

**FLORIDA CATHOLIC ADVOCACY NETWORK (FLCAN)
Parish Postcard Collection
Checklist**

Preparing for Initiative

	1. Look at the parish calendar and pick out a weekend to conduct the FLCAN weekend campaign.
	2. Complete and submit the parish postcard initiative request form.
	3. Request FLCAN postcards from the FCCB.
	4. Place the FLCAN bulletin announcement in the parish bulletin the weekend prior to the postcard initiative.

Day of Initiative

	5. Place FLCAN postcards and pencils in the pews prior to each Mass.
	6. Provide the Mass celebrant or the parish ambassador with a copy of the pulpit announcement.
	7. Read the pulpit announcement prior to or at the end of mass, or during the liturgy.
	8. Give parishioners a minute to complete their postcard.
	9. Collect the postcards immediately following the pulpit announcement, or ask parishioners to place their completed postcards in the collection basket at the offertory.

After Initiative

	10. Mail back all postcards to the FCCB within two weeks of completing the FLCAN postcard initiative.
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Please contact Alejandro (Alex) Capote, FCCB outreach coordinator, with any questions or concerns at acapote@flaccb.org or (850) 205-6819.

I have read and agree to conduct the FLCAN Parish Postcard Initiative according to the steps above.

Parish _____

Name of Pastor _____

Signature _____ Date _____