

2017 Annual Diocesan Appeal

Building Our Family of Faith

Timetable of Major Activities

November 21, 2016	Email to parishes containing: <ul style="list-style-type: none">- Case for Support- In-Pew Dates- Timetable of Major Activities- Request for identification of Appeal volunteers as well as any updates to parish secretaries and parish business managers/bookkeepers if applicable- Request for completion of order form for materials
December 14, 2016	Deadline for: <ul style="list-style-type: none">- Identification of Appeal volunteers and updates to parish secretaries and parish business managers/bookkeepers if applicable- In-Pew materials order form
December 14, 2016	Email to parishes containing 2017 Appeal parish targets, leadership reception date and clergy training days
January 10, 2017	Email to clergy regarding pastor letter <ul style="list-style-type: none">- Pastors will be asked to edit a template letter that is provided and email their version (in Word doc format) to the Office of Development along with their electronic signature (in jpeg format) and their parish letterhead (in Word doc format). <u>We will only ask for signatures and letterhead if they were not provided previously.</u>- <u>Electronic signatures will be securely maintained</u>
January 18, 2017	Bulletin and pulpit announcements promoting the Appeal are sent to parishes
January 24, 2017	Pastor letter, electronic signature and parish letterhead due to the Catholic Community Foundation by today
January 27, 2017	Tax letters for 2016 calendar year contributions sent* <i>*Sent to any donor who made payments of \$250 or more to the Annual Diocesan Appeal</i>
January 31, 2017	Clergy Informational Meeting #1 (Only need to attend one or the other – it will be conducted remotely.)
February 2, 2017	Clergy Informational Meeting #2 (Only need to attend one or the other – it will be conducted remotely.)

February 14, 2017	Annual Diocesan Appeal Mailing #1 from Bishop DiLorenzo
February 14, 2017	Weekly Appeal Newsletter Begins* <i>*this is an approximate date and may be earlier or later</i>
February 20 – 24, 2017	All Appeal in-pew supplies sent and arrive at parishes (English/Spanish)
February 21, 2017	Weekly Parish Donor Reports Begin* <i>*this is an approximate date and may be earlier or later</i>
February 25 – 26, 2017	Appeal Announcement Weekend
March 11 – 12, 2017	<u>Annual Diocesan Appeal In-Pew Weekend #1</u>
March 18 – 19, 2017	<u>Annual Diocesan Appeal In-Pew Weekend #2</u>
April 14, 2017	Annual Diocesan Appeal Mailing #2 sent from each pastor to parishioners that have not yet responded to the Appeal
April 18, 2017	2017 Appeal debriefing survey sent to all pastors and Appeal volunteers
May 9, 2017	Final Weekly Appeal Newsletter* <i>*this is an approximate date and may be earlier or later</i>
May 15, 2017	Annual Diocesan Appeal Mailing #3 from Bishop DiLorenzo to previous five year contributors that have not yet contributed to the 2014 Appeal
May 23, 2017	Final Weekly Parish Donor Reports* <i>*this is an approximate date and may be earlier or later</i>
June 13, 2017	2017 Parish Sharing Check #1 sent to parishes (amount collected as of 5/31/2017)