

2026 BLA Gift Processing Instructions and Procedures

The processing of online gifts is automatic and immediate. This is a cost-effective and timely way for families to contribute to the BLA. arlingtondiocese.org/bla

For those who use the parish in-pew envelope, mail in batches as you receive gift, particularly following Commitment Weekend (February 8) and Follow-Up Weekend (February 15). Please do not wait for all gifts to be collected at the end of the appeal. Timely processing and acknowledgement are critical to donor satisfaction.

The Diocesan Development Office will be sending you the parish roster as a set of pre-printed labels alphabetized by last name, with the address and Diocesan ID number for parishioners who are in the diocesan database.

If there is no matching label, please do not create your own labels with the parishioner's offertory envelope number. This number is not the same number as their Diocesan ID number and could result in their BLA gift being credited to the wrong person.

For in-pew envelopes where the donor wrote in another home parish, please do not remove any cash or checks from the envelope. These gifts are processed and credited to the parish selected by the donor. Bundle these separately from other bundles and send to the Diocesan Development Office.

If parishioners bring to you their mailed BLA appeal form, please do not affix the in-pew labels to the mailed form or envelope. The in-pew labels are for use with the in-pew giving envelopes only.

Processing In-Pew Envelopes

Step 1: Separate the In-Pew Envelopes

Sort the in-pew envelopes based on whether there is no gift or a gift.

Step 2: Yellow Batch Sheet – No Gift Envelopes

Those who checked either box in the middle of the in-pew envelope:

- “I already have made a gift/pledge to the BLA” or
- “I am unable to make a gift/pledge to the BLA”

Please note – even if one of these boxes is checked, but there is also a gift included, please treat as a gift and include in pink, blue or green batches.

If there is no gift and no cash or check is inside, then no pre-printed label is affixed to them. No further action is required on your part for these envelopes, except to bundle them together and attach the Yellow Batch Sheet to be sent to the diocese.

NOTE: Please be sure there is no cash or checks in the envelopes with a yellow cover sheet. If there is cash or check contained inside any in-pew envelope, that envelope should be processed as a gift, whether a box is checked or not.

Step 3: Pink/Blue/Green Batches - Gift Envelopes

Those who made a gift commitment with the in-pew envelope. Some will have payments enclosed and some will not. Each envelope will need to have a label (if available) affixed before sending to the diocese.

Labeling Gift Envelopes

Alphabetize Envelopes. There is space on the front panel of the envelope for the parishioners to write their name.

No payment

If the in-pew envelope has no cash or check, please review the gift information written for legibility.

With payment

If there is a check in the envelope, please verify the check amount is written correctly on the form in the Amount Enclosed box. Please verify that the Total Amount and Balance to be Paid spaces have been completed.

All checks in an in-pew envelope, even if made payable to the parish, are processed by the Diocesan Development Office. Please do not remove these checks.

Please watch for donors who indicate that money/check has been enclosed and then fail to insert payment. If the Amount Enclosed box is blank and there is a check enclosed in the envelope, please write in the amount. If no funds are enclosed, please indicate this as well. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one.

Bundling Envelopes

After verifying the check amount matches the written information, please do not remove checks from the giving envelope.

1. Pink Batch Sheet - Exact Label Matches:

If the pre-printed label information and the handwritten information are the same, affix the pre-printed label in the space indicated on the in-pew envelope. These in-pew envelopes will be bundled together with a Pink Batch Sheet.

2. **Blue Batch Sheet - No Label:**

If there is not a label for the donor, it is likely that they are not registered at your parish in the diocesan database. We will update the information in the diocesan database when we receive the envelope. These in-pew envelopes will be bundled together with a Blue Batch Sheet.

Blue Batch Sheet – Name/ Address Change:

If the handwritten name and/or address does not match the information on the printed label, place the label in the same area as indicated. Put a line through the label to indicate there is a change to be made. These envelopes will be bundled together with a Blue Batch Sheet.

3. **Green Batch Sheet – Cash:**

All envelopes that contain cash are segregated and processed differently. If cash is in the in-pew envelope, please verify the cash amount is written correctly on the form in the Amount Enclosed box. It is also important to verify that the Total Amount and Balance to be Paid spaces have been completed.

If the amount enclosed box is blank and there is cash enclosed in the envelope, please write in the amount. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one.

Anonymous gifts can all be bundled together, and the total amount of all anonymous gifts will be credited to your parish as one “anonymous” BLA gift.

Bundle all in-pew envelopes containing cash into one bundle. After verifying that the cash amount enclosed matches the amount written on the form, please remove all of the cash from each in-pew envelope, add up the total amount of cash and arrange to have a parish check written to the Bishop’s Lenten Appeal for this total cash amount. Then attach the check to the Green Batch that had cash inside.

Please make parish check payable to:

Bishop’s Lenten Appeal
200 North Glebe Road, Suite 811
Arlington, VA 22203

If you have more than 50 envelopes with cash enclosed, please divide them into bundles of less than 50 envelopes per bundle. One check cannot represent more than 50 gifts.

Once the parish check is ready, bundle these together with the Green Batch Sheet. Place the parish check on top of all of the in-pew envelopes that originally contained cash. If you must wait to have a check cut, please hold back your Green Batch envelopes until you can send both the parish check and forms together. The Diocesan Development Office cannot process cash bundles without an accompanying parish check.



Office of Development

200 North Glebe Road, Suite 811 | Arlington, VA 22203
(703) 778-8600 | arlingtondiocese.org/development
development@arlingtondiocese.org

Mailing in-pew envelopes

To expedite processing and acknowledgment of gifts, please return gifts as they are received. There is no reason to hold envelopes for larger batches. We will process them in the order received. We have included several pre-addressed Tyvek envelopes in the supplies box for sending batches to the Development Office.

Address to send batches:

Development Office
Diocese of Arlington
200 North Glebe Road, Suite 811
Arlington, VA 22203

Questions about gift processing?

Please contact Juanita Padgett, Manager of Development Services
development@arlingtondiocese.org or 703-778-8600