



TIMETABLE
for
2010 CARE AND SHARE

Week of February 1	All materials for appeal mailed to Pastors.
February 6-7	Pulpit Appeal for Care and Share Program.
February 19-20	Care and Share brochure and donation envelope mailed to each family in the diocese. Personal letter from Pastors to parishioners.
March 6-7	CARE AND SHARE APPEAL.
April 12-16	Follow-up letter to parishioners.
April 23	Suggested deadline for first submittal of Care and Share donor list and parish check.

NOTES/SUGGESTIONS

Have a parish meeting between Pastors and Chairpersons with their workers, explanation of duties and their assignments.

Mail parish check ***at least monthly*** to the Business Office ***along with a list of names and addresses*** for those who donated and the corresponding amounts. **DO NOT mail individual donor checks to the Business Office. All Care and Share contributions should be processed at the parish and reflected in the parish bookkeeping system.**

If names and addresses of donors are supplied, the Business Office will provide letters of substantiation or contributions of \$250 or more for IRS purposes.

Continue to send in checks and reports as often as is feasible, but at least monthly. Please indicate if the contributors are paying on a pledge or are making their initial 2010 contribution. Parishes are expected to satisfy their assessments to the 2010 Care and Share Appeal by **October 31st**.