

KEY DATES FOR SHARELIFE CAMPAIGN 2018

The ShareLife campaign is an integrated effort of parishes, the ShareLife Office and our production suppliers. Your support in adhering to the timelines for the submission of data to our office is greatly appreciated!

The key dates schedule applies to all campaigns. *The activities listed in italics apply to direct mail parishes only.*

January 12, 2018	Parish Campaign Kit included in pouch mailing
<i>January 16, 2018</i>	<i>ShareLife office to extract name, address data from the Parish Tools database for the Cardinal's mailing.</i>
Jan. 24–Feb. 7, 2018	Materials delivered to parishes. Check materials on arrival.
February 12–23, 2018	<i>First direct mail letter sent from Cardinal (by ShareLife office)</i>
February 18, 2018 ⚠	Launch campaign in parish – put up posters, banner, lawn sign Begin weekly pulpit and bulletin announcements
February 25, 2018	Show ShareLife video/DVD • Host an agency speaker
March 4, 2018	Show ShareLife video/DVD • Host an agency speaker
March 11, 2018	Show ShareLife video/DVD • Host an agency speaker
March 16, 2018	<i>Pastors' signatures for second letter due in ShareLife office Pastors' personal letter due in ShareLife office (optional)</i>
March 18, 2018	ShareLife Sunday In-church collection
March 18-20, 2018 ⚠	Call or fax week 1 report to ShareLife office with total donations to date
March 26-30, 2018	\$\$ - Remittance to ShareLife office of funds collected to date
March 27, 2018 ⚠	Call or fax week 2 report to ShareLife office with total donations to date
April 9, 2018	<i>ShareLife office to extract donation data from the Parish Tools database for the pastor's reminder mailing</i>
April 10, 2018 ⚠	Call or fax week 4 report to ShareLife office with total donations to date
April 22, 2018	ShareLife Second Offering In-church collection
April 24, 2018 ⚠	Call or fax week 6 report to ShareLife office with total donations to date
April 30-May 4, 2018	\$\$ - Remittance to ShareLife office of funds collected to date
May 3–11, 2018	<i>Reminder letter from pastor mailed (by ShareLife office)</i>
May 8, 2018 ⚠	Call or fax week 8 report to ShareLife office with total donations to date
May 9, 2018	<i>ShareLife office to extract donation data from the Parish Tools database for thank you mailing</i>
May 22, 2018 ⚠	Call or fax week 10 report to ShareLife office with total donations to date
May 27, 2018	ShareLife Third Offering In-church collection
May 28–June 1, 2018	<i>Thank you from Cardinal mailed to donors (by ShareLife office)</i>
May 29, 2018 ⚠	Call or fax week 11 report to ShareLife office with total donations to date
June 4-8, 2018	\$\$ - Remittance to ShareLife office of funds collected to date
June 5, 2018 ⚠	Call or fax week 12 report to ShareLife office with total donations to date
June 13, 2018	<i>ShareLife office to extract donation data from the Parish Tools database for thank you mailing</i>
June 19, 2018 ⚠	Call or fax week 14 report to ShareLife office with total donations to date
July 3, 2018 ⚠	Call or fax week 16 report to ShareLife office with total donations to date
July 3–6, 2018	<i>Thank you from Cardinal mailed to donors (by ShareLife office)</i>
July 17, 2018 ⚠	Call or fax week 18 report to ShareLife office with total donations to date
July 31, 2018 ⚠	Fax week 20 (final) report to ShareLife office with total donations to date Ensure remittance of all funds collected for Campaign 2018 to ShareLife office
August 3, 2018	<i>ShareLife office to extract final campaign 2018 donation data to July 31 from the Parish Tools database for thank you mailing</i>

To contact the ShareLife Office call
416.934.3411 or 1.800.263.2595
Fax 416.934.3412

JANUARY 2018

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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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MAY 2018

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JUNE 2018

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JULY 2018

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