



LET'S BE **TOGETHER.**

*Envelope Processing Guide
for 2025*

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 2025 delivery, you will receive ten (10) Tyvek (tear-proof) envelopes, 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. 15-16), please use one of the Tyvek envelopes 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.
- If you run out of Tyvek envelopes, please contact our office and we would be happy to provide you with additional ones. Do not hold checks or donations, please send them weekly to the 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 the processing center stating loose cash for CASC. If you receive cash in a known parishioner's envelope, deposit all the cash and send one check from the parish with all the envelopes attached to that one check. 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:

The image displays a sample CASC envelope with a 'His Garden Society' label. The label includes a QR code and text: 'SCAN THE CODE WITH YOUR SMARTPHONE CAMERA TO DONATE', 'CALL OR VISIT CHARLESTONDIOCESE.ORG/DONATE', and a list of ministry programs. Below the envelope is a transmittal form with 'DONOR INFORMATION' fields for Name, Address, City, State, Zip, Phone, Parish, and Email. An arrow points to a box labeled 'For Parish ID only Affix label here'. Below the form are two 'Label Examples' for Mr. and Mrs. Thomas Wilson, each with a unique ID and barcode.

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:

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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
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Kensington, CT 06037-0481

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