

Checklist for Organizing Your Service

- Put up the Association Sunday Posters.
- Consider doing a pulpit exchange with neighboring congregations.
- Organize the service to include lay participation.
- Publicize the service and special collection in your newsletter and on your website.
- In your newsletter, ask those who will be unable to attend to mail in their contributions (envelopes provided).
- Enclose envelopes in your newsletter a week before the service, or provide the <http://www.uua.org/giving> link in your electronic newsletter.
- Contact members of the congregation about making lead gifts.
- Consider making a lead gift yourself, perhaps by donating one wedding fee.
- Put information about Association Sunday funds in your order of service (publicity materials are [available online](#)).
- Enclose envelopes in your order of service.
- As we trust people will be inspired by it, schedule the offering for after the sermon.
- At the service, announce your gift, and ask that each member consider a gift of \$50 or more. Remind them that this Sunday's collection is a special opportunity to connect and combine our resources for the future of our faith; ask them to give generously to help us reach our goal of raising \$1 million.
- Indicate that all checks should be made out to the UUA, with "Association Sunday" written in the memo line.
- Have a check made out for all cash collected; send all donation envelopes directly to the UUA within one week using the flat rate, Priority Mail envelope provided.
- Send sermons, pictures and other materials you used to us for sharing with others.

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