

**Archdiocese of Indianapolis  
United Catholic Appeal**

**2018-Print Materials Order Form (Combined Parishes Only)**

Parish Name \_\_\_\_\_ Parish Number \_\_\_\_\_

Pastor/PLC/Deacon \_\_\_\_\_ Contact Person \_\_\_\_\_  
(Please Print) (Please Print)

City, Zip \_\_\_\_\_

Contact Phone Number (\_\_\_\_) \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

**STEP 1 — PERSONALIZED PASTORAL LETTER**

Please select ONE of the following:

- ☐ Sample Letter  
*We encourage you to use the sample letter accompanying this form to better help your parishioners understand the United Catholic Appeal. If using the sample letter, no letter need be submitted.*
- ☐ Customized Letter (written by Pastor/PLC/Deacon)  
*The deadline for customized letters is August 24, 2018. Please send by e-mail to [diocesanappeal@osv.com](mailto:diocesanappeal@osv.com), or enclose a disk/CD and a hard copy. If the deadline is missed, the letter will default to the sample provided.*

**The mailing will include the United Catholic Appeal educational brochure that includes a letter from Archbishop Thompson.**

**STEP 2A — PARISH INTENTION CARD**

Please select option(s) for front of intention card:

- ☐ Option 1: Check enclosed made payable to parish
- ☐ Option 2: Automatic Transfer
- ☐ Option 1 and 2
- ☐ Do not use Option 1 or Option 2

**STEP 2B — TRANSACTION ACCOUNTABILITY**

- ☐ I understand that my parish is responsible for processing transactions from Option 1 and/or Option 2

**STEP 2C — BACK OF INTENTION CARD**

- ☐ Please use our ministry list from last year
- ☐ Enclosed is our customized parish ministry list
- ☐ Use the standard ministry list on the example that has been provided
- Please e-mail a personalized ministry list to [diocesanappeal@osv.com](mailto:diocesanappeal@osv.com), or enclose a disk and hard copy and mail by August 24, 2018.*

**STEP 3 — SPECIAL INSTRUCTIONS**

**STEP 4 — LETTERHEAD, ENVELOPE AND SIGNATURE**

If you don't need to make any changes, please check below.  
Use letterhead, signature & envelopes from last year. ☐

If changes are required, please select new pieces below.

- Letterhead ☐  
(Please send as a JPEG, TIF or PDF. Resolution should be 300 dpi or better)
- #9 Envelope ☐
- #10 Envelope ☐
- \*Pastor/PLC/Deacon Signature ☐

***\*Please sign your name using a black medium point pen or fine black felt tip. Use the same amount of space that you would for signing a letter. Please send at least two signatures.***

**STEP 5 — SPANISH COMMUNICATION**

- ☐ Our parish is sending Spanish-speaking household data to the Office of Stewardship and Development.

If you are providing Spanish-speaking household data, the mailing includes a letter in Spanish from Archbishop Thompson, the case brochure in Spanish, and a bi-lingual pledge card.

For questions regarding household data, please contact 800-382-9836, ext. 1498.

If you have any questions, please contact:

Our Sunday Visitor  
Candace Foust  
Phone: 1-800-348-2886, ext. 2124  
Email: [diocesanappeal@osv.com](mailto:diocesanappeal@osv.com)  
Fax: 800-442-0669

**Deadline for submitting custom letter and/or a customized ministry list is AUGUST 24, 2018. If sending hard copies, please mail to the address below with a copy of this form attached.**

**Customer Service,  
Our Sunday Visitor  
200 Noll Plaza  
Huntington, IN 46750**