

Instructions for Handling CSA 2016 Pledges & Payments

Please help ensure that all your CSA16 pledges and payments sent to the diocesan lockbox are processed promptly and accurately:

- Send ALL pledges and payments to the lockbox address: **Charity and Stewardship Appeal 2016; PO Box 82652; Lincoln, NE 68501-2652.**
 - To handle these pledges and payments as efficiently as possible, no CSA16 pledge cards or payments should be sent to the chancery office.
 - Any pledges and payments that are received at the chancery office will be sent back to the parish for correction.
- Do not send blank pledge cards back to the lockbox or the chancery.
 - Any blank or unused cards can be destroyed in the parish after the appeal is complete.
- Before sending the pledge cards to the lockbox please review all cards to ensure that:
 - All cards have been signed.
 - The type and frequency of their payments are clearly noted on all pledge cards that have a balance due.
 - An email address is legibly written on all pledge cards that indicate electronic payments will be made.
 - Failure to do any of this may result in the pledge cards being returned to the parish for correction.
- Pledge cards that do not have a payment with them should be separated from payments with payments.
 - Do not staple anything that is sent to the lockbox.
 - Rubber band or clip all pledge cards without payments together in the same bundle.
- Make sure that all payments are placed with the pledge card that they are associated with.
 - Do not staple anything that is sent to the lockbox.
 - Rubber band or clip all pledge cards and their payments together in the same bundle.
- Make sure that the donor included their Family DUID in the memo line of their check.
 - If the Family DUID is not included on the check, please write it on.
 - This will help to ensure that their payment is posted to their pledge, and helps to eliminate errors.
- When cash is donated, please be certain to follow these guidelines:
 - Deposit the cash in your parish account and write a check for the amount of the cash gift to the CSA.
 - Include the parishioner's name and Family DUID in the memo line of the check.
 - If more than one parishioner's cash gift is included in the parish check, include a list of all parishioners whose payments are included in that check.
 - You should include the amount of the gifts, the names of the parishioners and the Family DUID of each parishioner giving cash in this list.
 - Include the pledge cards for pledges that were paid in cash with the bundle of pledge cards without payments.
 - Clip the list of parishioners to the parish check, keeping this separate from the pledge cards
 - Do not staple anything that is sent to the lockbox.
- When a new parishioner fills out a blank pledge card (on ivory paper) the volunteers or parish staff MUST look up and include the Family DUID on the card.
 - Any handwritten pledge cards which do not include the Family DUID on them will be returned to the parish for correction.
- You do not need to include the Parish ID on any checks or manually filled out pledge cards.
 - Only the Family DUID is needed – this will point the pledge to the correct parish if ConnectNow has been correctly updated.
- If any parishioner notes an address change on their pledge card, the parish MUST update this address in ConnectNow before the pledge card is sent to the lockbox.
 - Chancery staff will not be updating any addresses from the pledge cards. Rather, they will be relying on the parishes to ensure that the address is correct in ConnectNow.

These two YouTube videos explain this same information in a bit more detail.

- Video One (Pledge Cards 101): https://youtu.be/0m6_OD3JGUc
- Video Two (Lockbox Instructions): https://youtu.be/r3_xa2VDocI