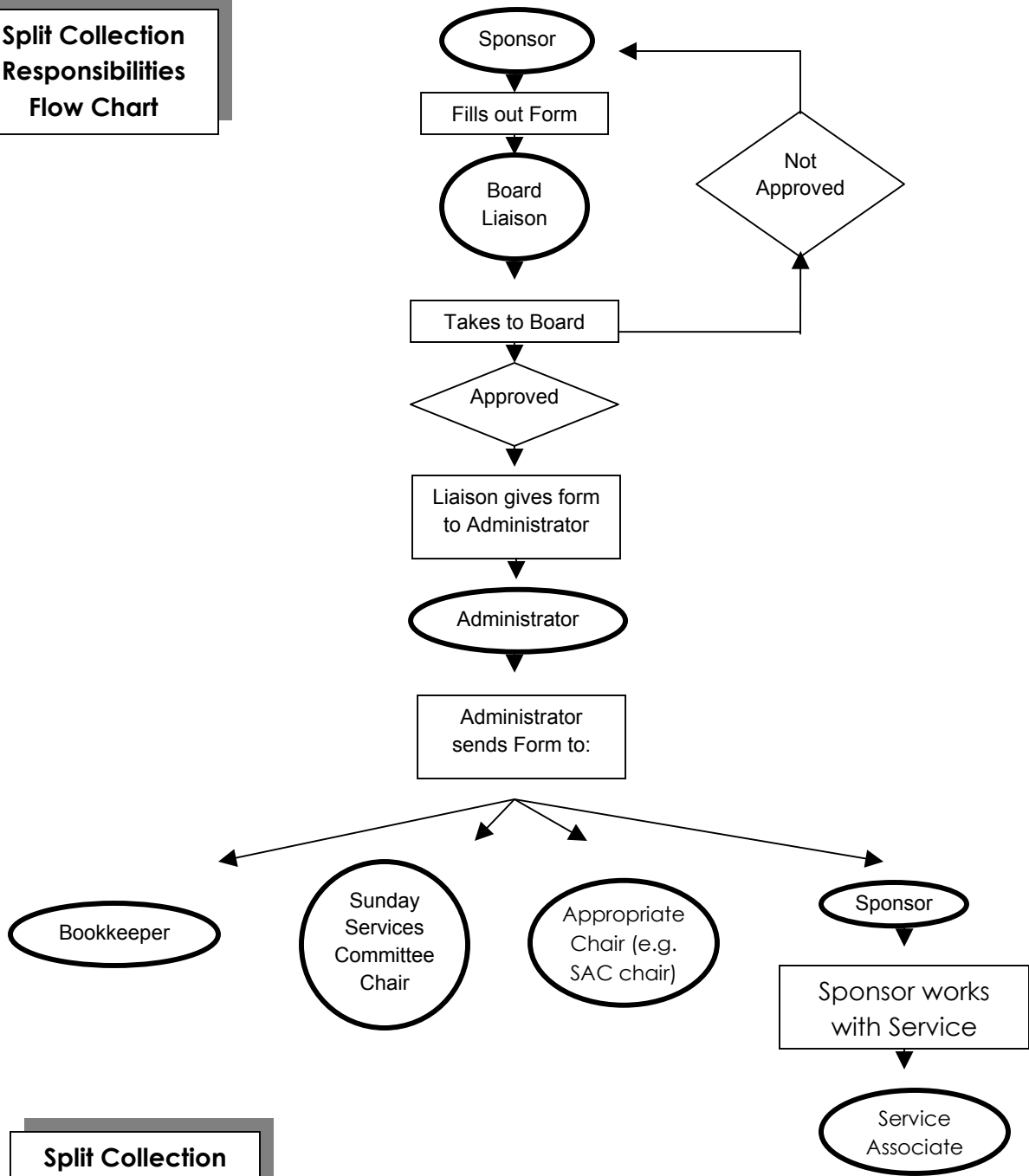
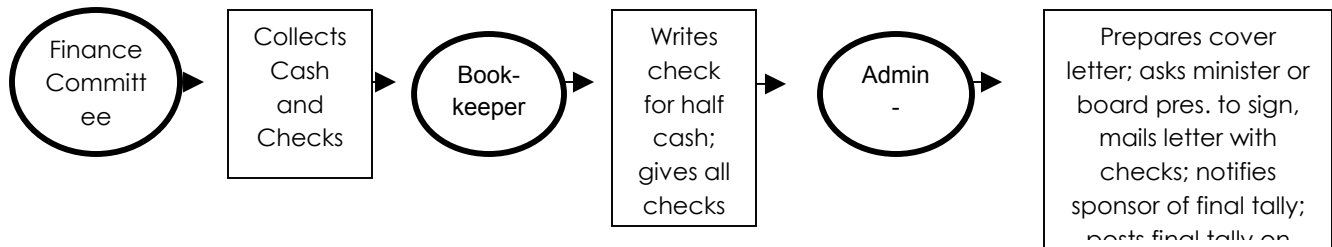


Split Collection Responsibilities Flow Chart



Split Collection Funds Flow Chart



Split Collection List of Tasks

Split Collection Sponsor

The Split Collection Sponsor is responsible for proposing and arranging the split collection. The Sponsor may be any member of the fellowship. The Sponsor may represent a committee (such as Endowment or Social Action).

Tasks before the Service

- Fills out Split Collection Form and gives it to Board Liaison.
- May arrange to be available during the Board meeting in case there are questions from Board members during their review of split collection proposal.
- Works with the Service Associate for the service when the collection is planned.
- Submits article about the organization for the Unicorn.
- Arranges for someone to talk briefly about the organization during the service. If possible speaker is a representative of the organization, or can also be the sponsor or another member.
- Asks Service Associate to schedule this brief talk during the service.
- Prepares written explanation for the Order of Service to be included as a half-sheet insert or other format and gives to the Service Associate and the Administrator. This explanation clarifies how to make out checks to the organization and whether donations are tax deductible.

Tasks during the Service

- If necessary, meets the organizational representative.
- If necessary, talks briefly to the congregation about the organization as arranged with the Service Associate.

Tasks after the Service

- Write Unicorn article including amount raised for the organization.

Board Liaison

If the split collection is arranged through a committee, such as Social Action or Endowment, the Board Liaison for that committee completes these tasks. If the split collection is independent of a committee, the Board Liaison for Sunday Services completes these tasks.

Tasks before the Service

- Receives Split Collection form from sponsor.
- Arranges with Board President for immediate approval or for review at the next Board meeting.
- Answers questions about organization during the Board meeting (or can request sponsor to come if more questions are anticipated).
- Notifies Administrator after meeting by emailing or giving the Split Collection Form with notation of approval.

Service Associate

Service Associate for the split collection Sunday.

Tasks before the Service

- Connects with sponsor to make sure explanation is included in Order of Service.
- Schedules time for Organization Rep or Sponsor to talk briefly about the organization before the offertory.

Finance Committee Volunteer

Finance Committee volunteer collects the offertory on the split collection Sunday.

Tasks during the Service

- Gathers offertory as normal

Tasks after the Service

- Counts cash and records half the amount of the undesignated cash on an envelope. Puts checks made out to the organization in this envelope and gives to Bookkeeper.

Bookkeeper

Tasks before the Service

- Makes a note of the date of the split collection after hearing from the Board Liaison.

Tasks after the Service

- Prepares a check for Treasurer's signature, made out directly to the organization. Check equals half the amount of the undesignated cash contribution in the plate, not to exceed \$1,000.
- Gives this and all other checks made out to the organization to the Administrator.
- In the event the monies cannot be donated due to unforeseen circumstances, then they will revert to the Fellowship.

Administrator

Tasks before the Service

- Using Split Collection Form, notifies Bookkeeper, Sponsor, appropriate committee chair on Split Collection Form - (e.g. Social Action) and chair of Sunday Services committee that split collection has been scheduled.
- Includes the Sponsor's submitted materials in the All Fellowship email and the Order of Service.

Tasks after the Service

- Counts total value of checks and cash to be donated to the organization.
- Prepares a cover letter from the fellowship to the organization receiving the donation. The letter will be prepared for the signature of the Minister or Board President.
- Mails the letter and all checks to organization.
- Announces the total collected in the All Fellowship Email.
- Maintains a cumulative record of all split collections, including the name of the organization, date of collection, total amounts. The document is posted to the Members Only section of the UUFSCC website.

History

This policy was drafted by an informal ad hoc committee comprised of Helen Oxley (Finance Committee until 7/08) and Deborah Pembroke (Social Action Committee) with input from Marcia Heath (Sunday Services Committee), Kara Bowman (former Treasurer), Karyn Wolf Lynn (Administrator) and Mary Hanley (Bookkeeper). The policy was worked on between February and August 2008 and tested over four different split collection services. It was approved by the following Committees:

Finance Committee (provisions about handling funds) on 8-12-08

Social Action Committee on 9-4-08

UUFSCC Board on TBD

Split Collection Form

Fill out and give to Sunday Services Chair, Administrator, Bookkeeper and Chair of your committee (if committee is part of split collection).

Name of Organization _____

Description of Organization: _____

Is Organization Tax Deductible? _____ Yes _____ No.

(Note: Tax Deductible status should be included in order of service and when explaining the organization to the fellowship)

UUFSCC Sponsoring Committee (if appropriate) _____

Address of Organization _____

Phone Number of Organization: _____

Contact Name at Organization: _____

Name of Split Collection Sponsor: _____

Address of Split Collection Sponsor: _____

Phone Number of Split collection Sponsor: _____

Date of Split Collection: _____

Name of Service: _____

Following Section Completed by Board Liaison.....

Date of Board Approval: _____