



LET'S BE **TOGETHER.**

*Envelope Processing Guide*

# GIFT PROCESSING

## INTRODUCTION

These instructions apply to all CASC donations received by the parish, which will be gifts received in the pew during Sunday Mass, by mail, or drop off. **It is critical that all donations received at the parish be sent to the address below. DO NOT SEND to the diocesan offices.**

### **ALL DONATIONS MAIL TO**

The Diocese of Charleston/Catholic Appeal of South Carolina  
Campaign Processing Center  
PO Box 481  
Kensington, CT 06037

In your parish CASC 2024 delivery, you will receive six (6) Tyvek (tear-proof) envelopes, one (1) USPS Priority Mail envelope, and sheets of labels printed with parishioner's information and barcode. The Tyvek envelopes will be pre-addressed to the processing center above.

The steps below will ensure:

1. fast and efficient processing – quicker turnaround to acknowledge donors;
2. parish receives proper credit; and
3. parishioners receive proper credit.

## GENERAL MAILING INSTRUCTIONS

- The week after Pledge Weekend (Feb. 17-18), please use the Priority Mail Envelope to mail the collection of CASC donation envelopes received at the parish. This shipment will be made a top priority by our gift processing team.
- After pledge weekend, please use the pre-addressed Tyvek envelopes to mail all CASC donations received at the parish on a weekly basis to the above Campaign Processing Center. **Please mail via trackable Express Mail or Priority Mail.**
- After you have used the Priority Mail Envelope and six Tyvek pre-addressed envelopes, please mail donation envelopes on a routine basis in an envelope to the Campaign Processing Center.
- Every mailing to the Campaign Processing Center must include a filled-out transmittal sheet found at the end of this packet.

## RECEIVING CASC ENVELOPES AT THE PARISH

Please separate Direct Mail from In-Pew pledges and follow the instructions below. *Please note* that Direct Mail and In-Pew pledges can be sent in the same envelope to the Campaign Processing Center.

### **YOU WILL NOT OPEN ANY DONATION ENVELOPES!**

All must be sent unopened to the processing center.

## DIRECT MAIL

Direct Mail gifts should be mailed, **unopened**, directly to the processing center. Fill out a transmittal sheet (copy found at back of instruction packet) and note how many CASC Direct Mail envelopes are included in packet and mail to:

The Diocese of Charleston/Catholic Appeal of South Carolina  
Campaign Processing Center  
PO Box 481  
Kensington, CT 06037

### DO NOT OPEN AND PROCESS AT THE PARISH.

Do not send it to the diocese directly. This will delay processing.

## IN-PEW

Please alert those who count the In-Pew collection to separate the CASC envelopes from the regular parish collection. This is important to ensure that parishioners who have placed envelopes in the parish collection are acknowledged and properly credited for their gift.

- 1) For each CASC donation envelope: the front of the CASC donation envelope will be filled out by the parishioner/donor. Identify the parishioner's demographic information and **match it to its parishioner label** on the label sheets provided (*see sample below*) and **affix the label to the in-pew envelope** (*see sample at right*).
- 2) If no label is provided, please send the envelope without a label. They will be added to the diocesan database. Double check to make sure your parish ID is noted or stamped on the envelope (*sample above*).
- 3) Any anonymous cash included in the CASC collection should be deposited by the parish, and a check for that amount sent to us along with the other In-Pew envelopes. All checks should be made payable to **Catholic Appeal of South Carolina**. Please denote the amount of this check on the transmittal form — *found at end of packet*.
- 4) Fill out a transmittal sheet (*found at end of packet*) and note how many CASC In-Pew (*with ID #*) envelopes are included and how many CASC In-Pew (*no ID #*) envelopes are included in the packet. Mail to:

CALL OR VISIT CHARLESTONDIOCESE.ORG/DONATE  
SCAN THE QR CODE WITH YOUR SMARTPHONE CAMERA TO DONATE

- 11 Catholic Charities of South Carolina locations
- 21 campus ministries and 85 ministry programs
- 103 diocesan parishes, 210 permanent deacons
- 99 parishes, 21 missions, 32 schools

Booster the crucial statewide work of our Church, which consists of:

Your generosity to the Catholic Appeal of South Carolina will sustain and strengthen the spiritual, educational, and charitable needs of our brothers and sisters.

Through generous support at leadership levels, you support essential ministries that serve the importance of faithful philanthropy.

Members of *My Garden Society* support the Catholic Appeal of South Carolina with an annual gift of \$1,500 or more or a recurring monthly gift. *My Garden Society* members offer a special way to join the Bishop as he leads his flock. Members recognize the importance of faithful philanthropy.

ST. FRANCIS CIRCLE  
recurring monthly gifts of any size

My Garden Society

Labels: \$10,000 or more  
Carmella Circle \$4,500 - \$9,999  
Magnolia Circle \$3,000 - \$3,999  
Kalea Circle \$1,000 or more

**DONOR INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Parish \_\_\_\_\_  
Email \_\_\_\_\_

For Parish ID only  
Affix label here

**Label Examples**

ID # 987654321	Barcode	ID # 987654321	Barcode
Mr. and Mrs. Thomas Wilson		Mr. and Mrs. Thomas Wilson	
123 Mail Street		123 Mail Street	
City, State ZIP		City, State ZIP	
Parish #1002 - St. Agatha RC Church		Parish #1002 - St. Agatha RC Church	

The Diocese of Charleston/Catholic Appeal of South Carolina  
Campaign Processing Center  
P.O. Box 481  
Kensington, CT 06037-0481

**DO NOT SEND TO THE DIOCESE DIRECTLY.** This will delay processing.

## CONTACT US

For all questions concerning the **Catholic Appeal of South Carolina**, please contact:

**Ruthie Major**, *Gift Processing & Research Coordinator*  
(843) 261-0438 | [ruthie@charlestdiocese.org](mailto:ruthie@charlestdiocese.org)

**Carrie Mummert**, *Director of Operations & Donor Management*  
(843) 261-0435 | [cmummert@charlestdiocese.org](mailto:cmummert@charlestdiocese.org)

PLEASE INCLUDE IN LARGE ENVELOPE WHEN MAILING TO PROCESSING CENTER.



## REPORT TABULATION

**DATE** .....

**PASTOR** .....

**PARISH** .....

**PARISH #** .....

Type of Gift	With CASC ID#	No CASC ID# — Direct Mail	No CASC ID# — In-Pew New Parishioners
Number of Gifts Submitted			

**TOTAL NUMBER OF GIFTS SUBMITTED** .....

*Mail to:*

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Campaign Processing Center  
PO Box 481  
Kensington, CT 06037-0481

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