

# MISSION APPEAL REPORT FORM

1. Please open all Mission 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. Please do not cut off back flap of envelope (there are checkboxes that might be filled out).
2. Total all loose coin and unidentified cash donations and enter amount on line 1 below. No need to send the unidentified (no name or partial name of donor) envelopes with your report.
3. Once the money has been removed and properly 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 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 #48100. Forward one parish check to our office payable to **Diocese of Rockford - Mission Appeal** on for the total of all gifts (line 3 below). Disbursement should be coded to disbursement account #48150.
5. Please include all identified appeal envelopes with this transmittal for proper recording of donor giving options; and for year-end reporting purposes.

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## 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 Mission Appeal envelopes  
Adding machine tape for enclosed envelopes (in same order as envelopes)  
One parish check for the total donations (Made payable to **Diocese of Rockford - Mission Appeal**)

**Mail to:**

Office of Charitable Giving  
P.O. Box 7044  
Rockford, IL. 61125-7044

(If you would rather complete a form using a “type in the blanks” PDF, please go to <https://www.rockforddiocese.org/documents/#Charitable%20Giving> and look for this appeal’s transmittal form link, click to download. Print completed form and send a copy with your Appeal envelopes and parish check to the Diocese)

For parishioners wishing to donate by credit card and automatic withdrawal from banking or checking accounts, please have them complete the online form (available English and Spanish) located on the diocesan web site: [www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

White – Send with pledge envelopes and parish check to the Diocese

Yellow- Keep for your records