



Special Purpose Collection Process

1. The Diocesan cash collection procedures are required for all the Special Purpose Collections (SPC) during Mass.
2. Parishes are required to conform to the following guidelines with respect to SPC.
 - a. SPC can include Diocesan or USCCB approved Special Collections (SC), Parish Building (or other) Fund, or other Parish approved charitable causes.
 - b. Parish approved charitable causes must be a US based 501(c)3 Non-Profit Organization or similar overseas entity.
 - c. The organization seeking SPC should submit an application with clear indication of purpose together with a copy of the project to the respective parish with a copy to the Office for the Missions.
 - d. The application should include a budget, a recommendation/approval letter from the Local Ordinary or the Religious Superior. Kindly use the SPC application form found on the Office for the Missions website.
 - e. If the organization seeking SPC is headed and managed by lay people the application should accompany a support and or recommendation letter from the Local Ordinary where the organization is situated.
 - f. The Office for the Missions will assist the parish in finding out the authenticity and reliability of the project and the requesting organization.
 - g. The participating organization should **NOT** distribute envelopes or other materials such as business cards with emails/website, flyers with QR codes, online donation information, Social Media information etc. which solicit additional contributions after the appeal. You may NOT solicit subscriptions to mission magazine, newsletters, or attempt to sell other goods.
 - h. No credit card payments or information is to be collected on the parish premises as parish could be liable for breach of information.
 - i. If a parishioner hands over an envelope or cash, it needs to be left with the parish. Names and addresses of donors should neither be requested nor provided by the pastor.
 - j. The Parish must remit 100% of the proceeds within 30 days of the collection to the cause for which it was solicited to the Missions Office, never directly to the organization. Likewise, organizations are not to accept direct donations from the parishioners.
 - k. The Parish and the Missions Office may **NOT** retain a portion of the SPC as an administration/processing fee.
 - l. Payment Information is required upon request from the Missions Office. Funds will be processed and sent using this payment information.
 - m. Remittance must be made by check to the Non-Profit or sent via wire through the Diocesan Office for the Missions to the overseas organization. Remittance may not be made in cash or in the name of an individual.
 - n. The recipient of the SPC shall submit a six monthly and annual report on the implementation and completion of the project. This should include photos and if possible videos. This in turn would help us report to the parishioners on the project so also encourage future endeavors.