Dear Pastors,

By this point, your *Appeal* campaign manager should have contacted you about 2022 CAT updates. I have heard from many of you that good data hygiene has been a persistent problem in the past. At best, mailing to those who are no longer at the parish is a waste of time and financial resources, and at worst, is potentially upsetting for our parishioners, especially our deceased brothers and sisters. The Development Office continues to collaborate with Data Center to make sure that we are capturing your updates accurately and in a timely fashion. Many parish secretaries have been quite diligent in sending updates on an ongoing basis to [CATCollections@archny.org](mailto:CATCollections@archny.org), and we thank you for doing this! Hopefully, these ongoing updates will make the upcoming CAT process much smoother.

In effort to make the process a bit easier for all parties this year, please read the following Q&A’s that detail our new process. Depending on the amount of edits and other parish submissions, it may take up to 30 days to receive confirmation of completion from Data Center.  All CAT updates are due by June 30, 2021. Please work with your campaign manager if you foresee issues meeting that deadline or experience any issues with the process. Thank you for your diligence and attention to this important task.

1. ***What is CAT and what is it used for?***
   1. Each parish’s CAT lists all registered households and corresponding contact information the archdiocese has on record. The CAT is used to facilitate all archdiocesan communications, including *Appeal* and *Renew + Rebuild* outreach.
2. ***How do make edits to the CAT?*** 
   1. In past years, parishes were mailed a PDF, sometimes hundreds of pages long, of their CAT. In response to ongoing feedback, the CAT is available in both the traditional PDF or an excel. To continue to submit changes via the hard copy PDF, please print the document or request a copy from your campaign manager and mark any relevant changes on the hard copy. To add new households to your CAT, please type all relevant contact information into a basic excel and include with your CAT edit submission.
   2. To submit changes electronically, please make edits directly into the provided excel following these guidelines:
      1. If any change is made within a record, please mark an X in column A
      2. All columns have an ‘edit’ column to the right of it (marked in yellow). Please type the edit in the appropriate edit column where applicable.
         1. For example, if the Smith household is listed as Smith in column I, type Smith in column J and mark an X in column A.
      3. If a Parishioner is marked deceased, please mark an X in the column C, type the name of the deceased member in column D, and update the salutation in column M, AC, and possibly AD.
         1. If both Mr. and Mrs. are deceased, please type both names in column D
      4. If you would like the parishioner(s) to be removed, please mark an X in column F.
      5. To add new households to your CAT, please type all relevant contact information into a blank sheet across the bottom of your CAT excel.
3. ***How do we submit our edits?***
   1. To submit your hard copy PDF edits, please scan the final document and email it to your campaign manager and [CATCollections@archny.org](mailto:CATCollections@archny.org). If you would like to mail the final copy, please mail it to the following address:

Archdiocese of New York

Cc: Paige Van Wormer, 14th Floor

1011 First Ave

New York, New York 10022

* 1. To submit electronic edits, please email the final excel to your campaign manager and [CATCollections@archny.org](mailto:CATCollections@archny.org).

1. ***Can we send updates throughout the year?***
   1. It is encouraged to send updates at least once a month. Depending on the size of updates, you may continue to use the excel to make updates or send any relevant record edits with the constituent ID in an email to your campaign manager and [CATCollections@archny.org](mailto:CATCollections@archny.org)

Best,

Bettina Alonso