



## IMPORTANT DATES

# Planning Timeline

January 4, 2016: Orders shipped

February 10, 2016: Ash Wednesday

March 27, 2016: Easter Sunday

September 1, 2016: Transmittal Forms due to CRS



OCTOBER

# Planning Timeline

- For DD Dioceses: Order Update Spreadsheets are due mid-October.
- For IND Dioceses: An order card has been mailed to parishes and schools encouraging them to order 2016 CRS Rice Bowl materials.

Not sure if you're IND or DD? Contact [crsricebowl@crs.org](mailto:crsricebowl@crs.org).



NOVEMBER

# Planning Timeline

- See what's new with CRS Rice Bowl. Visit [crsricebowl.org](http://crsricebowl.org).
- The 2016 Promotion Kit is mailed to all participating dioceses. This has everything you need to promote CRS Rice Bowl for Lent 2016, including samples of this year's materials. You can also find resources online at [crsricebowl.org/dioceses](http://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.
- Attend a CRS Rice Bowl webinar.
- Last chance to cancel/reduce orders—materials are packed late November!



DECEMBER

# Planning Timeline

- 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](https://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 found at [crsricebowl.org/dioceses](https://crsricebowl.org/dioceses).



## JANUARY

# Planning Timeline

- This year's 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.
- Attend a CRS Rice Bowl webinar.



FEBRUARY

# Planning Timeline

- 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.
- Attend a CRS Rice Bowl webinar.



MARCH

# Planning Timeline

- Refer CRS Rice Bowl Coordinators to the 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

## Planning Timeline

- Thank participating communities by sending them a Certificate of Appreciation (in English or Spanish; found at [crsricebowl.org/dicoeses](http://crsricebowl.org/dicoeses)).
- 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

## Planning Timeline

- Ensure that you have received a CRS Rice Bowl contribution from each group that ordered materials. For your reference, CRS can send you a report listing all parishes and schools who received materials.



**JUNE - AUGUST**

# **Planning Timeline**

- Publish your diocese's total donation amount in your diocesan newspaper. Be sure to highlight where your local 25% is used.
- By September 1, send the completed transmittal form and 75% of your diocese's donation to:

**Catholic Relief Services—CRS Rice Bowl**

**P.O. Box 17090**

**Baltimore, Maryland 21297-0303.**



SEPTEMBER - OCTOBER

# Planning Timeline

- 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.
- If you are a DD Diocese, you will receive an order update spreadsheet from CRS to help in reviewing and updating all participants' orders.