

Towson Unitarian Universalist Church

POLICY for Acknowledging Gifts

1.0 PURPOSE

The intent of this policy is to ensure that the church promptly and gratefully acknowledges gifts.

2.0 SCOPE

This policy applies to donations to the church made in memory of or in honor of a person or persons, and to non-pledge gifts of \$500 or greater.

3.0 REVIEW OF POLICY AND PROCEDURES

The Administrative Team will periodically review this policy and make revisions in consultation with the Board of Trustees.

4.0 DETAILS

The church leverages online software for record-keeping of donations; there is a self-serve portal where congregants can see their donations. Donations are to be accepted by church staff in accordance with our governance policy.

There are situations where a written and mailed expression of gratitude is important:

- a. Any donation in memory of a person or persons
- b. Any donation in honor of a person or persons
- c. Any non-pledge donation of \$500 or greater

The following steps will be taken:

1. Staff receiving a donation meeting any of the above criteria will notify the Board President and/or Minister of the special donation.
2. Write a letter and mail it to the donor, thanking them for their gift. Include the amount of the gift, and mention that the person being honored or their next of kin (in the case of a memorial gift) will be notified of the gift. Include the phrase: TUUC did not provide any goods or services in exchange for this contribution.

3. Write a letter and mail it to the person being honored, or, in the case of a memorial gift, to the next of kin. Include the name and address of the donor, that the church has thanked them for the gift, and that the donor was informed that the person being honored (or their next of kin) would be notified. Multiple donors can be listed in one letter. Do not include the amounts donated.
4. In the case of memorial donations, and for large non-pledge donations, it is our practice to designate the funds for a specific purpose that aligns with the current Board goals and with the interests of the deceased or their family. This needs to be done in consultation with the Board, per our governance policy.
5. The letters in #2 above can be typed on church letterhead and signed by the Minister or a Board member, or they can be hand-written on church notecards and signed by the Minister or a Board member. The person writing the letters shall update the Church Administrator on the status. Board members may be enlisted to write the letters.
6. Letters in #2 and #3 above shall be sent within three weeks of receipt by the church.

Sample letters are shown below:

Sample of #2:

Dear <name of donor>,

Thank you for your generous donation of \$50 to Towson Unitarian Universalist Church in memory of Richard Scholle. Dick was a beloved member of our community. We are grateful to have known him and for your gift in his memory. Marcia Brooks has been notified of your gift.

Sincerely,

Sue Royer

Board President

TUUC did not provide any goods or services in exchange for this contribution.

Sample of #3:

Dear Marcia,

We are holding memories of Dick in our hearts. Towson Unitarian Universalist Church has received donations in memory of Dick Scholle from the following persons:

Person A Address

Person B Address

Person C Address

We are so grateful to have known Dick and, that he was a part this congregation. We so appreciate all the donations in his memory. Each of the donors has been sent a thank you note.

Love and light,

Sue Royer

Board President

cc: Rev. Clare Petersberger

Kai Aiyetoro