

**Development and Stewardship Office  
40 North Main Avenue  
Albany, New York 12203**

## **Bishop's Appeal Bank Deposit and Pledge Card Batching Instructions**

### **Bank Deposit Policy:**

All donations to the Bishop's Appeal received by the parish should be deposited into a SEPARATE BANK ACCOUNT restricted for this purpose.

### **Batching Procedures for Pledge Cards:**

#### **Separate and rubber band cards as follows:**

1. Cards **WITH** computer imprinted donor name/address and barcodes:
  - All **Pledges** together (pledge with full balance due)
  - All **Pledges w/payment** together (pledge with down payment and balance due)
  - All **Outright Gifts** together (one time gifts, paid in full)
  
2. Cards **WITHOUT** computer imprinted donor name/address and barcodes:  
**Follow same procedures as outlined above**, making sure to keep hand written cards separated from computer imprinted cards. Please indicate if donor is **NEW** or if donor **HAS AN EXISTING ACCOUNT**.

**TO PREVENT DUPLICATE PLEDGES FOR DONORS:** Please do not send handwritten pledge cards in with payments that have been made by donors after their initial pledge card has been sent in. Please use '**PAYMENTS ON PLEDGES**' form for this purpose.

### **Returning Cards to Development and Stewardship Office:**

1. Return cards by mail: Development and Stewardship Office, 40 North Main Avenue, Albany, NY, 12203.
2. Return in person: 40 North Main Avenue, room 301 (3<sup>rd</sup> floor north side) during office hours of 8:30 am - 4:30 pm, Monday-Friday. You may also leave pledge cards in the Bishop's Appeal mailbox in the mailroom.
3. **Deadline** for return of **first batch of cards - Friday, May 21**. **Deadline** for return of **all cards with gifts – Friday, June 25**.

**NOTE:** The Development and Stewardship Office **CANNOT PROCESS** commitment envelopes or any section of pledge cards other than the section containing the **barcode**. The commitment envelopes and the outer sections of the pledge cards are for donor and parish records only. **This office sends tax receipts to donors every January for all donations in the amount of \$250.00 or more.** If you have any questions, please contact the Development and Stewardship office at (518) 453-6680 tel., (518) 453-8440 fax, or [stewardship@rcda.org](mailto:stewardship@rcda.org).