

Unitarian Universalist Church of Davis
SPECIAL COLLECTIONS POLICY

Adopted by the Board of Trustees on December 8, 2014

Purpose

This policy establishes criteria for selecting recipients of the Church's once-a-month Sunday special collections and sets criteria for emergency collections for relief and rebuilding in response to serious emergencies in our community or around the world. It also provides for special collections designated by the Children & Youth Religious Exploration Council (CYREC) and for Unitarian Universalist-related programs.

Monthly Special Collections

The Board of Trustees shall appoint a Board subcommittee to solicit nominations for special collections from the Church's staff and congregation. The subcommittee shall evaluate all nominees, taking into account any possible conflicts of interest, and recommend recipients to the Board for final approval. The Senior Minister will work with the Board subcommittee to schedule special collections to correspond with Sunday worship themes.

These criteria shall be considered in evaluating nominees:

- The nominee's goals should be in harmony with Unitarian Universalist values, as set forth in our seven principles, and with the Church's mission.
- Preference shall be given to nominees whose activities benefit residents of the counties in which our members reside.
- The nominated organization should have an advocate from within our congregation and from within its own leadership.
- When national or statewide organizations are considered, preference shall be given to national or statewide organizations that are Unitarian Universalist nonprofits (e.g., UU Justice Ministry California, UU Ministry for Earth, UU Service Committee).

Special Collections for Emergencies

The Senior Minister shall be authorized to identify the emergency and to bring the request for support directly to the congregation. The request may be for a special collection or other financial assistance or for goods or services. The Senior Minister may initiate three emergency collections per year. Additional emergency collections must be approved by the Board. In selecting recipient organizations, preference shall be given to the disaster relief appeals supported by Unitarian Universalist organizations.

Additional Special Collections

- At the intergenerational First Sunday services, a special collection may be taken for the nonprofit organization selected by the CYREC as their annual recipient.
- The Senior Minister shall be authorized to approve, on occasion, other special collections to benefit Unitarian Universalist principles or programs.

Other Considerations

All recipients of special collections must be tax-exempt 501(c)(3) nonprofits.

Each special collection shall be held in a separate account, and individual cash contributions shall be itemized in the year-end statements acknowledging tax-deductible contributions.

Recipients of each special collection shall be publicized in advance, if possible, and amounts collected shall be reported to the congregation.

Monthly special collection recipients may table in the Social Hall during the month that the collection is designated for their organization (e.g., the March recipient may table during March) to publicize their work, to seek volunteers, or to raise additional funds.