**ANNUAL BISHOP’S APPEAL**

**ENVELOPE OPTIONS**

Thank you for assisting us with the Annual Bishop’s Appeal!!

In an effort to be good stewards of resources and reduce costs we are providing envelope options for the Annual Bishop’s Appeal information you send to the diocese.

**Please Note: All envelope options are to be used strictly for the Annual Bishop’s Appeal.**

1. Business Reply Security Envelope # 10 – use for mailing small batches that may include parishioner payments, a parish check or a single/double transmittal form
2. Business Reply Envelope 6x9 – use for mailing larger batches that may include parishioner checks, parish check or several transmittal forms
3. Tyvek Large White envelope – use for larger batches that include pledge cards with a transmittal sheet, parishioner/parish check. Please use these envelopes with caution as they are expensive and costly to mail.
4. FED EX Overnight Envelope – use for ALL Credit Card, EFT, pledge cards because it is insured and traceable. You can include batches for CC and EFT in one envelope as long as each have a transmittal sheet. If you want to wait until you have several batches to send that is fine, just please do not let pledges and payments sit too long (a week or two maximum).

When deciding which option to use, a good rule of thumb would be to ask yourself, “If this were my money, what would I do?” Chances are you would not find yourself mailing one piece of paper in an overnight envelope.

We appreciate all that you do and the hard work you put in to make the Annual Bishop’s Appeal a success.

Please feel free to contact the Stewardship and Development team if you have any questions.