



PREPARE FOR COMMITMENT CARD MAILING WORKSHEET

After the Commitment/Parish-Wide Event Weekend, you will be mailing a commitment card to every household from whom you have not received a card. Check with your consultant to ascertain whether the diocesan office or the parish office will supply the labels.

In order to make it easy to identify those who have not made a commitment, do the following:

- ☐ If the diocese provides mailing labels, follow its instructions for the use of the labels it provides. If the diocese does not plan to provide mailing labels for this part, create one set of alphabetized address labels of every member and regular attendees. Leave these on the label sheet. Give the label sheets to the parish financial secretary.
- ☐ As signed Commitment Cards are received, the corresponding address label should be removed from the alphabetized label sheet and **placed in a blank space on the card**. After all labels have been removed for commitment cards received, the financial secretary should return the label sheets to you. The only labels remaining on the sheets should represent those from whom a commitment has not been received.
- ☐ When it is time to mail commitment cards after Commitment/Parish-Wide Event Weekend, use the labels left on the sheets as mailing labels to mail commitment cards. Once again, if the diocese provides mailing labels, follow its instructions for the use of the labels it provides.

Note: *You may make a copy of these instructions to give to the financial secretary or the person who will be receiving and recording commitments.*



ADVANCE COMMITMENT MEETING #2 PREPARATION WORKSHEET

Before completing this worksheet, read the description of the tasks for the Advance Commitment Team.

- ☐ Prepare packet(s) for the Advance Commitment Leader(s). Each packet should contain the following:
 - **1** - Copy of the updated preliminary Advance Commitment Gathering Invitation List. *The Advance Commitment Leader(s) was/were asked to submit additional names to be added to the initial list. These names should be merged into the initial list.*
 - **1** - Attendance Form
 - **1** - Copy of Gift Profile
 - - Copies of *Advance Commitment Team* (Form AC-1)
 - **1** - Copy of the *Involvement Form* (Inv-1)
- ☐ These materials should be ready for distribution at the Advance Commitment Meeting #2 on

Note: *The Advance Commitment training sheets are copied on salmon-colored paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on salmon-colored paper, also.*