



GREEN BATCH SHEET

Parish Name: _____

Processed By: _____

Phone Number: _____ **Email:** _____

Please do not send cash.

Green batches are for envelopes that once contained cash.

When the cash is removed, ensure each envelope is clearly marked with the amount of cash originally in the envelope by the parishioner.

Once cash is removed, there is no way for the diocesan office to know how much cash was originally in the envelope unless the envelope is clearly marked.

Attach a parish check for the total cash amount that was inside all of the envelopes and bundle them with this sheet.

Please make parish check payable to: Bishop's Lenten Appeal

If more than 50 envelopes contained cash, please break them into smaller batches.

Each batch should be accompanied by a separate check.

If you need to wait to have a check cut, please hold back your Green batches until you can send both the check and envelopes together.

We cannot process any cash bundles until we have the accompanying parish check.

Send to:

Bishop's Lenten Appeal
Diocese of Arlington
200 North Glebe Road, Suite 811
Arlington, VA 22203

Received at Diocese: _____