

Returning Association Sunday Donations to the UUA

General recommendations:

- Make donation envelopes widely available before, during and after your service and encourage members to use them.
- Donations in the form of check or credit card are preferred, as cash is easily lost in the mail.

Sealed donation envelopes (three options):

- Collect sealed donation envelopes and return them, unopened, along with the *Gift Information Sheet* to
 - **Tom Klein**
Unitarian Universalist Association
25 Beacon Street, Boston, MA 02108
- Collect sealed donation envelopes (postage paid) and drop them in any mailbox. Then, send your copy of the *Gift Information Sheet* separately to
 - **Tom Klein**
Unitarian Universalist Association
25 Beacon Street, Boston, MA 02108
- Collect sealed donation envelopes, and open those envelopes with cash inside. Write a check to the UUA for the cash amount. Submit the check, the remainder of the sealed envelopes AND the emptied cash envelopes (so we can acknowledge the gifts with a tax receipt) with the *Gift Information Sheet* to
 - **Tom Klein**
Unitarian Universalist Association
25 Beacon Street, Boston, MA 02108

Cash donations:

- Collect any loose cash donations from your service. Write a check to the UUA for the cash amount. Submit the check with the remainder of your donations.

If you have any questions, or any other scenarios arise which these suggestions don't address, feel free to contact us at associationsunday@uua.org or (617) 948-6544 and we'll do our best to offer an answer or solution.