

1. Submission of your application indicates that your group, including all parties involved in assisting your group, understands and complies with all statutes and limitations of the U.S. Patriot Act enforcing accountability for all money sent here and abroad.
2. The mission group making the appeal must have a contact person in the U.S. to receive mailings.
3. The appeal presenter must have a good command of the English language and follow the guidelines provided for the appeal talk. Fluency in Spanish or Vietnamese is also helpful.
4. If accepted, the following documents are required by the Mission Office (find the address below):
 - a. Application: Fully completed
 - b. Testimonial Form: completed by the bishop, regional religious superior, or president of the board, affirming the good character of the speaker(s). A letter of suitability from one of those sources is also acceptable. In the case of multiple speakers, a testimonial form is required for each speaker.
 - c. Payment Information: Details payment instructions for distribution of funds.
 - d. Appeal Arrangement: Provides information on speaker(s) and dates arranged for appeal.
5. Missionaries and parishes must accept their designated assignments. Please contact the pastor immediately after receiving your submitting your application to arrange the date for the appeal. **ALL APPEALS IN THIS DIOCESE ARE TO BE GIVEN BETWEEN JULY 1 AND SEPTEMBER 15.** Speakers are responsible for working out their own travel and lodging arrangements; not all parishes are able to provide accommodations. The date, the method of the appeal, and the use of envelopes provided are at the discretion of the pastor.
6. Send your assigned parish and the Mission Office a short biographical announcement for the bulletin, a recent and clear photograph of the speaker and any suitable pictures or printed material describing the mission work. We will use these for promotional purposes.
7. Priests should also make themselves available to celebrate mass or assist with confessions, if needed.
8. MCP missionary participants may not distribute envelopes or other materials which solicit additional contributions after an appeal. Do not solicit subscriptions to mission magazines, newsletters, or sale of other goods. The envelopes and collection are left at the parish. Names and addresses of donors should neither be requested by the missionary nor provided by the pastor.
9. All collections must be forwarded to the Mission Office and never directly to the MCP participant. Funds will then be processed and sent via the instructions provided on the submitted payment information sheet. **Note: 10% of funds will be kept to cover administrative expenses. MCP funds will not be distributed until the beginning of December of that corresponding year.**
10. If unable to make your appeal please contact the Mission Office as soon as possible. We will find a suitable replacement, and your appeal may be postponed for the following summer, at the discretion of the Mission Office.
11. By submitting a signed "MCP Application" form you acknowledge these Policies and Procedures for the Mission Co-op in the Diocese of Orange.



NONCOMPLIANCE WITH THESE POLICIES AND PROCEDURES MAY RESULT IN IMMEDIATE DISQUALIFICATION FROM THE MISSIONARY COOPERATIVE PLAN.

FOR QUESTIONS OR CONCERNS, CONTACT US:

GREG WALGENBACH, DIRECTOR

MISSIONOFFICE@RCBO.ORG

PHONE: 714-282-3031 | RCBO.ORG/MISSION-OFFICE

