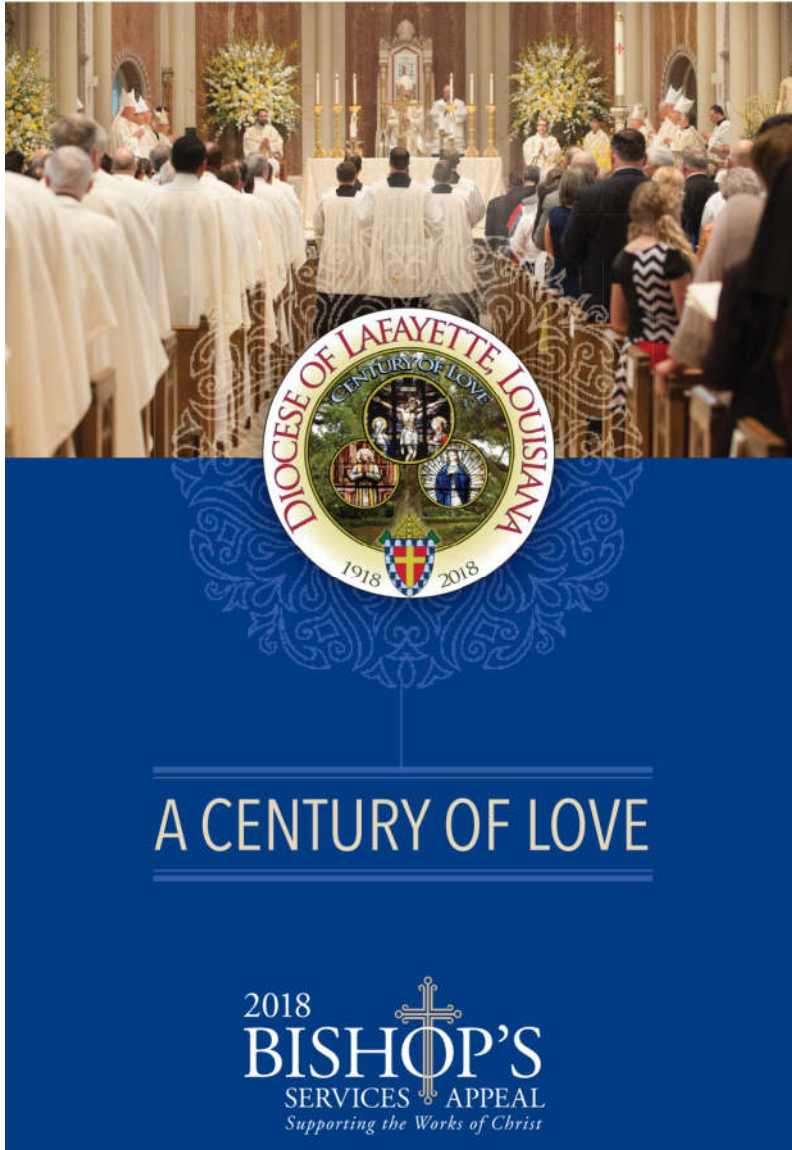


BISHOP'S SERVICES APPEAL (BSA) RESOURCE MANUAL



DIOCESE of LAFAYETTE
LOUISIANA

Office of Stewardship and Development
1408 Carmel Drive
Lafayette, Louisiana 70501
Phone No.: (337) 261-5641

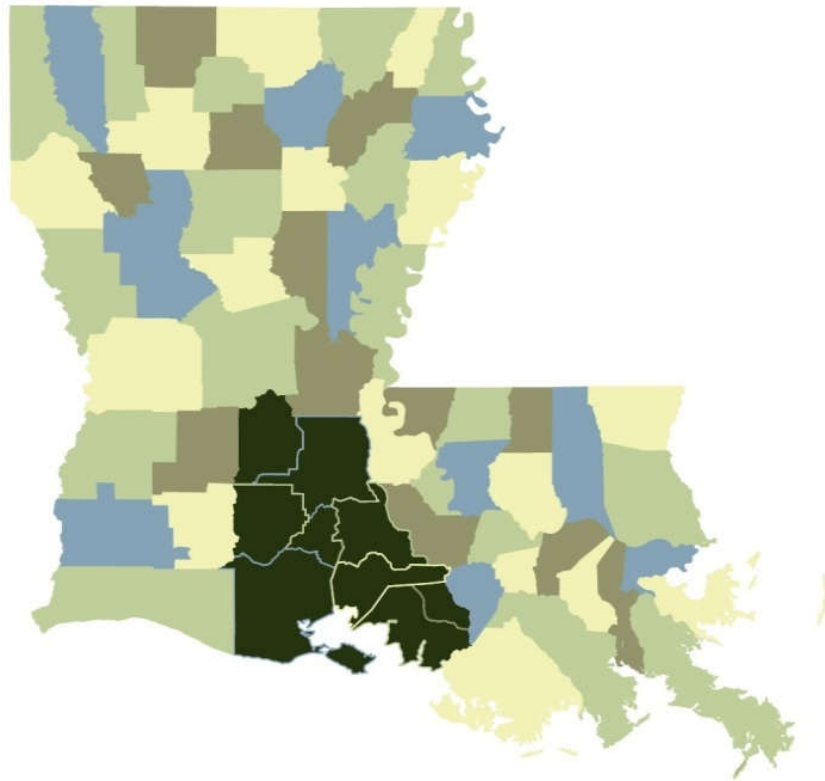
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WHAT IS THE BISHOP'S SERVICES APPEAL (BSA)?

The **BISHOP'S SERVICES APPEAL (BSA)** has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. The BSA is an annual appeal accomplished as a result of the combined participation of our 121 church parishes and 28 missions. Located across eight civil parishes, the Diocese of Lafayette is able to make available vital programs, ministries and services through the generosity of donors.



Gifts to the appeal enhance diocesan efforts to provide hope, dignity and compassionate care in the lives of others. It is a reminder that as faithful Catholics, we are compelled to be part of a Church, a communion of believers, which is greater than ourselves, and not limited to our local church parishes.



BISHOP'S SERVICES APPEAL (BSA) TIMELINE

January 20th	BISHOP'S SERVICES APPEAL (BSA) ANNUAL MEETING: An introduction and review of materials, explanation of how resources are to be utilized to conduct a successful appeal, and distribution of parish appeal materials.
February* 3rd & 4th	EDUCATION WEEKEND*: In all parishes at all masses: Pulpit Message is read. DVD or CD version of the Bishop's Services Appeal message is played. Posters displayed, brochures and in-pew pledge cards are readily available.
February* 5th – 9th	INITIAL MAIL SOLICITATION*: Letters are mailed to current donors asking for their participation in the appeal. Pledge cards are included. Pledge cards are to be completed and returned by mail, or placed in offertory collection the following weekend – In-pew Commitment Weekend.
February* 10th & 11th	IN-PEW COMMITMENT WEEKEND*: Pulpit message is read, and allows the opportunity for parishioners to complete an in-pew pledge card during mass; to be collected by ushers (volunteers). Parish office is to mail completed pledge cards to Office of Stewardship and Development for processing.
February 26th – March 2nd	MAIL SOLICITATION: Letters are mailed to lapsed donors and non-donors asking for their participation in the appeal.
March 17th & 18th	BSA Second Collection Weekend
April 2nd – 6th	FOLLOW-UP/FINAL MAIL SOLICITATION: Letters are mailed to non-renewed donors asking for their participation in the appeal. Pledge cards are included.
April 14th & 15th	BSA Second Collection Weekend
May 19th & 20th	BSA Second Collection Weekend
June 16th & 17th	BSA Second Collection Weekend
July 14th & 15th	BSA Second Collection Weekend
August 18th & 19th	BSA Second Collection Weekend
September 15th & 16th	BSA Second Collection Weekend
October 13th & 14th	BSA Second Collection Weekend
November 10th & 11th	BSA Second Collection Weekend
November 30th	BISHOP'S SERVICES APPEAL (BSA) CONCLUDES
December 15th & 16th	BSA Second Collection Weekend

*Bishop Deshotel has approved moving the commencement of the Bishop's Services Appeal (BSA) from an October start date to February, beginning in 2018.



THE 2018 THEME

“Century of Love”

This theme reflects upon several qualities of our faith and history. We reflect upon the great teaching of Christ: "Love One Another as I have Loved You." Reflect on this truth that through all the good or tough times of our existence as a diocese, we have first always been loved by God. God's love has brought us into existence and has always seen us as special to His heart. We are not a random group of people placed together but as Pope Emeritus Benedict XVI once explained, we are each exact thoughts in the mind of God. And so it is God's love that places each of us into the right generation and time and place for the great salvific purpose of the world. The Diocese of Lafayette has been formed as an expression of God's Love.

This Love has also been given with a Mission. Love is something that must be given and not just received. As God has chosen and loved us into being this good and devout diocese, it is for the purpose of loving the world and each other, guided by truths and strengths of our faith. We are called to help each other grow in holiness and each of us has been given the strength needed to fulfill our call from God. Each of us has received a call from God and it is our duty and our salvation to live it out in love.

This century of our diocesan history has begun because of God's love and has been directed by God's Love and we are strengthened into love of God and Neighbor by God's love. "It is by our love that they shall know we are Christian." Millions have walked the land of this Diocese and lived their faith and each of us is a significant part of the activity of what happens to and with the True Faith.



<http://www.diolaf.org/centennial-theme-and-logo>



HOW TO CONDUCT A SUCCESSFUL APPEAL IN YOUR PARISH

The success achieved with the Bishop's Services Appeal (BSA) is directly related to the leadership, enthusiasm, and motivation provided by the pastor and parish coordinators to parishioners.

- † **Appoint** volunteers to assist you on Education Weekend.
- † **Commitment:** Make a sacrificial gift or pledge to the Bishop's Services Appeal.
- † **Preparation:** Play the video or audio message in your parish prior to Education Weekend. Make sure you have the necessary equipment, and that it is operable and functioning. Utilize all appeal materials provided. Make certain that brochures and in-pew pledge cards are available throughout Church for the duration of the appeal. The BSA is conducted February through November.
- † **Be Positive:** Exhibit an enthusiastic attitude about the appeal and have a sincere and supportive approach. Make known the value of the objectives of the appeal. Make the success of the Bishop's Services Appeal your goal.
- † **Participation:** Emphasize the importance of 100% parish participation and its role in the overall effort. Encourage pledged gifts to the appeal, as contributions made overtime allow for flexibility and the opportunity to make larger gifts.
- † **Focus** on your parishioner's willingness to share and sacrifice by *Supporting the Works of Christ*. Give them the occasion to practice good Catholic stewardship principles. By supporting the Bishop's Services Appeal they return to the Lord what has been received. It represents their response to God's unfailing love for each of them.



BISHOP'S SERVICES APPEAL (BSA) PARISH SHARING FORMULA (REBATE)

In consultation with Bishop Deshotel, Deacon Trumps (DFO, Office of Financial Affairs) and Mr. F. Shane Johnson (Director, Office of Stewardship and Development) the following Parish Sharing Formula (Rebate) was presented to the Presbyteral Council (October 2017) and approved for inclusion within the 2018 Bishop's Services Appeal (BSA):

† To establish and institute (implement) a Parish Sharing Formula (Rebate)

The overall annual goal* for the Bishop's Services Appeal (BSA) will be 7% of offertory (1st collections only) received by parishes for the prior fiscal year. Each parish's BSA goal (target) will be based on its prior fiscal year offertory (1st collection only).

OFFERTORY (2016-17)	BSA DIOCESAN GOAL (7% of Offertory)
\$37,784,026	\$2,644,882

Parish Goal Formula:

† Total prior fiscal year Parish Offertory x 7% = Parish BSA Goal (Target)

Parish Goals (Targets*):

† Parish goals (targets) will be based on prior years offertory (as per Parish Finance)

† *The words "goal" and "target" may be used interchangeably

Parish Share (Rebate):

† Once the assigned goal (target) has been reached AND the Diocesan goal has been met, parishes will receive **50%** of all funds collected from their appeal

† Rebates will be based on cash received by the Office of Accounting as of November 30th (paid in December), and again as of January 30th (paid in February)

† Rebates will be remitted to parishes via check

† Rebates are *not* subject to assessment

† Rebates will allow for greater financial strength and will serve as an additional source of income for parishes

† Rebates may be used for any purpose (i.e. to fund local needs; building & maintenance, debt reduction, etc.)

Sample Illustration: Parish with a \$50,000 goal (target) that raises \$75,000

	GOAL (TARGET)	CASH RECEIVED	OVER GOAL (TARGET)	PARISH SHARE
PARISH	\$50,000	\$75,000	\$25,000	\$12,500



DEANERY CHAIRPERSONS

Central Deanery:

Deacon Art & Janet Bakeler
Lafayette, Louisiana 70506
Phone No.: (337) 989-1285
Email address: bakeler@bellsouth.net

Dean (Vicar Forane): Very Reverend Chester Arceneaux, VF

North Deanery:

Craig Soileau
Eunice, Louisiana 70535
Phone No.: (337) 550-9802
Email address: craigsoileau@charter.net

Dean (Vicar Forane): Very Reverend Thomas Voorhies, VF

South Deanery:

Deacon Roland James & Darlene Jeanlouis
Loreauville, Louisiana 70552
Phone No.: (337) 258-0316
Email address: roland706@aol.com

Dean (Vicar Forane): Very Reverend William Blanda, VF

West Deanery

Louis Nugent
Rayne, Louisiana 70578
Phone No.: (337) 334-4421
Email address: Louis0696@att.net

Dean (Vicar Forane): Very Reverend Louis Richard, VF



DEANERY CHAIRPERSONS RESPONSIBILITIES

- † Attend the Bishop's Services Appeal (BSA) Annual Meeting.
- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal (BSA).
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures, and materials to be utilized.
- † Make contact with your deanery's parish coordinators and thank them for serving. (The Office of Stewardship and Development can provide a list.)
- † Communicate frequently with your deanery's parish coordinators to offer encouragement. Provide feedback in an effort to instill confidence and enthusiasm.



TO THE PARISH COORDINATOR

The Office of Stewardship and Development is grateful that you have agreed to participate. Thank you for your willingness to volunteer and assist your parish with planning and presentation of the appeal materials.

Your role as a parish coordinator serves as a link between Bishop Deshotel and the people of your parish. You will work directly with your pastor and parish staff to ensure that the necessary steps are followed in a timely manner to ensure the success of the Appeal.

It is important to familiarize yourself with the Bishop's Services Appeal and lead by example. Make your own pledge early in the appeal. Motivate and guide others to consider making their own sacrificial gift or pledge. Strongly encourage all members of your parish community to make a sacrificial gift or pledge.

Your volunteer leadership is vital in helping the Diocese of Lafayette to achieve its mission. Your efforts will help to communicate the importance of the Bishop's Services Appeal and the value of its message. The success of the appeal is due in large part to the encouragement and support that you provide as parish coordinator.

Thank you for your commitment and dedication.

**PLEASE CONTACT THE
OFFICE OF STEWARDSHIP AND DEVELOPMENT
WITH ANY QUESTIONS OR CONCERNS.**

CALL US AT (337) 261-5641



PARISH COORDINATOR RESPONSIBILITIES AND CHECKLIST

- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal.
- † Follow the timeline provided.
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures, and materials to be utilized.
- † Meet with your pastor and parish staff to review timeline, materials, and discuss proper gift reporting procedures (as outlined on pages 16 – 18).
 - Each pastor is notified of parish's assigned goal.
 - Each parish is asked to put forth a good faith effort to meet or exceed assigned goal.
- † Recruit a sufficient number of volunteers to assist at all masses on **Education Weekend (February 3rd & 4th)**. Make sure that they are trained accordingly.
- † Make proper use of all appeal materials (posters, pulpit message(s), video/audio message, brochures and in-pew pledge cards).
- † Brochures and in-pew pledge cards are to be distributed, preferably placed in pew pockets, and be readily available during **Education Weekend (February 3rd & 4th)** and **In-pew Commitment Weekend (February 10th & 11th)**. Materials are to remain in Church for the duration of the Appeal. The BSA is conducted February through November.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message and plays the video/audio message at all masses on **Education Weekend (February 3rd & 4th)**.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message on **In-pew Commitment Weekend (February 10th & 11th)**.



BISHOP'S SERVICES APPEAL (BSA) PULPIT MESSAGE(S)

EDUCATION WEEKEND

INTRODUCTION:

Good Morning/Afternoon/Evening, my name is **{INSERT NAME HERE}** and I have been asked by Monsignor/Father **{INSERT PRIEST NAME HERE}** to speak to you today about the 45th Annual Bishop's Services Appeal.

The BISHOP'S SERVICES APPEAL has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. The BSA is an annual appeal accomplished as a result of the combined participation of our 121 church parishes and 28 missions. Located across eight civil parishes, the Diocese of Lafayette is able to make available vital programs, ministries and services through the generosity of parishioners.

The 2018 Bishop's Services Appeal begins this month, and it is an opportunity for **{INSERT PARISH NAME HERE}** parish to share in the mission of the Diocese of Lafayette and the mission of our own church parish. Your gift will make a significant impact through the programs, ministries and services supported by the Bishop's Services Appeal.

Now, let us listen to Bishop Deshotel's message.

PLAY THE VIDEO OR AUDIO VERSION OF THE BISHOP'S SERVICES APPEAL MESSAGE (6 minutes 45 seconds in length)

CLOSING

The works funded by the appeal are made possible only by the generosity of individuals within the Church, faithful Catholics like you. The Annual Bishop's Services Appeal provides the needed financial support for ongoing diocesan wide activities – the diocesan sponsored programs, ministries and services that play a vital role in our Church's mission.

For the first time in the history of the BSA, a parish rebate component as been implemented. Our parish will now have the opportunity to receive back 50% of funds collected, when we reach our goal. Rebates will provide for an additional source of parish income and can be used for any purpose, as determined by our pastor and parish finance council.

Many of you will receive a letter this week from Bishop Deshotel asking you to support the Bishop's Services Appeal by making a financial contribution. Please prayerfully consider making *sacrifice* the measure of your gift. Please return your pledge commitment card by mail, or here in church next weekend – In-pew Commitment Weekend.



When you give to the Bishop's Services Appeal, you help to fund spiritual, religious and humanitarian causes. Please give to support the good works of the BSA.

Thank you for your time and attention.

IN-PEW COMMITMENT WEEKEND

INTRODUCTION:

Good Morning/Afternoon/Evening, my name is **{INSERT NAME HERE}** and I have been asked by Monsignor/Father **{INSERT PRIEST NAME HERE}** to speak to you today about the 45th Annual Bishop's Services Appeal.

The 2018 Bishop's Services Appeal begins this month, and it is an opportunity for **{INSERT PARISH NAME HERE}** parish to share in the mission of the Diocese of Lafayette and the mission of our own church parish. Your gift will make a significant impact through the programs, ministries and services supported by the Bishop's Services Appeal.

Last weekend, Education Weekend we listened to Bishop Deshotel ask us for our support of the appeal. Many of you received a letter this week from Bishop Deshotel asking *you* to support the Bishop's Services Appeal by making a financial contribution. You were also asked last weekend to return your commitment card to church today. You will have that opportunity during second collection.

If you have not responded to the appeal before, consider how you can join in sacrifice of support today. BSA brochures and in-pew pledge cards are provided in Church.

If you did not receive a letter from Bishop Deshotel, please take a moment to complete a pledge card, in its entirety: *(Allow parishioners a couple of minutes to complete cards)*

- † **First:** Write in your name, address, city, state, zip, etc.; write legibly.
- † **Second:** Determine the amount of your gift, and write it in. Also, complete the payment information on back of card if paying today by debit/credit card.
- † **Finally:** Pass the completed pledge cards to the end of the pew. Ushers (volunteers) will pick them up.

CLOSING:

Thank you for your participation in the Bishop's Services Appeal and for your generous financial support. Also note that your gift to the appeal can be made at anytime by logging onto the diocesan website at diolaf.org. Your gift will be a testimony to your Catholic faith – your unwavering belief in God, your deep love for Christ, and your acknowledgement of this critical diocesan fundraising initiative.

Thank you for your time and attention.



BISHOP'S SERVICES APPEAL (BSA) VIDEO/AUDIO MESSAGE

On January 11th, 1918 Pope Benedict XV created out of the Diocese of New Orleans the Diocese of Lafayette. On December 12th of that same year, Bishop Emeritus Jules B. Jeanmard was installed as the first Bishop of Lafayette.

Hi! I'm Bishop Douglas Deshotel, and I am grateful to be able to speak with you today. This year our diocese will celebrate its centennial anniversary. How blest and thankful we are as a people to have experienced the fruits of our Catholic faith for 100 years.

The Diocese of Lafayette is filled with the many traditions and cultures that are derived from our diverse heritage and unique only to our region. Church parishes continue to benefit from the hard work and sacrifice of so many believers who came before us. The groundwork our ancestors and relatives were able to accomplish and foster throughout the years has enabled our diocese to grow and flourish like no other. Our Catholic faith has remained intact since 1918, and our Catholic identity ever present.

Today, priestly vocations in our diocese continue to thrive with 41 men currently enrolled in seminary. We are grateful to have 120 priests in active ministry, serving in the Office of Holy Priesthood. We continue to care for, and assist our 38 retired priests. All of whom have devoted their lives in loving and sacrificial service to you, the Church. Catholic school education in our diocese continues to be in demand, with 32 schools currently offering Christ centered teaching to over 13,000 children. And now, more than ever, Catholic Charities and social service programs in our diocese continue to provide aid to those in most need of God's loving care and mercy.

We have heeded Pope Francis' vision concerning strong marriages and families. Through the efforts of diocesan Office of Marriage and Family Life, we offer to couples, and assist church parishes in providing teaching and education initiatives regarding the sanctity of marriage and the sanctity of life. And, when called upon, our Tribunal Office provides counseling and support to assist those individuals seeking an annulment. These ministries, and many more are offered free of charge to individuals wanting to receive Catholic moral teaching, support and healing.

The Bishop's Services Appeal has been *Supporting the Works of Christ* by ministering to others since 1973. The success of this critical diocesan fundraising initiative is accomplished only as a result of the combined efforts of our 121 church parishes and 28 missions located across the eight civil parishes that comprise our great diocese.

We attribute the overall, and sustaining success of the appeal, *to you... the parishioner. Your support is vital... it is essential...* and together, it allows for us, the opportunity to continue the *works of Christ*. Your financial contribution will have a real and direct impact on the many people who benefit from the various programs, ministries and services that the appeal funds. Your support will help to change people's lives.



“Century of Love” is the theme for our 44th Annual Bishop’s Services Appeal. In the third chapter of Ecclesiastes it reads: *There is an appointed time for everything, and a time for every affair under the heavens... ..this is a gift of God... ..that whatever God does will endure forever...* Your gift to the appeal will *endure* in lives of those touched by your generosity. Your gift will allow the *works of Christ to endure*.

My message, my appeal to you this year is very simple... Make a gift to the Bishop’s Services Appeal. Consider giving \$25.00 dollars, or, maybe \$50.00 dollars each month to benefit the BSA. The gift you make... any gift... of any amount... can be given and pledged over a 10 month payment period. Think about all of the lives that will be touched... *because of you... because of your generous heart.*

Make a gift in thanksgiving to God for 100 years of Catholic faith... for 100 years of Catholic teaching... for 100 years of graces. Show your gratitude to Christ for 100 years of vocations; for 100 years of the celebration of the Holy Mass and the Holy Sacraments.... For 100 years of being loved by our God, and in return, our humble love to Him.

Our Catholic faith has been handed on to us; passed down, from one generation to the other. For in His goodness, He has guided His church, nurtured us, and loved us for over a century. We receive from Him constantly; His love, His graces, *and...* His mercy. And for that, we are eternally grateful.

I encourage you to make your gift to the Bishop’s Services Appeal, next weekend – Commitment Weekend. Please be generous!

Thank you and God bless you.



GIFT REPORTING PROCEDURES

CHECKS MADE PAYABLE TO DIOCESE OF LAFAYETTE OR BISHOP'S SERVICES APPEAL (BSA):

- † Checks received and made payable to Diocese of Lafayette or Bishop's Services Appeal (BSA) are collected, and mailed to the **Office of Stewardship and Development**.
- † **DO NOT** deposit checks.
- † Parish bookkeeper is not required to enter gifts into parish accounting/Parish Data System (PDS) Church Office database system.

CHECKS MADE PAYABLE TO PARISH:

- † Checks received and made payable to parish are to be deposited in **Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette along with a completed **Gift Reporting Form** or **Parish Data System (PDS) Church Office (Batch) Report**. The form is **required to be submitted monthly**, and is to include the names of donors, complete address, and gift amount.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form** or **Church Office (Batch) Report** to the **Office of Stewardship and Development**.

CASH:

- † Cash received is to be deposited in **Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette along with a completed **Gift Reporting Form** or **Parish Data System (PDS) Church Office (Batch) Report**. The form is **required to be submitted monthly**, and is to include the names of donors, complete address, and gift amount.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form** or **Church Office (Batch) Report** to the **Office of Stewardship and Development**.

ONLINE GIVING DESIGNATED FOR BSA:

- † Online gifts received and designated for the Bishop's Services Appeal (BSA) are to be deposited in **Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette along with a completed **Gift Reporting Form** or **Parish Data System (PDS) Church Office (Batch) Report**. The form is **required to be submitted monthly**, and is to include the names of donors, complete address, and gift amount.



- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form** or **Church Office (Batch) Report** to the **Office of Stewardship and Development**.

PARISH ENVELOPE SYSTEM:

- † Parish envelopes received in the parish offertory are collected, ***opened***, and reviewed.
- † Checks received and made payable to parish are to be deposited in **Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette along with a completed **Gift Reporting Form** or **Parish Data System (PDS) Church Office (Batch) Report**. The form is **required to be submitted monthly**, and is to include the names of donors, complete address, and gift amount.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form** or **Church Office (Batch) Report** to the **Office of Stewardship and Development**.
- † Checks received and made payable to the Diocese of Lafayette or Bishop's Services Appeal are collected, along with **corresponding parish envelopes**, and mailed (or delivered) to the **Office of Stewardship and Development**.

BSA PLEDGE ENVELOPES:

- † Bishop's Services Appeal (BSA) pledge envelopes received in the parish offertory are collected, and mailed (or delivered) *unopened* to the **Office of Stewardship and Development**.

BSA IN-PEW COMMITMENT WEEKEND PLEDGE CARDS:

- † Bishop's Services Appeal (BSA) pledge cards received in the parish offertory are to be collected, and mailed (or delivered) to the **Office of Stewardship and Development**.

***Gift Reporting Form* is located on page 19.**



TO BE NOTED

- † Please make every effort to follow the reporting procedures as they have been outlined.
- † Please coordinate reporting procedures with parish bookkeeper and money counters (if applicable) to ensure proper adherence of procedures.
- † Parishes are asked to provide annual census and/or submit monthly census updates to the **Office of Stewardship and Development**.
- † The **Office of Stewardship and Development** is to be **notified promptly each month** (by Gift Reporting Form or PDS Church Office (Batch) Report) of all gifts received directly by the parish. This is **required** to make certain that **all gifts** to the Bishop's Services Appeal are **recorded properly**, and **donors are acknowledged in a timely manner**.
- † The **Office of Stewardship and Development** provides monthly pledge payment reminders to donors.
- † The **Office of Stewardship and Development** provides monthly appeal reports to Parish Clergy, Parish Staff, and Parish Coordinators.
- † The **Office of Stewardship and Development** provides charitable contribution letters to donors for tax purposes.
- † The **Office of Financial Affairs** administers accounting for the Bishop's Services Appeal (BSA).

**PLEASE CONTACT THE
OFFICE OF STEWARDSHIP AND DEVELOPMENT
WITH ANY QUESTIONS OR CONCERNS.**

CALL US AT (337) 261-5641



GIFT REPORTING FORM

ATTN: Office of Stewardship and Development
 1408 Carmel Drive
 Lafayette, Louisiana 70501
 Email: csleblanc@diolaf.org / Fax No.: (337) 261-5645

Date: _____

Parish #: _____

*Please submit completed form *monthly* to the Office of Stewardship and Development.

PARISH: _____

ADDRESS: _____

CITY: _____

PHONE: _____ PREPARED BY: _____



PLEASE LIST ALL BSA GIFTS REMITTED DIRECTLY TO PARISH AND RECEIVED BY CASH, CHECK, OR ONLINE:

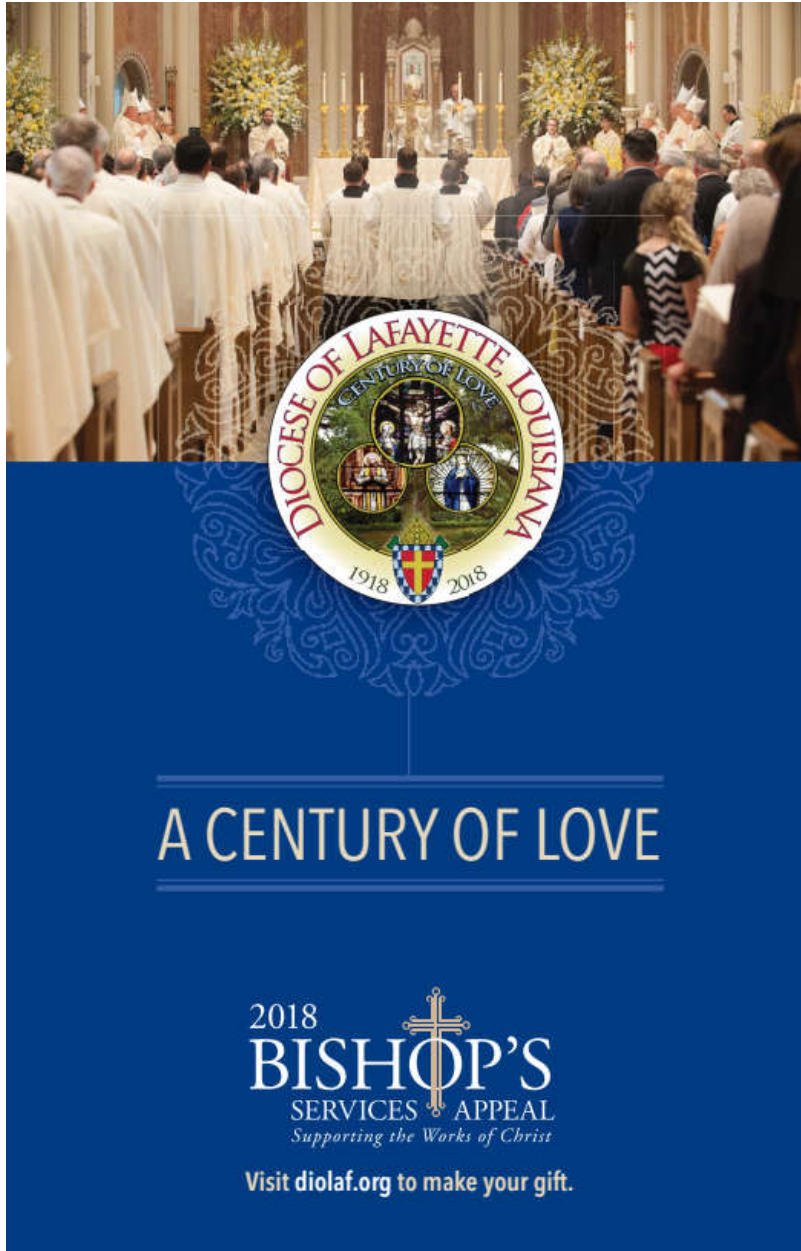
FULL NAME OF DONOR (Last, First)	ADDRESS	CITY	ST	CHECK #	GIFT AMOUNT
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
LOOSE CASH (Not identifiable):				\$	
TOTAL AMOUNT OF PARISH CHECK (Please attach):				\$	

REVISED January 2018 - FSJ



COLLATERAL MATERIALS

POSTER



Electronic files of graphics, additional collateral materials, and other materials utilized for the Bishop's Services Appeal can be found at diolaf.org.

