

UUSS Donor Recognition Policy and Guidelines
FRST (FundRaising STRategy committee)

Gratitude and Appreciation Tree

After the 2012-2014 Building the Beloved capital campaign to remodel the main building was completed, the Board wanted to have large donations visibly recognized in an artistic way. After research, the Board selected the Gratitude and Appreciation Tree for installation on the north wall of the Main Hall. Yearly (church fiscal year) gifts of \$10,000 and more (including the yearly pledged amount) will follow the policies (set by the Board) with all qualified gifts acknowledged.

The tree serves three purposes.

- To acknowledge the donors of generous gifts.
- For the congregation to appreciate that gifts are essential in sustaining UUSS.
- To inspire people in the short-term or long-term to consider making gifts if they can.

The symbols used to honor donors are

- Gold Leaf: \$10,000 - \$24,999
- Copper Leaf: \$25,000 – \$49,999
- Silver Leaf: \$50,000 - \$99,999
- Rock: \$100,000 and above

The tree will be updated by FRST annually after the end of each fiscal year.

Book of Recognition and Gratitude (donor book)

In June 2017 FRST approved listing donors for the 2012 Building the Beloved Capital Campaign and Fill the Building Campaign in a donor book that is kept in the Library. The book also includes

- All donations (outside of pledge and plate offerings) received above \$500 (FRST can lower this minimum if deemed appropriate for a specific fundraising campaign);
- Names of people in whose memory gifts were made;
- Bequests received;
- Legacy Intention forms received.

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Guidelines for the Book of Recognition and Gratitude:

- All capital campaign gifts will be listed regardless of amount and will be separated by campaign name.
- All gifts to the buildings and grounds from the years 2013-2016 will be listed regardless of amount.
- All gifts for the Fill the Building campaign 2013-2016 will be listed regardless of amount and will include the item/s that was purchased with the gift.
- Gifts above \$500 to the Endowment, Betty Ch'mai, Heritage, and similar funds will be listed.
- Gifts above \$500 to specific fundraisers directly benefiting UUSS will be included. Examples of specific fundraisers are fund-a-need, patio cover project, meadow project, and solar panel project.
- The book will be updated by FRST regularly.

General Guidelines for Donor Recognition

There will be no plaques placed in or on UUSS buildings. Plaques can be placed on outside objects only if approved by the Board or FRST.

If a donor does not want to be identified, the donor will be acknowledged as “anonymous” in the donor book or tree.