

# Bishop's Appeal 2018 Timeline

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

November 2017	Crozier and early solicitation letters mailed.
November 2017	Parish Crozier Recruitment Events planned and completed in November or January.
Early January 2018	Bishop's Appeal goal letters mailed to parishes.
Early January 2018	Bishop's Appeal letter and parishioner data are sent to the mailing company.
January 9, 11, 17	Bishop's Appeal Regional Meetings.
January 19	<b>Hang posters throughout the parish and begin promoting the upcoming Bishop's Appeal in the bulletin.</b>
January 27 & 28	<b>Announce upcoming Bishop's Appeal at weekend Masses.</b>
February 3-4	<b>Bishop's Appeal First Weekend. At all Masses, please have the pastor or pastoral leader give a homily or reflection on how the Appeal impacts parish life through programs offered at the Diocese. If not the pastor or pastoral leader, please use Bishop Ricken's Appeal Audio Homily for the weekend Masses.</b>
February 6-9	Bishop's Appeal first solicitation arrives in homes.
February 10-11	<b>Share the Bishop's Appeal Video at Mass and encourage parishioners to support the Appeal with a gift.</b>
February 13 & 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 you prefer your reports sent to a different email address)

February 17-18	<b>Have a parishioner or staff person give a testimonial at Mass during the announcements.</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>
February 25 & Ongoing	<b>Update your parishioners at Mass on the performance of the Appeal.</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	Follow-up flyer will be sent to prior donors if needed.
Late June	<b>Thank everyone for their support of the Bishop's Appeal.</b>
September	Donor report will be mailed to all parishes.
November	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.**