

# Bishop's Appeal 2013 Timetable

The items in bold are to be completed by the parish.

November 2012	Crozier and early solicitation letters mailed.
November 2012	Crozier Recruitment Events planned and completed in Nov. or Jan.
Early January 2013	Bishop's Appeal goal letters mailed to parishes.
Early January 2013	Bishop's Appeal letter and parishioner database are sent to the mailing company.
January 8, 10, 16	Bishop's Appeal Regional Meetings.
January 25	<b>Hang posters throughout the parish and begin promoting the upcoming Bishop's Appeal in the bulletin.</b>
January 26-27	<b>Announce upcoming Bishop's Appeal at weekend Masses.</b>
February 2-3	<b>Bishop's Appeal First Weekend. At all Masses, please have the pastor or parish director give a homily or reflection on how the Appeal impacts parish life through programs offered the Diocese. If not the pastor or parish director please use Bishop Ricken's Appeal homily tape for the weekend Masses.</b>
February 5-8	Bishop's Appeal first solicitation arrives in homes.
February 9-10	<b>Share the Bishop's Appeal Video at Mass and encourage parishioners to support the Appeal with a gift.</b>
February 12 & ongoing	Weekly Bishop's Appeal reports e-mailed to parishes each Tuesday so they will be received in time for the next week's bulletin. (Please let us know if we don't have an e-mail address)

February 16 -17	<b>Have a parishioner or staff person give a testimonial at Mass during the announcements.</b>
February 23-24 & Ongoing	<b>Update your parishioners at Mass on the performance of the Appeal.</b>
Late February	<b>Please forward all gifts received at the parish to the Catholic Foundation before the March follow-up letter is sent.</b>
In the middle of March	Bishop's Appeal first follow-up letter is mailed in March.
Early April	<b>Please forward all gifts received at the parish to the Catholic Foundation before the April follow-up letter is sent.</b>
In April	Bishop's Appeal second follow-up letter is mailed in April.
May	Follow-up letter will be sent if needed.
June	Bishop's Appeal telephone follow-up calls will begin for parishes. This work will be completed by Ruffalo Cody.
Late June	Thank everyone for their support of the Bishop's Appeal.
Early August	Donor report will be mailed to all parishes.
October	Invoices and refunds mailed from the Diocese.
Ongoing:	The Catholic Foundation will send a thank you letter to each donor within one week after the gift is recorded.
Ongoing:	A thank you letter will be sent by the Catholic Foundation to the parish when their goal is reached.

**The above are target dates. Actual dates may vary.**

Please call the Catholic Foundation for lists and/or labels before you do the parish follow-up mailing in May. Requests will be handled on a first come, first served basis, so please give us a one-week notice. Thank you!