



## Revenue Collection and Stewardship

CRS is grateful for the Lenten sacrifices and generosity made by the faithful in your diocese. It is important to make sure that their sacrificial contributions are put to work in a timely manner to assist our brothers and sisters around the world.

Here are a few tips to help you facilitate the revenue collection process for CRS' Operation Rice Bowl in your diocese.

### During Lent

1. Remind participating parishes and schools to plan their collection and publish information so that families know when and how to turn in their contributions. The Coordinator's Guide (p. 3) contains information to help parishes and schools organize their collection. ([orb.crs.org/resources/parishes](http://orb.crs.org/resources/parishes))
2. Encourage parishes and schools to set a secondary collection date so that families who missed the first date have another opportunity to put their Lenten sacrifices to good use.

### After Lent

1. Inform parishes and schools about where in your diocese they should send their donations. Be sure to include instructions on labeling the check so that your Finance Office can properly designate the gifts for CRS' Operation Rice Bowl.
2. Use your Diocesan Detail Report as a checklist to make sure that all parishes and schools that received CRS' Operation Rice Bowl materials have sent in their donations. (CRS will send the Diocesan Detail Report towards the end of Lent.)
3. Thank all parishes and schools for their support and participation in CRS' Operation Rice Bowl!
4. Please remit your diocesan contribution for CRS' Operation Rice Bowl by **September 30, 2012**. *Be sure to retain 25 percent of your diocese's collection for your local use, and send 75 percent to Catholic Relief Services.*

**Catholic Relief Services  
Attn: Operation Rice Bowl  
P.O. Box 17090  
Baltimore, MD 21203-7090**

5. Publish your results in your diocesan newspaper! Let participants know how many groups were involved and how much money was raised in your diocese. Be sure to include information on how your diocese uses its local 25% of funds to help those in need in your local communities. Contact CRS at [educationprograms@crs.org](mailto:educationprograms@crs.org) for assistance in working with local media.

### Questions?

If you have questions about revenue for CRS' Operation Rice Bowl, please contact your CRS regional office or Anne Marie Bonner at (410) 951-7229.