

# Share the Plate Statement

Since 2018, SFUU has advocated for causes in our local community through the Share-the-Plate program. This program adopts local non-profit organizations to regularly share in receiving donations from SFUU's Sunday offering.

## ***Share-the-Plate Procedure***

- Each year SFUU shares offering plate donations with 3 organizations
  - The Auburn Interfaith Food Closet is always one of the recipients
  - The other two recipients are selected annually by the Social Justice Committee
- The offerings are shared with one of the selected organizations each month
  - Share-the-Plate offerings will include 50% of the undesignated money (cash or checks) in the plate AND all of the money in check form that has the agency written in the memo line
- Share-the-Plate organizations will alternate on a monthly basis throughout the year until all three have received a total of 4 months of shared offerings.
- SFUU checks will be issued to the Share-the-Plate recipients in at least two installments; SJC will maintain contact with the Treasurer regarding the donation amounts and payment schedule.
- Timeline
  - Call for nominations early in October
  - SJC reviews nominations and selects recipients in November
  - New recipient donation cycle starts in January

## ***Share-the-Plate Recipient Criteria***

- A non-profit/501c3 agency, under the umbrella of 501c3 or had financial accountability to a 501c3 would be preferred.
- Local organizations with which we could potentially form partnerships would be preferred

## ***Nominating a Share-the-Plate Recipient***

SFUU members are welcome to nominate a share-the-plate recipient. In order to do so, please provide the following basic information to the SJC:

- Name of the group, contact person, web address if available
- Description of what the group does, what its mission is, and who it serves
- Some idea of how our donations would make a difference to the group - what projects would the money sponsor?
- Budget information - a copy of their most recent 990 federal tax return and any other information they can provide about how their group is financed *[Tax exempt organizations file a 990 form with the IRS - it is a public document, so there should be no issue in*

*providing it to us)*

### ***Choosing Share-the-Plate Recipients***

- Share-the-Plate recipients will be selected annually by the Social Justice Committee (SJC)
- Recipients will be approved by a majority vote of the SJC
- Recipients will be informed by a liaison from the committee

### ***Once Selected***

- The new recipient information should be shared with the Minister, Board president, Administrator, Worship Committee Chair, and the Treasurer
- An announcement should be placed in the newsletter and the recipients updated on the Share the Plate website
- Request that the recipients give a short (~5 minute) presentation about their work to the congregation during a Sunday Service
- The Treasurer (who sends the money to the recipients) will need the following information:
  - Verification that they are a qualified non-profit. 501(c)(3) certification is best - our 501(c)(3) status can be lost if donations are made to a non-qualified organization
  - Details for where to send the donations:
    - "Pay to the order of" name
    - Organization
    - Address
    - on-line payment info, etc.