



Planning Timeline

IMPORTANT DATES for 2018 Lenten Season

November 10, 2017: Last day to decrease or cancel orders

January 5, 2018: Orders ship

February 14, 2018: Ash Wednesday

April 1, 2018: Easter Sunday

August 31, 2018: Revenue Reporting Form and diocesan remittance due to CRS



SEPTEMBER 2017

Planning Timeline

- **For IND designated Dioceses:** (dioceses where parishes and schools update their orders directly with CRS)
A postcard is mailed to parishes and schools at end of September, encouraging them to update their order for 2018 CRS Rice Bowl materials.
 - Not sure if you're IND or DD? Contact crsricebowl@crs.org.
- By **September 1, 2017**, send the completed 2017 Revenue Reporting Form and 75% of your diocese's donation to:
Catholic Relief Services—CRS Rice Bowl
P.O. Box 17090
Baltimore, Maryland 21297-0303



Planning Timeline

OCTOBER 2017

- Make sure all parishes and schools in your diocese have placed their orders for free CRS Rice Bowl materials. Call 800-222-0025, or visit crsricebowl.org/order to place your order.

*Remember, all orders automatically rollover from year to year.

- CRS will review donations sent directly to CRS with the information on your Revenue Reporting Form. If more than 75% of the total gifts from your diocese have been received by CRS, we will send you a check to add to the 25% retained for local use.

See 25% Guidelines at crsricebowl.org/diocese.



Planning Timeline

NOVEMBER 2017

- See what's new with CRS Rice Bowl. Visit crsricebowl.org.
- The 2018 Promotion Kit is mailed to DDs in all participating dioceses. This has tips for promotion, including samples of materials. You can also find resources online at crsricebowl.org/diocese.
- Recruit volunteers to help you contact parishes and schools and encourage them to participate in CRS Rice Bowl.
- **November 10th: Last chance to cancel/reduce orders—materials are packed late November!** Materials can always be ordered or increased.



DECEMBER 2017

Planning Timeline

- Make sure all parishes and schools in your diocese have placed their orders for free CRS Rice Bowl materials. Call **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 found at **crsricebowl.org/diocese**.



Planning Timeline

JANUARY 2018

- This year's materials are shipped to parishes and schools on January 5th.
Orders may still be placed throughout the Lenten season!
- Host a CRS Rice Bowl information session for CRS Rice Bowl Coordinators.
 - Show the videos from the **CRS Rice Bowl 2018 YouTube channel**
- Place a CRS Rice Bowl a web banner on your diocesan website or include an ad in your diocesan paper.



FEBRUARY 2018

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.
- Remind organizations and coordinators of Holy Week resources available at: crsricebowl.org/holy-week and crsplatodearroz.org/semana-santa



Planning Timeline

MARCH 2018

- 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 'Turn in your CRS Rice Bowls' 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.
- Post a diocesan TY ad on your diocesan website or paper: email Stephanie.coppola@crs.org



APRIL 2018

Planning Timeline

- Thank participating communities by sending them a Certificate of Appreciation (in English or Spanish; found at crsricebowl.org/dioceses).
- 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 reporting and remittance instructions. CRS will send an email with information on the 2018 Revenue Reporting Form portal. Information can also be found at crsricebowl.org/revenue.



May-July 2018

Planning Timeline

- **For DD designated Dioceses:** you will receive an order update spreadsheet from CRS to help in reviewing and updating all participants' orders.
- 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.



Planning Timeline

AUGUST 2018

- **For DD designated Dioceses:** Order Update Spreadsheets are due at the end of August.
- Publish your diocese's total donation amount in your diocesan newspaper. Be sure to highlight where your local 25% is used!
- By August 31st, send the completed Revenue Reporting Form and 75% of your diocese's donation to:

**Catholic Relief Services—CRS Rice Bowl
P.O. Box 17090
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SEPTEMBER 2018

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