

**FLORIDA CATHOLIC ADVOCACY NETWORK (FLCAN)
Parish Postcard Collection
Checklist**

Preparing for Initiative

<input type="checkbox"/>	1. Look at the parish calendar and pick out a weekend to conduct the FLCAN weekend campaign.
<input type="checkbox"/>	2. Complete and submit the parish postcard initiative request form.
<input type="checkbox"/>	3. Request FLCAN postcards from the FCCB.
<input type="checkbox"/>	4. Place the FLCAN bulletin announcement in the parish bulletin the weekend prior to the postcard initiative.

Day of Initiative

<input type="checkbox"/>	5. Place FLCAN postcards and pencils in the pews prior to each Mass.
<input type="checkbox"/>	6. Provide the Mass celebrant or the parish ambassador with a copy of the pulpit announcement.
<input type="checkbox"/>	7. Read the pulpit announcement prior to or at the end of mass, or during the liturgy.
<input type="checkbox"/>	8. Give parishioners a minute to complete their postcard.
<input type="checkbox"/>	9. Collect the postcards immediately following the pulpit announcement, or ask parishioners to place their completed postcards in the collection basket at the offertory.

After Initiative

<input type="checkbox"/>	10. Mail back all postcards to the FCCB within two weeks of completing the FLCAN postcard initiative.
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Please contact the Florida Conference of Catholic Bishops, with any questions or concerns at catholicadvocacy@flaccb.org or (850) 222-3803.

I have read and agree to conduct the FLCAN Parish Postcard Initiative according to the steps above.

Parish _____

Name of Pastor _____

Signature _____ Date _____