

Parish Name: _____ Parish #: _____

Town/City: _____ Date: _____

Prepared by: _____

Your **Daytime** Telephone # _____ Email _____

SECTION A – Appeal funds donors paid to your parish

\$ Total →

Appeal	TRC
<i>Box 1</i>	<i>Box 1</i>
Cash + cheques made payable to your parish Please include a personalized gift card with the DonorID for every donation OR email a spreadsheet list including the DonorID. DonorID numbers can be found on the Parish List provided by the development office.	
<i>Box 2</i>	<i>Box 2</i>
Appeal donations received by parish envelopes or monthly giving Please email a spreadsheet list including the DonorID, or contact our office for other options.	
<i>Box 3</i>	<i>Box 3</i>
Parish Cheque Amount Total of Box 1 + 2 Please deposit in your parish account and write one (1) parish cheque to the Archbishop's Appeal for this amount. Secure the parish cheque, gift cards, and list together.	

I will be sending donor information for SECTION A by email (check box if applicable) ☐

SECTION B – Appeal funds donors paid to the archdiocese

<i>Box 4</i>	<i>Box 4</i>
Cheques made payable to the Archbishop's Appeal (not to your parish) Please secure gift cards together.	
<i>Box 5</i>	<i>Box 5</i>
One-time credit card donations We will process these at the Archdiocese. Please secure gift cards together.	
<i>Box 6</i>	<i>Box 6</i>
Total pledges (payments with an end date) May include credit card , auto-debit , or post-dated cheques to be processed by the development office. Please secure gift cards together.	
total pledged	total pledged
<i>Box 7</i>	<i>Box 7</i>
Total monthly payments (also called ongoing) May include credit card or auto-debit to be processed by the Development Office. Please secure gift cards together.	
/month	/month

Please mail Transmittal Form, gift cards, lists (if applicable) and cheque(s) to:
Archbishop's Appeal | 200 - 2151 Scarth St | Regina, SK | S4P 2H8

Please Note

- Your parish is responsible for issuing Income Tax receipts for gifts processed by your office. (SECTION A: boxes 1 & 2)
- The Archdiocese will issue Income Tax receipts for personal cheques made payable to the Archbishop's Appeal, credit cards, and auto-debits processed by our office. (SECTION B)
- For more detailed information, please refer to the 'Submitting Gifts to the Development Office' section in the Archbishop's Appeal Parish Manual.

For assistance, please contact the development office at 306-721-6733 or giving@archregina.sk.ca