

## Revenue Collection Instructions

*Tips to facilitate the CRS Rice Bowl revenue collection process in your diocese*

### During Lent

1. Remind parishes and schools to use the Collection poster and other tools found in the Collection Mailing (mailed to parishes and schools during Lent) to communicate collection details.
2. Remind families that they can always donate online at [crsricebowl.org/give](http://crsricebowl.org/give).

### After Lent

1. Inform parishes and schools which office in your diocese they should send their check to; remind them to write "CRS Rice Bowl" on the memo line of the check so that their donations end up in the right place.
2. Make sure all parishes and schools who ordered CRS Rice Bowl materials have turned in a donation to you.
3. Thank parishes and schools for participating in CRS Rice Bowl; use resources at [crsricebowl.org/dioceses](http://crsricebowl.org/dioceses), including the Bishop's Thank You letter and the Certificate of Appreciation.
4. Retain 25% of your diocese's CRS Rice Bowl donation for local poverty and hunger alleviation efforts. (See 25% Use Guidelines.) Note how the 25% is being used on the online [Diocesan Revenue Reporting Form](http://ricebowl.crs.org) ([ricebowl.crs.org](http://ricebowl.crs.org)). Submit this form through the online portal and send 75% of your diocese's collection to CRS by **August 31, 2020**:

Catholic Relief Services  
Attn: CRS Rice Bowl  
P.O. Box 17090  
Baltimore, MD 21297-0303

*(Arch)dioceses are **not** permitted to keep administrative fees or any other amount beyond 25% of the contributions. Any local administrative costs **must be taken out of the 25%**, not from the total before 75% is sent to CRS.*

5. Let parishes and schools know the impact that they've had. Place an article in your diocesan paper with information about how many groups were involved this year, your diocese's total donation, and how your 25% will be used locally to help those in need in your own community. Contact [crsricebowl@crs.org](mailto:crsricebowl@crs.org) for assistance in working with local media.

### Questions?

If you have questions about revenue collection or would like tips on stewarding the local 25%, contact your CRS Regional Office or the CRS Rice Bowl team at [crsricebowl@crs.org](mailto:crsricebowl@crs.org).