












February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 PARISH KIT ARRIVES 	6	7	8	9 Review materials and call 800-869-6525 ext 1049 with questions. 	10
11	12 Hang Catholic Charities Poster	13	14 Set up meeting between pastor, parish volunteer and staff to discuss appeal process and parish goal.	15	16	17
18 Catholic Charities Annual Appeal announcement in bulletin.	19 Catholic Charities solicitation letters arrive in parishioners' homes 	20 Add Catholic Charities announcement to bulletin - include 2006 parish stats, 2007 parish goal, service highlights or Q & A	21	22 Arrange who will give the Catholic Charities pulpit announcement during the in-pew weekend masses.	23 Confirm pulpit announcement and prayers of the faithful for all mass times. 	24 PARISH APPEAL ANNOUNCEMENT WEEKEND Parish Appeal announcement in bulletin. 
25 PARISH APPEAL ANNOUNCEMENT WEEKEND Parish Appeal announcement in bulletin. 	26 Prepare materials and processes for the in-pew appeal weekend.	27 Add Catholic Charities announcement to bulletin - include 2006 parish stats, 2007 parish goal, service highlights or Q & A	28 Stuff bulletin inserts into all bulletins. Put envelopes in pews.			

March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Confirm pulpit announcement and prayers of the faithful for all mass times.	3 PARISH APPEAL WEEKEND Distribute in-pew envelopes; have announcement in bulletin 
4 PARISH APPEAL WEEKEND Distribute in-pew envelopes: have announcement in bulletin 	5 Process in-pew appeal donations - <i>see manual for instructions.</i>	6 Add Catholic Charities thank you announcement to bulletin - include 2006 parish stats, 2007 parish goal, service highlights or Q & A	7 Have in-pew envelopes available at all entrances for parishioners who did not receive them last week	8	9	10 PARISH APPEAL FOLLOW-UP WEEKEND "Thank you" announcement in bulletin 
11 PARISH APPEAL FOLLOW-UP WEEKEND "Thank you" announcement in bulletin 	12 Process additional in-pew appeal donations - <i>see manual for instructions.</i>	13 Add Catholic Charities thank you announcement to bulletin - include 2006 parish stats, 2007 parish goal, service highlights or Q & A	14 Send Catholic Charities in-pew appeal envelopes, exchange check & paperwork to Catholic Charities, 1404 E. Ninth St, Cleveland, OH 44114	15	16	17 "Thank you" announcement in bulletin
18	19 Process additional in-pew appeal donations - <i>see manual for instructions.</i>	20 Add Catholic Charities thank you announcement to bulletin - include 2006 parish stats, 2007 parish goal, service highlights or Q & A	21 Send Catholic Charities in-pew appeal envelopes, exchange check & paperwork to Catholic Charities, 1404 E. Ninth St, Cleveland, OH 44114	22	23	24 "Thank you" announcement in bulletin
25	26 Process additional in-pew appeal donations - <i>see manual for instructions.</i>	27	28 Send Catholic Charities in-pew appeal envelopes, exchange check & paperwork to Catholic Charities, 1404 E. Ninth St, Cleveland, OH 44114	29	30 CATHOLIC CHARITIES IN-PEW APPEAL RETURNS DUE! 	31 Updates on parish goal fulfillment will be sent to your parish quarterly.