

CRS Rice Bowl Planning Timeline

Important Dates

January 2, 2015: Orders shipped

February 18, 2015: Ash Wednesday

April 5, 2015: Easter Sunday

August 30, 2015: Transmittal Forms due to CRS

October

- *DD Dioceses:* Order Update Spreadsheets are due October 15, 2014. *IND Dioceses:* An order card has been mailed to parishes and schools encouraging them to order 2015 CRS Rice Bowl materials. **Not sure if you're IND or DD? Contact CRSRiceBowl@crs.org.**
- See what's new with CRS Rice Bowl. Visit crsricebowl.org.

November

- The 2015 Promotion Kit is mailed to all participating dioceses. This has everything you need to promote CRS Rice Bowl for Lent 2015, including samples of this year's materials. You can also find resources online at crsricebowl.org/dioceses.
- Recruit volunteers to help you contact parishes and schools and encourage them to participate in CRS Rice Bowl. Adapt and send [sample emails to parishes and schools](#). Invite them to attend an information session.

December

- Make sure all parishes and schools in your diocese have placed their orders for free CRS Rice Bowl materials. Call 1-800-222-0025, or visit crsricebowl.org/order to place your order.
- Ask your Bishop to review and adapt the [Bishop's Endorsement Letter](#), to be sent to faith communities.

January

- 2015 materials are shipped to parishes and schools. Orders may still be placed throughout the Lenten season.
- Host a CRS Rice Bowl information session for CRS Rice Bowl Coordinators. Show the videos: [How to Kickoff CRS Rice Bowl](#) and [How to Collect CRS Rice Bowls](#).
- Place a [CRS Rice Bowl banner ad](#) on your diocesan website.

February

- Encourage CRS Rice Bowl Coordinators to make sure each family receives a CRS Rice Bowl. Help them to spread the word about the [CRS Rice Bowl app](#).
- Host a CRS Rice Bowl kickoff event in your diocese. Take photos and tag us on [Facebook](#) and [Twitter](#).

March

- Refer CRS Rice Bowl Coordinators to [VIDEO: How to Collect CRS Rice Bowls](#) for tips on hosting a prayerful CRS Rice Bowl collection.
- CRS will mail a Collection packet to parishes and schools that ordered materials. This includes information on how to collect contributions and return them to their diocesan office. This can also be found on the [CRS Rice Bowl parish](#) or [school](#) website. Ensure parishes and schools receive this packet and know where they should send their donations.
- Ask your Bishop to adapt and send the [Bishop's Thank You Letter](#).

April

- Thank participating communities; Send them a Certificate of Appreciation (in [English](#) or [Spanish](#)).
- CRS will mail a Thank You packet to parishes and schools that ordered materials. This includes a poster and other ways to thank faith communities for participating. This information can also be found on the [CRS Rice Bowl parish](#) or [school](#) website.
- Review [Revenue Collection Instructions](#). CRS will send an email with information on the transmittal process.

May

- Ensure that you have received a CRS Rice Bowl contribution from each group that ordered materials. For your reference, CRS will send you a "Diocesan Detail Report," a spreadsheet listing all parishes and schools who received materials.

June- August

- Publish your diocese's total donation amount in your diocesan newspaper. Be sure to highlight where your local 25% is used.
- By August 30, send the completed transmittal form and 75 percent of your dioceses' donation to: **Catholic Relief Services CRS Rice Bowl P.O. Box 17090 Baltimore, Maryland 21297-0303.**

September-October

- CRS will send you a check for 25% of donations sent directly to CRS, to be used according to the use designated on your transmittal form. See [25% Use Guidelines](#).