

SHARE-THE-PLATE PROGRAM Policy & Procedure

- On the third Sunday of each month, all plate collections not specified as pledge payments will be donated to a specific nonprofit organization. These organizations are selected by the Social Action (SA) Team based on the following criteria:

1. The organization provides service, advocacy, or direct action that reflects Unitarian Universalist principles and values; and
2. Unitarian Universalist Fellowship of Los Gatos members and friends are or could be personally involved in the organization and
3. Preference is given to local organizations, to smaller organizations for whom our contribution can make a significant difference and to organizations addressing the current focus issue of the Social Action Committee.

- Organizations may be nominated by any UUFLG member or friends.

- Coordination with Sunday Services committee will be maintained to allow tie-ins to planned services as appropriate

- A Share-the-Plate champion on the Social Action Team will perform the following steps for each Share-the-Plate (STP) Sunday:

1. By the 18th of each month send info on the next STP to the current writer of SA newsletter articles or to the newsletter editor at uufgnews@att.net as follows.

“We collected \$xx for _____ (insert current month recipient) in ____ (insert month). Thank you for your generosity!” plus the text of the Order of Service (OOS) announcement without contribution instructions.

2. By Thursday morning before the second Sunday of the month email the Order of Service announcement, including contribution instructions, to the administrator at admin@uufg.org describing the recipient. Ask that it be printed without the contribution instructions in the next OOS and with the contribution instructions the following week

3. By STP Sunday give the recipient name and the address to which the check should be sent to the bookkeeper.

4. On STP Sunday make, or have another SA member make, a short announcement describing the recipient and explaining the donation instructions. The announcement should be scripted to assure that no important points are omitted and in case last minute change in announcer is required. If no SA speaker is available provide the script to the Worship Associate.
(See Instructions Script and Sample Sunday Announcement)

5. Following each STP Sunday, if necessary, remind bookkeeper to send results to you and the SA leadership.

Sample OOS Announcement

The March **Share the Plate** recipient is **The Low-Income Self-Help Center**. The Center supports and empowers Silicon Valley's diverse low-income communities through education about issues affecting their daily lives. Informational workshops; use of phones, computers, and fax; help with resumes and forms; and resources for self-advocacy are all provided in a warm and loving atmosphere based on the belief that everyone deserves dignity, respect, and a decent quality of life. All non-pledge offerings on **Share-the-Plate Sunday** will be donated to the recipient organization. If you want your offering credited to your pledge please be sure to mark it "Pledge" on the memo line of your check or on the envelop if you are giving cash.

STP Instructions & Announcement Script*

(to be delivered during service on STP Sunday)

On one Sunday each month, all offering plate collections not specified as pledge payments are donated a nonprofit group chosen by the Social Action Committee because they reflect our principles and values through their work in the community. This Share-the-Plate program is one way we put our beliefs into action.

Today we will **Share-the-Plate** with _____ *(name of recipient)*.
Add a short description of the recipient, their work, whether volunteers or non monetary donations are wanted and how/where to get more information. If literature will be available after the service mention that. **

If you want your offering credited to your pledge please be sure to mark it "Pledge" on the memo line of your check or on the envelop if you are giving cash.

****No more than 3 to 5 minutes long.***

***** this section should be scripted each month to assure that no important points are omitted and in case last minute change in announcer is required. Details about the organization can usually be found on their website. Sample past announcements are available from the SA leadership.***