

ACKNOWLEDGMENT PROCESS

The Office of Development will recognize Donor(s) through a DAA Donor Acknowledgment program based on the following giving levels:

Gift Amount	Acknowledgment	Timeline
\$2000+	Phone call from Department Leader Development Office invites donor(s) and parish priest to lunch	Raiser's Edge report run each Friday Names & phone numbers given for Department Leader to follow up
\$1000 – \$1999	Personal letter from Bishop Nickless	Raiser's Edge report run each Friday Personalized letter prepared & sent to Bishop Nickless for signature
\$500 – \$999	Thank you letter sent from the Development Office	Raiser's Edge report run each Friday Post card prepared & mailed by Development Office
\$250-\$499	Thank you postcard from Development Office	Post cards printed in advance. Mailing label printed every week.

Parishes

100% of Goal	Personal letter from Bishop Social Blurb from Bishop to be used in parish bulletins and social media	Raiser's Edge report run each Friday Personalized letter prepared & sent to Bishop Nickless for signature
90-99% of Goal	Phone call of congratulations	Raiser's Edge generated on the 1st of each month. Given to Allison for follow up.
70-89% of Goal	E-mail of encouragement with helpful tips	Raiser's Edge generated on the 1st of each month. Given to Allison for follow up.

