As coordinator* for the Retirement Fund for Religious (RFR) collection, you are asked to (1) ensure accurate information is entered for your (arch)diocese in the National Collections database and (2) request RFR campaign materials for your parishes as needed.

Please note:

- RFR campaign materials must be requested a year in advance during the open period established by the Office of National Collections at the United States Conference of Catholic Bishops. Your (arch)diocesan collection date must be entered annually.

- The open period for the 2021 RFR collection will be June 1–September 15, 2020.

- Campaign materials can only be requested at the (arch)diocesan level. Parishes do not have access to the National Collections database.

- We rely on you, as RFR coordinator, to verify the shipments and addresses for your parishes. Our office has no way of knowing when information in the database is outdated.

- With your help, we can minimize the printing, packaging, and shipping of excess or unwanted materials.

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   Navigate using the menu on the left side of the page.
   Click Login. Enter Username and Password. Click the Login button.
   (First-time users: Click Registration. Submit required information. Registration confirmation will be emailed in 1–2 business days. Proceed with Login.)

2. Enter Diocesan Collection Updates.
   Use the left menu to click on the sections in blue below. Please review each and update as needed. **Important: Click Save Changes for each edit made.**

   **Update Diocese Information**
   Confirm or edit your information as (arch)diocesan coordinator for the RFR collection and input additional contacts if necessary.

   **Update Parish Information**
   Enter parish openings, closings, and address changes as needed.

   **Update Collection Information**
   Follow the directions at the top of this section’s page.
   — Confirm or enter the date of the RFR collection in your (arch)diocese.
     Parish shipments are sent 4–6 weeks before the date you provide.
   — Make changes to the items or quantities requested as needed.
     The website shows the items and quantities sent to each parish the prior year.
     If no changes are entered, parishes will automatically receive the same shipments.

   **Download Information (optional)**
   Download an Excel spreadsheet of the items and quantities requested for each parish.

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*If you are not the coordinator, please contact us (see back page).
Campaign Materials for Parishes

Automatic Parish Shipments
A pastor kit (one parish guide and two posters) is automatically sent to each parish unless you indicate otherwise in the National Collections database.

Parish Guide
This short guide provides an overview of the items that parishes often use to promote the appeal, such as bulletin announcements. All the resources listed can be downloaded from retiredreligious.org.

Posters
Each year, the RFR produces a poster featuring senior religious. The goal is for parishes to display the poster in gathering spaces, parish centers, Catholic schools, parish offices, and other areas to promote the collection.

Posters are 17 x 22 inches with English text on one side, Spanish on the other.

Reminder: Every parish automatically receives two posters. We encourage you to request additional copies as needed.
Additional Parish Shipments
The items on this page are shipped to parishes in response to requests that RFR coordinators enter into the National Collections database. Unless updates are entered, parishes will automatically receive the same items and quantities from year to year.

Bulletin Inserts
Bulletin inserts are a central component of the RFR appeal, informing parishioners of the urgent need for their support of elder religious and featuring the campaign image. Inserts can be included with weekly bulletins or made available in parish gathering spaces.

Bulletin inserts are 8.5 x 11 inches, include a response form, and display English text on one side and Spanish on the other.

Direct Response Envelopes
These bilingual envelopes can be placed in the pews or gathering space the weekend of the collection. They include a response form and are designed for parishioners to mail directly to the National Religious Retirement Office.

Collection Envelopes
These bilingual envelopes can be placed in the pews or gathering space on the weekend of the collection for parishioners who either forgot their offertory envelopes or are not registered members of the parish. Donations made in collection envelopes are returned to the parish.

As an RFR coordinator, you may request copies of any of the printed items shown on pages 2–4.
Campaign Materials for (Arch)diocesan Coordinators

As coordinator, you may request copies of the materials available for parishes and/or those shown below. These items are provided at no charge but only sent upon request.

National Religious Retirement Office (NRRO) Annual Report
The annual report provides a financial summary and an overview of how the RFR supports elder religious and their communities.

Annual Report Supplement
The supplement contains a state-by-state listing of all the religious communities in the United States that received financial assistance from the proceeds of the RFR collection. Also included is a list of (arch)diocesan coordinators.

RFR Thank-You Cards With Envelopes
Thank-you cards are 3½ x 7¼ inches, feature a version of the current campaign image on the front, and are blank inside. Matching blank envelopes accompany the cards.

Campaign Assistance
RFR Campaign Director
Beth Kennedy
bethkennedy@retiredreligious.org
Phone (919) 414-4007

Please contact Beth with questions about requesting campaign materials or promoting the RFR collection.

Websites
To request shipments of RFR campaign materials:
nationalcollections.org

To download RFR campaign and promotional materials:
retiredreligious.org

National Religious Retirement Office
Sponsor of the Retirement Fund for Religious

3211 Fourth Street NE
Washington DC 20017-1194
Phone (202) 541-3215
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