

## FREQUENTLY ASKED QUESTIONS

*If you have questions not covered here, please feel free to email us at [ricebowl@arlingtondiocese.org](mailto:ricebowl@arlingtondiocese.org), or call us at 703-224-1623 and leave a message.*

**Q.** If a parishioner is writing a check to be submitted to the parish and bundled into one big parish check, how should it be made payable?

**A.** If the parish or school collects and deposits the checks into the parish/school account and then writes a parish/school check for the total, parishioners should make their individual checks payable to the parish or school (depending on which entity will write the check). The parish/school should write its check to “Catholic Diocese of Arlington” with “CRS Rice Bowl” on the check stub. Checks should never be made out to Catholic Relief Services. The parish or school should send its check to the diocesan lockbox at **Catholic Diocese of Arlington, PO Box 1960, Merrifield, VA 22116.**

**Q.** If we receive a Rice Bowl donation after the Parish/School check has already been sent to The Diocese of Arlington, should we reject the late donation?

**A.** Absolutely not. Checks can be sent in on a rolling basis, if necessary. Late checks are always welcome.

**Q.** What is the deadline for submitting Rice Bowl funds to The Diocese of Arlington?

**A.** If you can get donations to us within a couple weeks after Easter, that would be ideal. This gives the accounting office time to record and credit donations before the fiscal year ends on June 30. That way we know, before the books are closed for the year, how much has come in. This gives us a better idea what will be available for our grant program next year. However, donations are gratefully accepted at any time.

**Q.** What are options for donating to Rice Bowl online?

**A.** Parishes can add the option to donate to Rice Bowl on their electronic giving platforms. This information can be actively shared in weekly letters, virtual meetings, and on Rice Bowl tables in church or school vestibules, hallways, or ministry centers. Share your ideas with us.

## FEEDBACK FROM YOU

**Comment.** For years we've been having parents write their Rice Bowl checks out to the school. We deposit the funds to a charity pass-through account and then generate a big check from the school. The Diocesan process is very similar to what we already do.

**Response.** Yes. That's a good method.

**Comment.** Assistance for front office people who write the checks at schools would be helpful. For it to work well at our school, I think most kids will need to bring the Rice Bowl box filled with money. I don't think many parents will take the time to write a separate check.

**Response.** How that's handled is up to your parish or school. Some parishes won't have the personnel to assist with counting money. Volunteers can be enlisted to do this, but if the parish or school does not have the capacity to count the money, having parents count the money at home and send in a check is a good option. We would be happy to provide training for business managers, bookkeepers or other check-writers if people would find it helpful.