

CATHOLIC CHARITIES ANNUAL APPEAL PARISH INSTRUCTIONS

Your gift.
Their *hope.*



We appreciate the support your parish gives by promoting our 2024 Annual Appeal. Please look over the enclosed materials and let us know if we can answer any questions.

Thank you for supporting those served by Catholic Charities.

**Together, we are
Love Changing Lives.**

Catholic Charities serves 29 counties in Eastern Oklahoma with locations in:

- Tulsa
- Bartlesville
- Broken Arrow
- McAlester
- Muskogee
- Sallisaw
- Wilburton

We provide funding for assistance to 35 Eastern Oklahoma parishes and have mobile food pantries in 15 towns across Eastern Oklahoma.

CATHOLIC CHARITIES ANNUAL APPEAL WEEKEND IS OCTOBER 7TH & 8TH, 2023

Some parishes have reason to change their appeal weekend because the pastor may be gone or a parish event may conflict with our Annual Appeal. In order for this collection to be successful, we want the appeal to happen on the best weekend for the parish. Please feel free to choose a different date, if needed, and let us know when you are holding your collection.

QUESTIONS?

Christen Miles ▪ 918.935.2658 ▪ cmiles@cceok.org

PRIOR TO ANNUAL APPEAL WEEKEND

- Please prepare your parishioners by running **BULLETIN REMINDERS** and announcing the appeal the weekend before (September 30th & October 1st).
- We have emailed a link to **BULLETIN INSERT ARTWORK** to be included in your bulletin the week before the collection. If you need for us to provide copies for bulletin inserts, please call Christen Miles at 918.935.2658. You can find this and more at cceok.org/resources.
- Please hang **POSTERS** in a visible location and leave them up through January. Let us know if you need more posters or fliers (or replacements).

SAMPLE BULLETIN ANNOUNCEMENT

Your Gift. Their Hope. October 7th & 8th is Catholic Charities Annual Appeal weekend and we will take a second collection of your commitment to those in need in our community. Together, we are Love Changing Lives. Thank you for making a difference!

WEEKEND OF OCT. 7 & 8 | ANNUAL APPEAL WEEKEND

- See the suggested script for the **PULPIT ANNOUNCEMENT**.
- Be ready for the **SECOND COLLECTION**, and make sure there is a sample brochure at the pulpit.
- Please put a sufficient number of **BROCHURES IN THE PEWS** for each Mass. Have ushers or other volunteers replenish the brochures between Masses and, if it's not too much to ask, place a brochure every few feet in the pews and remove any brochures which have had the envelopes torn off.

AFTER THE SECOND COLLECTION

Within a few days after the second collection, mail the envelopes collected in the manila envelope(s) provided to:

Catholic Charities Appeal
P.O. Box 580460
Tulsa, OK 74158-0460

Please do not open the envelopes so our Catholic Charities' staff can credit the individual donors for their gifts.

Please consolidate the loose cash donations and send one check from your parish; parish checks should be made payable to Catholic Charities for the Annual Appeal (and your parish will be acknowledged for the cash).

WE ASK YOU TO DISPLAY LEFTOVER BROCHURES IN THE CHURCH VESTIBULE. This appeal will go on for several months. If you run out, please let us know and we'll send more!

Please mail donation envelopes turned in after the first group to the address to the left, and we will credit the donors and send them thank you letters.