

World Mission Sunday Instructions

October 22, 2017

- When returning the yellow envelopes make sure all your parishioners' information is provided.
- If cash is included or checks are made out to your Parish, please submit one check from your Parish account made out to the **Office of Mission Appeals & Awareness**.
- Please keep a record of the parishioners' donations that are cash or checks made out to your Parish. All other checks that are made out to The Society for the Propagation of the Faith can be left in the envelopes.
- The collection transmittal form included with this packet should be filled out and attached to your deposit.
- Please return all the yellow envelopes in the mailing envelope provided to you within two weeks of Mission Sunday, so the donations can be recorded before the end of the year.
- Letters from the Office of Mission Appeals & Awareness will be sent to your parishioners for tax purposes. These donations do not need to appear on the year-end letter that is sent from your Parish.

Please remember to submit all monies on a timely basis in order for accurate 2017 tax reporting.