

UNITARIAN UNIVERSALIST CONGREGATION OF SALEM

Recognizing Endowment, Memorial and “In Honor of” Donations

Status	Board/Committee	Status Date
Submitted to Board	Endowment Committee	5/4/2021
Approved By Board		5/10/2021
Last amended		
Last reviewed		

The Unitarian Universalist Congregation of Salem will formally acknowledge all endowment, memorial and “in honor of” donations.

Process

1. The UUUCS office will record endowment, memorial and “in honor of” donations as they are received. The office will:
 - Send an acknowledgement to the donor and (where appropriate) notify honorees, and will notify the Board of Directors and Endowment Committee of the donation.
 - The Endowment Committee will compile a donations document that includes the name of the donor and the type of donation (memorial, endowment or “in honor of”) and the name of the person(s) being honored. The Committee will provide the donation document to the Board of Directors annually at its April board meeting.
2. The Board of Directors will acknowledge donations at its monthly board meeting and will transmit the acknowledgement(s) for inclusion in the newsletter.
3. The Board of Directors will acknowledge donations at the Annual Meeting.
 - The donations document will be included in the Annual Meeting packet and the Board Chair will acknowledge the donations in the meeting presentation.

Example of a donation acknowledgement:

Dear _____

Thank you very much for your donation <in honor of> <in memory of> _____.

We will inform <_____> <the family> of this thoughtful gift on your part. Unless you ask otherwise, we will also report it to our Congregation.

We appreciate your generosity.

Sincerely,