

PROCESSING OF IN-PEW ENVELOPES

- Envelopes should be stored in a secure location until processed and mailed on the Monday or Tuesday following the In-Pew Weekend in February.
- Sort through the envelopes. Discard unsealed, empty and/or blank envelopes. Mailing these increases your shipping costs and our processing costs – we are charged per piece.
- Do **NOT** open sealed envelopes.
- Please count all sealed and/or completed envelopes and fill out the transmittal form on page 20 of this manual. Make a copy of your completed form for your files.

(IMPORTANT: Make several copies of the blank transmittal form to ensure you have a blank form for future mailings.)

- Send the completed form with your envelopes to:

**Agilis/Catholic
Community
Foundation 2381
Crossroads Blvd
Albert Lea, MN 56007**

- **Please send sealed and/or completed envelopes to Agilis by UPS or Fed-Ex. If you must use USPS, please send the envelopes by a method that includes a tracking number.** We hope to avoid lost and missing envelopes through the use of tracking our shipped packages. Thank you for your cooperation.
- Follow the same procedures to return in-pew envelopes that are returned to you throughout the weeks following the in-pew weekends.
- If there is a discrepancy of 10 or more in the number of envelopes listed on your form and the actual number of envelopes received by Agilis, you will be contacted.