

DIOCESE of KALAMAZOO

Noah's Appeal



Volunteer Checklist

Before Noah's Appeal Launch November 8th:

- Review and study all the marketing and volunteer resource materials.
- Familiarize yourself with the campaign and the key talking points.
- Meet with your pastor, other appeal volunteers and school principal (if applicable) to plan for a successful appeal effort in your parish community.
- Set a goal for your parish. Use the Noah's Appeal Parish Goal Worksheet enclosed.

Appeal Launch: November 8th:

- Show Bishop Bradley's Noah's Appeal Message DVD during Mass (before dismissal) or during gathering time after Mass.
- Set-up a Noah's Appeal table after all Masses with volunteers to answer questions. Stock it with the extra Noah's Appeal envelopes.
- Customize the provided Noah's Appeal Powerpoint template. Set up to run the Powerpoint during Coffee&Donuts and other gathering events.
- Ensure the following marketing communication tools are utilized at your parish:
 - Bulletin announcements (check with the parish bulletin editor)
 - Intercessions at Mass (work with the parish worship&liturgy director)
 - Bishop Bradley's Noah's Appeal Message on DVD
 - Noah's Appeal Posters
 - Noah's Appeal brochures&envelopes

November 8th – December 31st: Ongoing Noah's Appeal efforts:

- Invite Catholic school alumni or local Catholic school students to speak one Sunday at all the masses (see enclosed suggested talking points).
- Host a bake sale, auction, garage sale or other fundraiser and donate the monies raised to Noah's Appeal.
- Monitor the use of Noah's Appeal marketing materials. Work with the bulletin editor to make sure that bulletin announcements are used. Ensure Noah's Appeal posters are in visible, high-traffic areas around your parish and/or school.
- Report activities to the diocesan Noah's Appeal Committee (Vicki Cessna, Margaret Erich).
- Communicate parish donations to date as provided by diocesan Noah's Appeal Committee