

2020 Bishop's Appeal Timeline for Parishes

Significant Dates	Activities	Instructions/Notes
January 15	<ul style="list-style-type: none"> Clergy Meeting # 1 – St. Charles Borromeo, Boardman, Ohio 	1:30pm – 3:00pm Mahoning and Columbiana
January 15	<ul style="list-style-type: none"> Official Close of 2019 Appeal financial processing End of year tax statements mailed to all donors who have requested such 	** to request an end of year tax statement, send email to appeal@youngstowndiocese.org
January 16	<ul style="list-style-type: none"> Clergy Meeting # 2 – Blessed Sacrament Parish, Warren, Ohio 	1:30pm – 3:00pm Ashtabula and Trumbull
January 17	<ul style="list-style-type: none"> Clergy Meeting # 3 – St. Michael the Archangel Church, Canton, Ohio 	1:30pm – 3:00pm Portage and Stark
February 10	<ul style="list-style-type: none"> All Donors Mailing (anyone who made a financial contribution in the previous year) 	
February 10	<ul style="list-style-type: none"> Non Donor mailing drops to <ul style="list-style-type: none"> Those who have never made a gift Those who did not give last year Those who participated through prayer or volunteerism only 	
February 22/23	<ul style="list-style-type: none"> ANNOUNCEMENT WEEKEND <ul style="list-style-type: none"> Information placed into parish bulletins Pastor Announcement 	Appeal posters on display * <i>Spanish posters available upon request</i> Pastors encouraged to use information provided in Parish Appeal Packets to introduce the 2020 Appeal campaign
February 24	<ul style="list-style-type: none"> Email to parishes with current update of participation results and total committed 	<ul style="list-style-type: none"> includes link to website that will be updated on a regular basis
February 26	<ul style="list-style-type: none"> Ash Wednesday 	
February 29 / March 1	<ul style="list-style-type: none"> Suggested COMMITMENT WEEKEND #1 	In-pew envelopes available to parishioners Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2020 Appeal campaign
March 4	<ul style="list-style-type: none"> Suggested In-pew envelopes returned to diocese in mailing envelope provided (#1) 	
March 7/8	<ul style="list-style-type: none"> Suggested COMMITMENT WEEKEND #2 	In-pew envelopes available to parishioners Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2020 Appeal campaign
March 11	<ul style="list-style-type: none"> Suggested In-pew envelopes returned to diocese in mailing envelope provided (#2) 	

March 14/15	<ul style="list-style-type: none"> Suggested COMMITMENT WEEKEND #3 	<p>In-pew envelopes available to parishioners</p> <p>Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2020 Appeal campaign</p>
March 18	<ul style="list-style-type: none"> Suggested In-pew envelopes returned to diocese in mailing envelope provided (#3) 	
April 5 Palm Sunday	<ul style="list-style-type: none"> Suggested IN-PEW FOLLOW UP # 1 	In-pew envelopes available to parishioners
April 12 Easter Sunday	<ul style="list-style-type: none"> Suggested IN-PEW FOLLOW UP # 2 	In-pew envelopes available to parishioners
April 30	<ul style="list-style-type: none"> LYBUNT (and/or SYBUNT) follow up mailing drops to all who gave in the past but have not yet responded to the 2020 Appeal <p>(conditional mailing based on parish/Diocesan needs)</p>	<p>LYBUNT = Last Year But Unfortunately Not This Year</p> <p>SYBUNT = Some Year But Unfortunately Not This Year</p>
May 31 Pentecost Sunday	<ul style="list-style-type: none"> End of Easter Season; 2020 Bishop's Appeal active solicitation period ends. 	<i>*Additional mailings may be conducted as needed.</i>

Please Note:

- Please save the in-pew envelopes left over from the three commitment weekends for use on **Palm Sunday** and **Easter Sunday**. The diocesan office will have a limited supply of extras if you run out. Envelopes are not dated so that they may be re-used.
- Please encourage all of your parishioners to return either their **COMPLETED** response card or an in-pew envelope, even if they are unable to give. Doing so excludes them from follow-up Appeal solicitation mailings for 2020, and will also count as their participation for your parish participation goal

(with a completed card selecting one of three options for participation / blank cards do not count)

- Updated Parish Participation total will be available throughout 2020 by visiting www.ccdoy.org/bishops-appeal and clicking on the "**Parish Appeal Summary Report**" link.

LEGEND

Turquoise	Bishop's Appeal Office actions and activities – fixed dates
Yellow	Parish actions and activities – suggested dates