



CSA CHECKLIST



- Review CSA materials
- Follow the timeline and make sure all responsibilities are fulfilled
- Recruit dependable volunteer to test and show the CSA video
- Display posters in visible place
- See that the bulletin announcements are placed in the parish bulletin each week
- Arrange for pulpit announcements each week
- Arrange for prayers of the faithful each week
- Arrange for bulletin insert to be included in parish bulletin
- Priest to read letter from Bishop Joe Vásquez on October 24-25
- Assist your priest and have a volunteer in attendance at every Mass during the appeal weekend
- Have a generous supply of pledge card envelopes and pencils available at each Mass during the commitment weekend and follow-up weekend
- Coordinate the envelope counting
- Follow the return procedures
- Mail the **first two** batches of pledge envelopes and transmittal form via Federal Express, UPS or USPS to:

Letter Concepts, Inc.

ATTN: Diocese of Austin CSA Processing
33 Massirio Drive
Berlin, CT 06037-2322

- Mail remaining pledge envelopes to the Stewardship and Development Office at:

Diocese of Austin

Stewardship & Development
6225 E US 290 HWY SVRD EB
Austin, TX 78723