

## MEMORANDUM

TO: Current Independent Affiliates of the Unitarian Universalist Association  
FROM: Nancy Lawrence, Assistant to the Executive Vice President  
RE: Annual Report  
DATE: March 27, 2007

This letter combines the mailing for UUA Directory information and for your annual renewal application and fee. We are currently working on the 2008 UUA Directory. Enclosed is a description of your organization as it appeared in the 2007 UUA Directory

Please note that, according to UUA Rule 3.8.2, each current Independent Affiliates is required to submit its annual report and contribution by **April 30\***. The Statement of Attesting Person has also been revised and should be reviewed carefully. **\*Note: This is a hard deadline and if missed, you will not be able to submit a request for programming at the 2008 General Assembly.**

### **Rule 3.8.3. Annual Contribution and Report.**

Except in the year when it is admitted to independent affiliate status, each independent affiliate organization shall send the Association **on or before April 30** (i) an annual report which shall include the data required by subsections (b), (c), (f), (g) and (h) of Rule 3.8.1 and any other information which the Board of Trustees shall require and (ii) the contribution contemplated by Rule 3.8.9. If an independent affiliate organization fails to comply with the provisions of this Rule, the Board of Trustees shall at its next regular meeting consider a finding of non-compliance and the termination of the independent affiliate status of such organization.

Descriptions are limited to 125 words, excluding your organization's name, address, telephone/FAX number and e-mail address. Please remember to include a contact person to help people direct their calls and correspondence. **The use of email is encouraged as an easy way to send in your write up for the directory and the web. This will ensure that the correct information will be used. It is also important to remember that more people will see your listing on our website than in the UUA directory and that at any time during the year you can send in changes as they come about. Please email your listing to [nlawrence@uua.org](mailto:nlawrence@uua.org) and mail in the rest of your application and payment to Nancy Lawrence at the address listed below.**

Please return these forms and attachments and address any correspondence to:

Nancy Lawrence, Assistant to Executive Vice President  
Office of the Executive Vice President  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108  
[nlawrence@uua.org](mailto:nlawrence@uua.org)

Attached is a copy of the annual report for Independent Affiliates and a copy of the Rules of the Unitarian Universalist Association specially pertaining to Independent Affiliates.

## INSTRUCTIONS TO APPLICANT

*\* Note: We have attached a criteria check list used by the UUA Board to this form. Please follow it carefully as all of the criteria listed must be met in order for your renewal form to be considered.*

In the attached report please be sure that the legal name of the organization is accurately set forth.

Do not include the word "The" unless it is part of the legal name.

Do not abbreviate the word "incorporated" or any other part of the name unless the abbreviation is part of the legal name.

Do not include the location of the organization as part of the name unless it is in fact part of the name.

Applicants are reminded of the following provision of Rule 3.8.2 of the UUA Bylaws:

**Rule 3.8.2. Non-Segregation.** Each independent affiliate organization shall in all aspects of its work refrain from the practice of segregation based on race, ethnicity, gender, disability, affectional or sexual orientation, language, citizenship status, economic status, or national origin. This rule is not intended to preclude independent affiliate organizations designed to benefit groups organized to ensure their fuller participation in the larger society and to fulfill their unique spiritual needs.

According to UUA Rule 3.8.8 Independent Affiliate status is granted on a year-to-year basis. The period of independent affiliate status coincides with the UUA fiscal year, which runs from July 1 to June 30.

**Please attach a check for \$100 payable to the Unitarian Universalist Association for the fiscal year from July 1, 2007 through June 30, 2008.**

