

Calendar of Activities

Date	Activity
January 2012	
January 6	Archdiocese ships ACA Materials to Parishes: Commitment Weekend Pledge Envelopes Pens Tabloid Bulletin Insert Brochures Archbishop Vlazny's Recorded Homily Parishioner Labels Parish Mailing Receipt Forms Mailing Envelopes for ACA PO Box 2010 Parish Detail Report ACA PO Box Envelopes (for Follow-Up Mailing)
By January 18	Parishes hang ACA Posters to promote Commitment Weekend.
January 20	Archdiocese mails Archbishop's letter, brochure, pledge card, and return envelope to all past donors and newly registered Catholics. Due to arrive in homes on or before Jan 31 .
January 28-29	Parishes conduct Awareness Weekend and publish first bulletin notice.
Week of January 30	Parish Committees prepare Announcement Weekend bulletin and altar notices, Prayers of the Faithful, tabloids, and brochures. Pastors prepare their homilies.
February 2012	
By February 2	Pastors meet with their Parish Leadership Team.
February 4-5	Parishes conduct Announcement Weekend activities: Bulletin and Altar Notices Prayers of the Faithful Pastor's Homily Tabloid inserted in bulletins Brochures distributed in the back of church
Week of February 6	Parishes prepare for Commitment Weekend: train those who'll distribute and collect pledge envelopes; prepare for playing of the Archbishop's recorded homily; prepare Pastor's directions for the in- pew process.

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February 11-12	Parishes conduct Commitment Weekend : play Archbishop's recorded Homily at all Masses; Pastor conducts in-pew process and includes ACA in prayer intentions and bulletin notices.
February 13 <i>(weekly until completed)</i>	Parishes begin to process in-pew collections and forward to the ACA PO Box each week.
Week of February 13	Parishes prepare Follow-Up Weekend bulletin and altar notices, Prayers of the Faithful, and Clergy presentation of the follow-up in-pew process for all Masses.
February 18-19	Parishes conduct the Follow-Up Weekend in-pew process. Include ACA in the prayer intentions and bulletin notices.
February 21	Pastoral Center Closed in Observance of President's Day
February 22 <i>(weekly until completed)</i>	Parishes process second week of in-pew collections and forward to the ACA PO Box.
Week of February 27	First group of payment coupons sent to parishioners who have made pledges. New batches sent weekly thereafter.
March 2012	
March 6 <i>(every other week until completed)</i>	Development Office posts parish goal update on the ACA section on the Archdioceses web page. Parishes can call (503) 233-8312 to receive an update at anytime. *Updated every Wednesday by noon.
March 19	Development Office sends list of Direct Mail Donors for your parish's follow-up mailing.
Week of March 26	Parishes send follow-up letter from Pastor to all parishioners who have not yet donated to the 2012 Appeal.

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April through December	Parishes publish ACA goal updates in monthly bulletins.
April 16	Archbishop sends follow-up letter to all who received January mailing but haven't responded.
June 2012	
June 4	Archbishop sends 2nd follow-up letter to all who received January mailing but haven't responded.
July 2012	
Mid-July not	Archdiocese begins telephone follow-up to those who have yet responded.
Fall 2012	Archbishop sends final follow-up letter to those who gave in 2010 but not yet for 2012.