

## Diocese of Lansing GIFT PROCESSING PROCEDURES

### **DSA GIFT PROCESSING FORMS**

- Pledge Forms
- Transmittal Cards
- Payments on Previous Pledges Form
- Transmittal Summary

#### **CASH OR CHECK PLEDGE FORM\*** \* CREDIT CARD/EFT GIFTS, USE OTHER SIDE OF FORM. Parish Use Only **Donor Identification Label** Name Spouse Name Last Name First Name Mr/Mrs/Ms Cash Gift Address Check (Pavable to: Your Parish Name/DSA) Total Pledge Amount \$\_ City Zip State Amount Paid Now \$ Total Pledge Balance \$\_ 🗋 Mobile Home 🔲 Work Phone I wish to make my pledge payments in the months checked below, please send me pledge reminders. Spouse Email Email □ May □ June □ July □ August □ September □ October □ November □ December □ January 2024 Parish City Parish Name

#### **CASH OR CHECK PLEDGE FORM\*** \* CREDIT CARD/EFT GIFTS, USE OTHER SIDE OF FORM.

	<b>CARD/EFT GIFT</b> Jame	S, USE OTHER SID	E OF FORM.	Parish Use Only Donor Identification Label
Mr/Mrs/Ms	First Name	Spouse Name	Last Name	
Address				<ul> <li>Cash Gift</li> <li>Check (Payable to: Your Parish Name/DSA)</li> </ul>
City	State		Zip	Total Pledge Amount \$ Amount Paid Now \$
 Phone	🖵 Mobile	Home		Total Pledge Balance \$
 Email		Spouse Email		I wish to make my pledge payments in the months checked below, please send me pledge reminders.
Parish Name		Parish City		November December January 2024

* CREDIT		S, USE OTHER SID		Parish Use Only Donor Identification Label
Mr/Mrs/Ms	First Name	Spouse Name	Last Name	
Address	- 1. 3. 3. 1. 1. 1. 3.			⊠ Cash Gift □ Check (Payable to: Your Parish Name/DSA)
City	State		Zip	Total Pledge Amount \$         Amount Paid Now       \$
Phone	🖵 Mobile	Home	U Work	Total Pledge Balance \$ I wish to make my pledge payments in the months checked
Email		Spouse Email		<ul> <li>below, please send me pledge reminders.</li> <li>May June July August September October</li> <li>November December January 2024</li> </ul>
Parish Name		Parish City		

#### **CREDIT CARD/EFT PLEDGE FORM**

Parish Use Only Donor Identification Label

N	Name			Donor raonanoa ton Eabor		
Mr/Mrs/Ms	First Name	Spouse Name	Last Name			
				Total Pledge Amount \$		
Address				Amount Paid Now \$ (Cash or Check only)		
City	State		Zip	Total Pledge Balance \$		
Phone	🖵 Mobile	Home	- Work	1. Please complete this pledge card to assure your gift is added to your parish pledge total.		
Email		Spouse Email		2. Make your safe, easy and secure gift online at: dioceseoflansing.org/appeal		
Parish Name		Parish City				

#### **CREDIT CARD/EFT PLEDGE FORM**

N	Jame			
Mr/Mrs/Ms	First Name	Spouse Name		Last Name
Address				
City	State		Zip	
Phone	🖵 Mobile	Home	- Work	
Email		Spouse Email		
Parish Name		Parish City		

		Parish Use C Donor Identificatio	
Total Pledge Am	ount	\$	-
Amount Paid No	ow	\$ 	_ (Cash or Check only)

1. Please complete this pledge card to assure your gift is added to your parish pledge total.

2. Make your safe, easy and secure gift online at: dioceseoflansing.org/appeal

Total Pledge Balance \$\_\_\_\_\_

Mr. and Mrs. James Doe <u>1234 Main Street</u> <u>4567 Gibson Drive</u> Lansing, MI <del>48933</del> <u>48934</u>

### **SORTING THE BATCH**

Sort all gift/pledge forms into the following categories:

- Gifts Paid in Full Cash or Check
- Pledges Cash or Check with DOWN PAYMENT
- Pledges Cash or Check with NO DOWN PAYMENT
- Pledges Credit Card or EFT with NO DOWN PAYMENT
- Pledges Credit Card or EFT WITH DOWN PAYMENT BY CASH OR CHECK ONLY
- Payments on Previous Pledges Cash or Check Only

Not every batch will have gifts in each category.



#### PARISH TRANSMITTAL CARD

**GIFTS PAID IN FULL - CASH OR CHECK** 

BATCH # \_\_\_\_\_

TOTAL # OF GIFTS \_\_\_\_\_



PARISH	TRANSM	ITTAL	CARD
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PLEDGES - CASH OR CHECK WITH DOWN PAYMENT

	Diocesan Use Only
BATCH #	
TOTAL # OF	F GIFTS



PARISH TRANSMITTAL CARD

PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT

Diocesan Use Only	
BATCH #	
TOTAL # OF GIFTS	



#### PARISH TRANSMITTAL CARD

PLEDGES - CREDIT CARD OR EFT WITH NO DOWN PAYMENT

Diocesan Use Only	
BATCH #	
TOTAL # OF GIFTS	



#### PARISH TRANSMITTAL CARD

PLEDGES - CREDIT CARD OR EFT WITH DOWN PAYMENT BY CASH OR CHECK ONLY

	Diocesan Use Only	
BATCH # _		
TOTAL # C	OF GIFTS	

Parish number:	Parish name:		
Report number:	Report date:		
. (	CASH/CHECK PAYMENTS ON PRI	EVIOUS PLEDGES	
Donor Number	Donor Name	Check #	Amount
	FRANSMITTAL SUMMARY	TOTAL CASH/CHECKS	

	TRANSMITTAL SUN	E	Diocesan Use Only BATCH # TOTAL # OF GIFTS				
DIOCESAN			MOUNT PLEDGED \$				
APPEAL			MOUNT ENCLOSED \$				
ATE	PAP	RISH #					
ARISH NAME	PAR	PARISH CITY					
CONTACT PERSON	DA	DAYTIME PHONE					
CASH OR CHECK	# CARDS	AMT. PLED	GED AMT. PAID	NOW			
GIFTS PAID IN FULL — CASH C	DR CHECK #	\$	\$				
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	#	\$	\$				
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	#	\$					
REDIT CARD OR EFT							
PLEDGES - CREDIT CARD OR E WITH NO DOWN PAYMENT	FT #	\$					
PLEDGES - CREDIT CARD OR I WITH DOWN PAYMENT BY CASH OR C		\$	\$				
PAYMENTS ON PREVIOUS	PLEDGES						
CASH OR CHECK ONLY		- ↓	\$				
TOTAL AMOUNT PLEDGED	#	\$					
TOTAL AMOUNT PAID NOW			\$				
OTAL AMOUNT ENCLOSED \$							
The total amount paid now and	the total amount enclosed m	ust be the same.					

• Please do not add gifts for other parishes & cash paid for other parishes in with your above totals

• Enter these items - only on the two blank lines in this box.

	TRANSMITTAL SUMMARY		Diocesan Use Only BATCH #						
DIOCESAN				TOTAL # OF GIFTS AMOUNT PLEDGED \$					
SERVICES				1					
APPEAL			AMOUNT ENCLOSED \$						
DATE		PARIS	SH #						
PARISH NAME			PARISH CITY						
CONTACT PERSON			DAYTIME PHONE						
	4	# CARDS	AMT. PL	EDGED	AMT.	PAID NOW			
CASH OR CHECK									
GIFTS PAID IN FULL - CASH	OR CHECK	#	\$		\$				
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	#	#	\$		\$	ř.			
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	4	#	\$						
CREDIT CARD OR EFT									
PLEDGES - CREDIT CARD OR WITH NO DOWN PAYMENT	EFT #	#	\$						
PLEDGES - CREDIT CARD OR WITH DOWN PAYMENT BY CASH OR		#	\$		\$	~			
PAYMENTS ON PREVIOU	S PLEDGES								
CASH OR CHECK ONLY					\$	<ul> <li>✓</li> </ul>			
TOTAL AMOUNT PLEDGED	4	#	\$						
						-			
TOTAL AMOUNT PAID NOW	<b>•</b>			v	\$				
TOTAL AMOUNT ENCLOSED \$		Parish	Check #	<b>^</b>					
The total amount paid now and	d the total amount e	enclosed mus	t be the san	ne.					
Total Number of Gifts for	Other Parishes #		Total Amour	nt Paid \$					
Please do not add gifts for									
Enter these items — only				, cu					
Enter these items - Only	on the two blank line	55 IT 115 DOX.							

### MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to The Catholic Foundation:

All gift/pledge forms are sorted into the proper categories and placed into bundles.

Each bundle has the appropriate **TRANSMITTAL CARD** on top of bundle.

### MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to The Catholic Foundation:

## KEEP THE TOP SHEET of each **TRANSMITTAL CARD** and **TRANSMITTAL SUMMARY SHEET** at the parish.

ATTACH THE BOTTOM SHEET of each **TRANSMITTAL CARD** to the appropriate bundle of gift/pledge forms.

INCLUDE THE BOTTOM SHEET of the **TRANSMITTAL SUMMARY SHEET** with your batch.

INCLUDE THE BOTTOM SHEET of the **PAYMENT ON PREVIOUS PLEDGES FORM**, if you received any - you should keep the top sheet of the form.

### MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to The Catholic Foundation:

**DO NOT ENCLOSE OR MAIL ANY CASH OR CHECKS FROM YOUR PARISHONERS.** Deposit all DSA cash and checks received from your parishioners to a parish account, then make a check payable to The Catholic Foundation in the sum of the amount of DSA gifts deposited.

Your batch should be mailed, along with your parish check made payable to The Catholic Foundation, in the DSA **TRANSMITTAL ENVELOPE.** 

Gifts received for other parishes should be sent directly to The Catholic Foundation. These are reported in the highlighted section on the bottom of the Transmittal Summary and are **NOT** included in your parish totals.

### **WEEKLY DSA REPORTS**

### Friday Email Update to Parishes:

The Diocese of Lansing will send an email to parishes each Friday reporting parish DSA totals.

In the interest of accuracy, we will publish parish totals **after** batches are received in the mail and reconciled at the diocese.

This process will greatly diminish the chance of reporting inaccurate weekly totals.

### **IMPORTANT CONTACT INFORMATION**

The Catholic Foundation team is here to serve you. We want your parish to be successful in meeting and exceeding your parish goal this year. Please contact one of our team members if you have questions or need assistance with DSA.

If you have questions regarding address changes, whether or not a donor has made a pledge, or for donors needing assistance with Credit Card or EFT gifts, please contact: **Donor Services** Email: donorservices@dioceseoflansing.org • Telephone: 517.253.8792

All other DSA related questions/issues, please contact: **Isaac Owen** Email: iowen@dioceseoflansing.org • Telephone: 517.253.8742



# Thank You!