**INTERNATIONAL APPEAL REPORT FORM**

**(Type in your information in the spaces below. Be sure to print and send a copy with your Appeal envelopes and parish check to the Diocese. Save the file for your records.)**

1. Please open all International Appeal collection envelopes and indicate the total amount of the check or cash enclosed on the front of the individual collection envelope if not already written by donor.

2. Total all loose coin and unidentified cash donations entered amount on line 1 below. No need to send the **unidentified** envelopes with your report.

3. Once the money has been removed and recorded on the envelopes, please run an adding machine tape for the **total gifts** from **identified** envelopes only and enclose the tape with this report. Enter this total amount on line 2 below. *Please keep the adding machine tape in the same sequence as the envelopes. It is easier to double check for errors if they are in the same order/sequence. Thanks!*

4. Bank all money received from this appeal into your bank account. Funds received should be coded to revenue account #48000. Forward one parish check to our office payable to **International Appeal Collection** for the total of all gifts (line 3 below). Disbursement should be coded to disbursement account #48050.

5. Please send all identified appeal envelopes for proper recording of donor giving options; and for year-end reporting purposes.

.....

**INDICATE TOTAL RESULTS HERE**

1. Total miscellaneous cash and unidentified donations $_____

2. Total gifts on enclosed envelopes $_____

3. Total amount received (add lines 1 & 2) $_____

**Amount of Check _____Check Number_____**

**Parish #_____ Parish Name_____ City_____**

**Submitted by_____ Date_____**

**Please return:**

This report form
All identified collection envelopes
Adding machine tape for enclosed envelopes (in same order as envelopes)
One parish check to cover the total all cash and check donations (made payable to International Appeal Collection)

**Mail to:**

Office of Stewardship Development
P.O. Box 7044
Rockford, IL. 61125-7044

**(Type in your information in the spaces above. Be sure to print and send a copy with your Appeal envelopes and parish check to the Diocese. Save the file for your records.)**

**Rev 4/15 Odrive:DSPforms**