you for your last gift of \$100

For this year's appeal, would you consider giving a gift of:  
\_\_\_\$120 \_\_\_\$110 \_\_\_\$100 \_\_\_Other

Please select a pledge option:

Monthly      Quarterly      *This section goes under Pledges with Payments*  
Pledge Amount \$ \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_  
*(Make checks payable to Diocesan Development Drive)*

One-time Gift      *This section goes under One-Time Gifts*  
Amount Enclosed \$ \_\_\_\_\_

On-going Online Gift (St. Francis Circle)  
Monthly gift of \$ \_\_\_\_\_ until I notify you.



123456 02 2024 0