

# Love your NEIGHBOR

## 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.
- 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 [here](#). Make a copy of your completed form for your files.
- 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 the 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.

Need assistance? Contact Sarah Yantek:  
216-696-6525 x1049 | [syantek@catholiccommunity.org](mailto:syantek@catholiccommunity.org)

