

## Third Sunday Collection Steps

The following recommendations are being made to encourage the greatest amount of contributions to your organization. These activities can be completed by the person who made the application to SJC, or their designee(s).

1. Create a sign for the plastic frame on the SJC table in the Gathering Room for the 1<sup>st</sup> Sunday of the month.
2. Prepare an article for the UUFDC newsletter for the month the collection is occurring providing information on the services the organization provides, why it is important, and how it supports UU principles (newsletter deadline; you will receive a notice from the office administrator).
3. Create a brief “announcement” to be inserted in the service program for the 3 first weeks of the month and the Eblast prior to the 3<sup>rd</sup> Sunday
4. Present a 2-3 minute presentation on the 3<sup>rd</sup> Sunday during “announcements” about the organization. (see #2)
5. Send the office manager ([contact@uufdc.org](mailto:contact@uufdc.org)) the contact name and mailing address of the recipient organization.
6. Send # 2, 3, and 5 to office manager prior to the first of the month the collection is occurring.

Attached is a sample of the recommendations.

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