

Donations to the UU@UN Canadian Funds

These instructions below are for cash or cheque donations. Individuals may also **donate online at <https://cuc.ca/about-cuc/options-giving/>**, scroll to the bottom of the page, and select UU Office at the United Nations.

After the service or event...

1. Collect all cheques made out to the “Canadian Unitarian Council” with “Unitarian Universalist Office at the UN” or “UU@UN” in the memo line.
2. Collect any donation envelopes.
3. Collect and count all loose cash donations and any cheques made out to your congregation with the intent to support the UU@UN. Write a cheque to the “Canadian Unitarian Council” with “Unitarian Universalist Office at the UN” or “UU@UN” in the memo line for this amount.*
 - *In order to receive donation acknowledgment for a cash contribution, ensure people use the donation envelope. Cash collected not using the CUC donation envelope are anonymous, they will not receive an acknowledgement of donation letter from the CUC.
 - Cheques written to the congregation that are intended for the UU@UN should be combined by the treasurer and one cheque should be sent to the CUC pay to the order of Canadian Unitarian Council with UU@UN in the memo line. Please take note of the names and amount of these cheques. They will not receive a letter of acknowledgement from the CUC, however the UU Office at the UN can note their contribution in the database.
4. Mail the donation envelopes and any cheques in one package, along with the *Gift Information Form* (below) to

**Canadian Unitarian Council
302-192 Spadina Avenue
Toronto, ON M5T 2C2**

If you have any questions, or any other scenarios arise which these suggestions don't address, feel free to contact the UU@UN. See more about the CUC UU@UN Partnership: <http://cuc.ca/cuc-united-nations-initiatives>

Gift Information Form
UU@UN Collection, Canadian Funds

Today's Date: _____

Service Date: _____

This packet contains _____ cheques for a grand total of \$_____ and/or _____ unopened gift envelopes.

Congregation Name: _____

City or town: _____

State: _____

If questions arise, the contact person at this congregation is:

Name: _____

Address: _____

Phone number: _____

Email address: _____

Please enclose gifts and this cover memo in an envelope and return to:

Canadian Unitarian Council
302-192 Spadina Avenue
Toronto, ON M5T 2C2

Donations to the UU@UN

US Funds

These instructions below are for cash or check donations. Individuals may also **donate online at giving.uua.org/UUatUN** or by mobile phone **by texting UNSunday to 51555**

After the service or event...

1. Collect all checks made out to “Unitarian Universalist Office at the UN” or “UU@UN”
2. Collect any donation envelopes. To meet a Blue Ribbon Congregation qualification, note the number of Supporter-level gifts.
3. Collect and count all loose cash donations and any checks made out to your congregation with the intent to support the UU@UN. Write a check to the “Unitarian Universalist Office at the UN” or “UU@UN” for this amount.*
 - a. *In order to receive donation acknowledgment for a cash contribution, ensure people use the donation envelope. Cash collected not using the UU@UN donation envelope are anonymous, they will not receive an acknowledgement of donation letter from the UUA.
 - b. Checks written to the congregation that are intended for the UU@UN should be combined by the treasurer and one check should be sent to the UUA pay to the order of the UU@UN. Please take note of the names and amount of these checks. They will not receive a letter of acknowledgement from the UUA, however the UU@UN can note their contribution in the database.
4. Mail the donation envelopes and any checks in one package, along with the *Gift Information Form* (below) to

**Unitarian Universalist Association
Attn: Gift Processing
24 Farnsworth Street
Boston, MA 02210**

If you have any questions, or any other scenarios arise which these suggestions don't address, feel free to contact us at giftinfo@uua.org or 1-888-792-5885. Our offices are open Mon –Fri 9am – 5pm (Eastern Time).

Gift Information Form
UU@UN Collection, US Funds

Today's Date: _____

Service Date: _____

This packet contains _____ checks for a grand total of \$_____ and/or _____
unopened gift envelopes.

Congregation Name: _____

City or town: _____

State: _____

If questions arise, the contact person at this congregation is:

Name: _____

Address: _____

Phone number: _____

Email address: _____

Please enclose gifts and this cover memo in an envelope and return to:

Unitarian Universalist Association
Attn: Gift Processing
24 Farnsworth Street
Boston, MA 02210