



May Follow-Up In-Pew Appeal Envelope Transmittal Form

2019 ANNUAL APPEAL

Parish Name: _____ Parish City: _____
Number of Envelopes: _____ Date Sent: _____
Sent By: _____ Contact Phone #: _____
Contact Email: _____

Shipping Instructions – Send via UPS or FedEx for safe delivery

Do not open the pledge envelopes.

Send your envelopes the Monday immediately following the in-pew weekend, Monday, May 20th for most parishes. Do NOT hold these envelopes for shipping.

1. Count all sealed pledge envelopes.
2. Collect all loose cash and change and put it into one pledge envelope. Write "Anonymous," your parish name, and parish ID number on the pledge envelope. This counts as one (1) pledge envelope in your envelope total.
3. Count all loose checks.
4. Place all items in a mailing envelope or box.
5. Total the number of pledge envelopes and loose checks, and write this number on the line "Number of envelopes/loose checks."
6. Include this form in the envelope/box and **send via UPS or FedEx (NOT by US mail*)** to:
Agilis/Catholic Community Foundation
2381 Crossroads Blvd
Albert Lea, MN 56007

You will not receive any verification from Agilis. Please retain your shipping tracking number so that if problems arise, the items can be tracked.

***PLEASE DO NOT USE the US Postal Service. There have been several delivery problems involving lost envelopes due to damaged shipments when envelopes have been sent through the mail.**

Contact Karen Joyce at 800.869.6525 ext. 1910 or kjoyce@catholiccommunity.org with any questions.

Make copies of this form for additional shipments or visit www.catholiccommunity.org/parishmaterials to print additional forms.