

**Form for Intent to Hold a Fundraising Activity (FRA) to Support the
UUSS General Fund
FRST (FundRaising STrategy committee)**

This form is only for fundraisers for UUSS’s General Fund (such as ticketed concerts and lectures, fundraising dinners, fund-a-need appeals, and other special events and appeals). Fundraisers for social justice groups should go to the SJCC (Social Justice Coordinating Council); examples of social justice groups are environment (American River Parkway Stewards), Mercy Pedalers, and Refugee Support Program.

FRST meets every one to two months; therefore, in order to ensure a timely evaluation of your request, please submit this form at least two months before any FRA will be held. Your request *must* be submitted to FRST *either* by sending the completed form as an email attachment to frst@uuss.org or by delivering it to the receptionist in the UUSS Office for FRST’s attention. Please consult the “UUSS Fundraising Calendar” on the FRST website to ensure that new fundraisers do not conflict with existing ones.

Also, please submit a “Form for Evaluating a Fundraising Activity to Support the UUSS General Fund” to FRST within a month after completing your FRA.

Date and time of FRA

Group name (if relevant) and name of chair

Contact phone number and email

Description of the FRA

Describe the ways that you plan to promote this fundraising appeal or event.

Describe any plans you have to acknowledge or thank donors.

Estimate of the FRA revenues and expenses

Submitted by _____

Date _____

(continued)

Use of UUSS Name and Logos for Fundraising Purposes

Anyone wishing to use the UUSS name or logo(s) on an item or product for fundraising sales must be sponsored by a UUSS committee.

Handling money for UUSS General Fund

- Following are three options for collecting funds:
 - a) Cash
 - b) Checks made out to UUSS with the name of your fundraising activity written on the memo line. Checks may be collected at church or mailed.
 - c) Online at www.uuss.org/donate
- You may turn in money by placing it in an envelope that is labeled with the name of your fundraising event, group, and date, and placing it in the after-hours safe drop box next to the office door in the hallway with group mailboxes. A “Weekly Offering Envelope” is available next to the drop box for your use.
- If you are raising funds over multiple weeks, you may turn in funds each week. You may use a “Weekly Offering Envelope” (by the after-hours drop box); to ensure that the UUSS bookkeeper knows what the funds are for, be sure to label the envelope with the information described in the previous bullet point.
- If you should need cash for change, please secure that yourself. You may take your change back prior to submitting funds from your event to the UUSS office.
- For other expenses, please complete a “Check Request Form” (green form in a slot in the second from top row of mailboxes), attach any receipts, and submit them to the UUSS bookkeeper. Funds for reimbursement will come from the money you raised. You will be sent a check within a few weeks.