NEW IN-PEW PROCESSING INSTRUCTIONS

Please note that In-Pew processing for the 2018 Appeal has changed. Please do not open the envelopes and refer to the steps below.

STEPS TO IN-PEW SUCCESS!

STEP ONE

Sort completed In-Pew Envelopes alphabetically by last name.

STEP TWO

Place the *matching mailing label* over the shaded portion of the In-Pew Envelope (bottom right hand corner). If you detect information that needs to be corrected, mark the correction directly on the label and we will correct it.

If there is no mailing label, please use the additional blank labels included with your In-Pew envelopes, affix the supplied Parish ID label to the envelope.

STEP THREE

Please take the alphabetized envelopes and record the name, (last and first) and include the address. Do not open the In-Pew envelope. They will be opened by gift processing staff at Letter Concepts.

STEP FOUR

Please place a rubber band around the envelopes, place in a box, insure and mail to Letter Concepts.

Please make a copy of the Tally Sheet and include in the bundle being sent to Letter Concepts for recording purposes. Please send the original Tally Sheet to the Diocese of Bridgeport.

Letter Concepts Diocese of Bridgeport

P.O. Box 436 The Catholic Center

Kensington, CT 06037 238 Jewett Avenue

Bridgeport, CT 06606

Attn. Development Office

MISCELLANEOUS

*If a donor lists a parish other than yours* on the front of the In-Pew Envelope, please list on a separate tally sheet. Any remaining, leftover labels can be audited and categorized as deletions, corrections, deaths, changes, etc., and returned to the Development Office.

WHEN IN DOUBT

Please call the Development Office at (203) 416-1474 or (203) 416-1475. Monday through Friday, 8:00 a.m. – 4:30 p.m.

*Many thanks for your partnership in success!*

**2018 Annual Catholic Appeal**

Parish Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town: \_\_\_\_\_\_\_\_\_\_\_\_\_ Page:\_\_\_\_\_\_\_\_

Parish ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Print and Alphabetize by Last Name**

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| --- | --- | --- |
| **Diocesan ID #** | **Name (LAST, FIRST)**  **include address when lacking ID #** | **$ Amount if written on the envelope** |
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**Number of Gifts Total Amount, if available**

**Please send a copy of this to Letter Concepts, Inc., P.O. Box 436, Kensington, CT 06037-0436 and send the original to the Catholic Center, 238 Jewett Avenue, Bridgeport, CT 06606, Attn: Development Office**

**Questions? Please call the Development Office at 203.416.1474 or 203.416.1475**

**Page of \_\_\_**