



Diocese of Lansing
**GIFT PROCESSING
PROCEDURES**

DSA GIFT PROCESSING FORMS

- Pledge Forms
- Transmittal Cards
- Batch Cards
- Payments on Previous Pledges Form
- Transmittal Summary

CASH OR CHECK PLEDGE FORM*

*** CREDIT CARD GIFTS, USE OTHER SIDE OF FORM.**

Parish Use Only
Donor Identification Label

_____Name _____

Mr/Mrs/Ms First Name Spouse Name Last Name

Address _____

City/State/Zip _____

Phone _____ Cell Phone _____

Email _____

Please credit my gift to _____

Parish Name Parish City



Cash Gift

Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

Total Pledge Balance \$ _____

I wish to make my pledge payments monthly in months checked below,
please send me pledge reminders.

- May June July August September
- October November December January 2016

CASH OR CHECK PLEDGE FORM*

*** CREDIT CARD GIFTS, USE OTHER SIDE OF FORM.**

_____Name _____

Mr/Mrs/Ms First Name Spouse Name Last Name

Address _____

City/State/Zip _____

Phone _____ Cell Phone _____

Email _____

Please credit my gift to _____

Parish Name

Parish City

Parish Use Only
Donor Identification Label

Cash Gift

Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

Total Pledge Balance \$ _____



I wish to make my pledge payments monthly in months checked below, please send me pledge reminders.

May June July August September

October November December January 2016

CASH OR CHECK PLEDGE FORM*
*** CREDIT CARD GIFTS, USE OTHER SIDE OF FORM.**

Parish Use Only
Donor Identification Label

Name **ANONYMOUS**

Mr/Mrs/Ms First Name Spouse Name Last Name

Address _____

City/State/Zip _____

Phone _____ Cell Phone _____

Email _____

Please credit my gift to _____

Parish Name Parish City

Cash Gift

Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

Total Pledge Balance \$ **-0-**

I wish to make my pledge payments monthly in months checked below,
please send me pledge reminders.

May June July August September

October November December January 2016

CREDIT CARD PLEDGE FORM

_____ Name _____
Mr/Mrs/Ms First Name Spouse Name Last Name

Address _____

City/State/Zip _____

Phone _____ Cell Phone _____

Email _____

I wish to pay by Credit Card: VISA MasterCard Discover

Credit Card Number _____

Exp. Date _____ CVV 2 Code _____

Donor Signature _____

Parish Use Only
Donor Identification Label

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

Total Pledge Balance \$ _____

I wish to have my pledge payments charged on my credit card in the months checked below:

- May June July August September
 October November December January 2016

Please credit my gift to _____
Parish Name Parish City

CREDIT CARD PLEDGE FORM

_____Name _____

Mr/Mrs/Ms First Name Spouse Name Last Name

Address _____

City/State/Zip _____

Phone _____ Cell Phone _____

Email _____

I wish to pay by Credit Card: VISA MasterCard Discover

Credit Card Number _____

Exp. Date _____ CVV 2 Code _____

Donor Signature _____

Parish Use Only
Donor Identification Label

Total Pledge Amount \$ _____

Amount Paid Now \$ _____)

Total Pledge Balance \$ _____

I wish to have my pledge payments charged on my credit card in the months checked below:

May June July August September

October November December January 2016

Please credit my gift to _____

Parish Name

Parish City

1014569

Mr. and Mrs. James Doe

~~1234 Main Street~~ 4567 Gibson Drive

Lansing, MI ~~48933~~ 48934

SORTING THE BATCH

Sort all gift/pledge forms into the following categories:

- Gifts Paid in Full – Cash or Check
- Pledges – Cash or Check WITH DOWN PAYMENT
- Pledges – Cash or Check WITH NO DOWN PAYMENT

- Gifts Paid in Full – Credit Card
- Pledges – Credit Card WITH DOWN PAYMENT
- Pledges – Credit Card WITH NO DOWN PAYMENT

- Payments on Previous Pledges – Cash or Check
- Payments on Previous Pledges – Credit Card

Not every batch will have gifts in each category.



PARISH TRANSMITTAL CARD

GIFTS PAID IN FULL - CASH OR CHECK

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____



PARISH TRANSMITTAL CARD

**PLEDGES - CASH OR CHECK
WITH DOWN PAYMENT**

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____



PARISH TRANSMITTAL CARD

**PLEDGES - CASH OR CHECK
WITH NO DOWN PAYMENT**

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____



PARISH TRANSMITTAL CARD

GIFTS PAID IN FULL - CREDIT CARD

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____



PARISH TRANSMITTAL CARD

**PLEDGES - CREDIT CARD
WITH DOWN PAYMENT**

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____



PARISH TRANSMITTAL CARD

**PLEDGES - CREDIT CARD
WITH NO DOWN PAYMENT**

Diocesan Use Only
BATCH # _____
TOTAL # OF GIFTS _____

CORRECT I.D.

**NEW
PARISHIONERS**

**ADDRESS
CHANGE**

**GIFTS FOR
OTHER PARISHES**

**DECLINED
DECEASED**

PAYMENTS ON PREVIOUS PLEDGES FORM

Parish number: _____ Parish name: _____

Report number: _____ Report date: _____

CASH/CHECK PAYMENTS ON PREVIOUS PLEDGES

Donor Number	Donor Name	Check #	Amount
TRANSFER TOTAL TO RECONCILIATION SHEET			TOTAL CASH/CHECKS

CREDIT CARD PAYMENTS ON PREVIOUS PLEDGES

Donor Number	Donor Name	Credit Card #	Exp. Date	CVV2	Amount
TOTAL CREDIT CARDS					

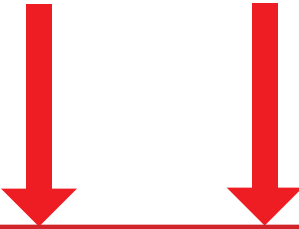


TRANSMITTAL SUMMARY

Diocesan Use Only
 BATCH # _____
 TOTAL # OF GIFTS _____

DATE _____ PARISH # _____
 PARISH NAME _____ PARISH CITY _____
 CONTACT PERSON _____ DAYTIME PHONE _____

	# CARDS	AMT. PLEDGED	AMT. PAID NOW
CASH OR CHECK			
GIFTS PAID IN FULL — CASH OR CHECK	# ✓	\$ ✓	\$ _____
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	# ✓	\$ ✓	\$ _____
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	# ✓	\$ ✓	\$ _____
CREDIT CARD			
GIFTS PAID IN FULL — CREDIT CARD	# ✓	\$ ✓	\$ _____ <small>Do not include in CASH PAID NOW</small>
PLEDGES - CREDIT CARD WITH DOWN PAYMENT	# ✓	\$ ✓	\$ _____ <small>Do not include in CASH PAID NOW</small>
PLEDGES - CREDIT CARD WITH NO DOWN PAYMENT	# ✓	\$ ✓	\$ _____ <small>Do not include in CASH PAID NOW</small>
PAYMENTS ON PREVIOUS PLEDGES			
CASH OR CHECK			\$ _____
CREDIT CARD			\$ _____ <small>Do not include in CASH PAID NOW</small>



TOTAL AMOUNT PLEDGED	# _____	\$ _____
The above two figures are included in the Friday Report to the Catholic Times and the Friday Email to parishes.		

TOTAL CASH PAID NOW \$ _____

TOTAL AMOUNT ENCLOSED \$ _____ Parish Check # _____

The total amount paid now and the total amount enclosed must be the same.

- Total Number of Gifts for Other Parishes # _____ Total Cash Paid \$ _____
- Please do not add gifts for other parishes & cash paid for other parishes in with your above totals
- Enter these items — only on the two blank lines in this box.



TRANSMITTAL SUMMARY

Diocesan Use Only
 BATCH # _____
 TOTAL # OF GIFTS _____

DATE _____ PARISH # _____
 PARISH NAME _____ PARISH CITY _____
 CONTACT PERSON _____ DAYTIME PHONE _____

	# CARDS	AMT. PLEDGED	AMT. PAID NOW
CASH OR CHECK			
GIFTS PAID IN FULL — CASH OR CHECK	# _____	\$ _____	\$ _____ ✓
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	# _____	\$ _____	\$ _____ ✓
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	# _____	\$ _____	
CREDIT CARD			
GIFTS PAID IN FULL — CREDIT CARD	# _____	\$ _____	\$ _____ <small>Do not include in CASH PAID NOW</small>
PLEDGES - CREDIT CARD WITH DOWN PAYMENT	# _____	\$ _____	\$ _____ <small>Do not include in CASH PAID NOW</small>
PLEDGES - CREDIT CARD WITH NO DOWN PAYMENT	# _____	\$ _____	
PAYMENTS ON PREVIOUS PLEDGES			
CASH OR CHECK			\$ _____ ✓
CREDIT CARD			\$ _____ <small>Do not include in CASH PAID NOW</small>

TOTAL AMOUNT PLEDGED # _____ \$ _____
The above two figures are included in the Friday Report to the Catholic Times and the Friday Email to parishes.

TOTAL CASH PAID NOW \$ _____
 TOTAL AMOUNT ENCLOSED \$ _____ Parish Check # _____ **X**
The total amount paid now and the total amount enclosed must be the same.

- Total Number of Gifts for Other Parishes # _____ Total Cash Paid \$ _____
- Please do not add gifts for other parishes & cash paid for other parishes in with your above totals
- Enter these items — only on the two blank lines in this box.

MAILING BATCHES TO THE DIOCESE

Please check the following before mailing batches to the diocese:

All gift/pledge forms are sorted in alphabetical order by donor's last name

Each bundle is sorted into the proper categories

Each bundle has the appropriate **TRANSMITTAL CARD** on top of bundle

Each bundle has the appropriate sub-category colored batch card attached

KEEP THE TOP SHEET of each **TRANSMITTAL CARD** and **TRANSMITTAL SUMMARY SHEET**

at the parish.

ATTACH THE BOTTOM SHEET of each **TRANSMITTAL CARD** to the appropriate bundle of gift/pledge forms, along with the proper colored batch cards.

INCLUDE THE BOTTOM SHEET of the **TRANSMITTAL SUMMARY SHEET** with your batch.

Your batch should be mailed along with your parish check (made payable to the Diocese of Lansing) in the **DSA TRANSMITTAL ENVELOPE**.

WEEKLY DSA REPORTS

You do not need to telephone, fax or email weekly DSA totals to the diocese.

In the interest of accuracy, we will publish parish totals **after** batches are received in the mail and reconciled at the diocese.

This process will greatly diminish the chance of reporting inaccurate weekly totals.

WEEKLY DSA REPORTS

The Catholic Times:

The Diocese of Lansing will publish the weekly parish DSA totals in *The Catholic Times*.

Friday Email Update to Parishes:

The Diocese of Lansing will send an email to parishes each Friday reporting parish DSA totals.

IMPORTANT CONTACT INFORMATION

The Development team is here to serve you. We want your parish to be successful in meeting and exceeding your parish goal this year. Please contact one of our team members if you have questions or need assistance with DSA.

If you have questions regarding address changes, whether or not a donor has made a pledge, or -

if you sent an incorrect label and need to make a change, please contact:

Marian Narodowiec, *DSA Database Manager*

Email: Mnarodowiec@DioceseofLansing.org • Telephone: 517.342.2461

If you need additional DSA supplies- labels, envelopes, Transmittal Cards, please contact:

Lisa Weber, *Associate Director of Development*

Email: Lweber@DioceseofLansing.org • Telephone: 517.342.2535

All other DSA related questions/issues, please contact:

Patricia O'Hearn, *Director of Development*

Email: Pohearn@DioceseofLansing.org • Telephone: 517.342.2503



Thank You!