

Association Sunday

Checklist for Organizing Your Service

- Put up the Association Sunday Posters;
- Check out doing a pulpit exchange with neighboring congregations;
- Organize the service including lay participation;
- Publicize the service and special collection in your newsletter;
- 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 donating one wedding fee;
- Make copies of the order of service covers. These are also available online or as a PDF document upon request;
- Put information about Association Sunday funds in your order of service (publicity materials are available online or as a PDF document upon request);
- Enclose envelopes in your order of service;
- At the service, announce your gift, and ask for an average of \$50 per member, and remind them that this Sunday's collection is special, an 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;
- Have a check made out for all cash collected; send all donation envelopes directly to the UUA within one week using the materials provided in the "After Your Special Service" envelope in this packet;
- Send sermons, pictures and other materials you used to us for sharing with others.

For further information email us at AssociationSunday@uua.org, or call Devin Letzer at 617-948-6544, or Stephan Papa at 610-902-3090.

