

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 ABA batches that may include parishioner payments, a parish check or a single/double transmittal form
2. Business Reply Envelope 6x9 – use for mailing larger ABA batches that may include parishioner checks, parish check or several transmittal forms
3. Tyvek Large White envelope (rarely used) – 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. Priority Mail (USPS) or other carrier Envelope. This year parishes **will not** be given Fedex envelopes and preprinted airbills. **Parishes can submit their (EFT and CC) batches using any mailing method or company as long as the service selected provides a tracking number.** Parishes can choose the best option for their location (based on price and convenience). Each parish is responsible for **keeping the tracking number and receipt for each batch submitted to the Diocese.** Please mail all EFT and credit card batches to the address below:

Business Office
PO Box 390
Fort Wayne, IN 46801

The Diocese will do a one-time reimbursement at the end of the main appeal cycle, for all mailing costs for the ABA incurred by each parish.

Based on our research, the Priority Mail letter from the US Post Office currently seems to be the least expensive option. The USPS even allows you to order your own envelopes at https://store.usps.com/store/results/shipping-supplies/_/N-7d0v8v#content

You can include batches for CC and EFT in one envelope as long as each has 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).

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.

