

BEST PRACTICES FOR GIVING

As our parish begins a new fiscal year on 1 July and we begin making payments on our pledges for the **Built On Faith** capital campaign we thought it would be helpful to share some **best practices** and what **NOT TO DO** regarding contributions to the parish. These helpful hints are designed to ensure that YOUR contributions of your treasure are gratefully received and accounted for according to YOUR wishes. So, if you want to ensure your contributions are accounted for properly and in a timely fashion please consider the following:

Best practices for making contributions to our parish:

1. The **best** and easiest way to make your contribution to our parish is through on-line giving. This ensures your donation goes to the purpose you designate. On-line giving at OLL is through a trusted company called VANCO. You can sign up at this link: www.ollchapin.org and use the **Online Giving** tab.
2. The **next best** way to make your contribution is through the parish envelope system. Envelopes are mailed monthly to all registered households who request them. The envelopes are designated to specific purposes. Checks or cash may be used with the envelope system.
3. The **third best** way is using a check. If you write a check please be sure to use the memo line to tell us what the check is for; weekly or monthly contribution, second collection, pledge payment for the Built On Faith campaign, or some other purpose.
4. The **least best** way to make your contribution is by cash alone. If you place cash directly in the collection basket the parish has no way of knowing who gave or how much was given and simply receives these monies with gratitude. We are not able to give credit or acknowledge the gift at the end of the year for income tax purposes. All cash monies received go into our general operating fund.

When giving please remember what **NOT TO DO**:

1. Please **DO NOT** write one check for multiple purposes – such as two weeks donations and your payment to the Capital Campaign. Please write separate checks – one for your weekly donation and one for your Capital Campaign pledge payment.
2. Please **DO NOT** forget to use the memo line! We have no way of knowing if your check is for the regular collection, second collection, or a pledge payment unless you use an envelope or have completed the memo line. We do our best to honor your intention but if the intention is not clear then we place the monies in our general operating fund by default.
3. Please **DO NOT** fill in your check improperly or incompletely. We often receive checks with NO SIGNATURE or the dollar amount is missing or incomplete or does not match the written amount or the memo line is not filled in. Please be attentive and make certain your checks are completed correctly.

For those of you who have made pledges to the **Built On Faith** capital campaign – you can save us postage and work hours by letting us know if you can forego payment reminders. Payment reminders are mailed monthly and quarterly. If you want to save the parish money please use automatic payments, direct payments, credit card payments or online giving and let us know to remove your name from the reminder mailings. This small action will save time and money that we can use to reduce our debt!

Thank you for your generosity, consideration and cooperation. May God bless you all!