

## *UUCSC Share the Plate Policy and Procedures-Passed by unanimous vote of Social Justice Council April 19,2011*

*Procedures and guidelines for submitting and selecting recipients of our "Share the Plate" Collection.*

### **Objectives**

- I. Raise awareness within the congregation of social justice concerns in our community, *in the State*. nationally, and around the world
- II. Give congregants an opportunity to stand as a witness for social justice by providing direct support to selected initiatives and organizations.

### **Selection criteria and considerations for organizations and initiatives that receive the Share the Plate.**

- They should fit into the [Social Justice Council](#)'s general areas of research and interest, i.e. global poverty, homelessness and housing, hunger environmental concerns, human rights/gay rights, equality issues, and peace initiatives.
- They should be of interest to UUCSC members and should provide a balance of local, national, and international areas of focus.
- Specific months will be designated for specific topic areas.[*delete*]
- Normally. a recipient organization will not receive Share the Plate collections more than once a year.
- One month out of the year the Coming of Age class/ Youth will select the recipient of the Share the Plate collection. (June)
- Extraordinary events may lead to special collections other than those designated. There are also additional times when special collections for Social Action causes are part of our continuing practice. These include Guests at Your Table for UU Service Committee from Thanksgiving to Christmas, Common Ground' Journey towards Wholeness Sunday, in March/April,and others.

### **How to propose an organization for Share-the-Plate funding**

- Requests for consideration must be discussed first with the Social Justice Council Chair and/or Minister for appropriateness by an member advocate for an organization or cause.
- A presentation to the Social Justice Council, at one of their bi-monthly meetings, is required and should include written materials.
- Materials should include the name and address of the potential recipient, a description

of what the organization does, a description of any special needs of the organization, the name of a contact person within the organization, and the name of a contact person (aka Advocate) at UUCSC.

- The organization should be a 501(c)(3) organization and in good standing in the community.
- It is desirable that this written material be sent by email to the Council members in advance of their meeting. This can be done in coordination with the Council chair.

### **Once an organization is approved, the UUCSC Advocate will:**

- Arrange for written materials to introduce that collection's recipient during **the** Sunday service, normally on the first Sunday of the month. Speaking arrangements should be made with our Minister.
- Make arrangements for publicity in the church newsletter, church Facebook page and in the Sunday Order of Worship insert, and work with the chair of the Publicity Committee for local media coverage.
- Arrange for an email reminder to be sent on the Friday prior to the collection.
- Arrange for a discussion/forum with interested church members (optional)
- Arrange for a table in the Community room to display information about the organization (optional but encouraged). The Social Justice Council can help guide those arrangements.
- Provide name and address where a check for the total of the collected funds can be sent. Alternately, UUCSC representative can present the check in person to local organizations (highly recommended).

### **Special Notes**

As they are our closest neighbors and long-term partners in the community, the Jonnycake Center and Welcome House will initially have special status as annual recipients of Share the Plate collections . There will still **be** a need for an annual applications to be completed..

The Social Justice Council **will** endeavor to determine congregation preference between relief and empowerment (flour or plows)

Involving the Coming of Age class is considered a priority spiritual education objective. In the event that there is no COA class or they are not interested, this opportunity will devolve to the Youth Group.,

The current allotment is 5 Local [South County or State of R.I.], 2 National, 1 International, the COA choice and 2 Open. Open are at the discretion of the Social Justice Council to consider the factors of: exigent need, multilevel or hard to categorize groups, time eligible groups have spent on the waiting list or congregation priority.

The Social Justice Council must publicize meetings that will consider applicant acceptability.

The Social Justice Council may recommend allotting one or both of the National and International designated collections to causes by type (i.e. Environmental, Microfinance, Peace Initiatives, etc).

## Criteria and Procedure for Share the Plate.

Approximate schedule for Share the Plate donation sources

January – <b>Jonnycake Center</b>	National/International[Quarterly]
February – International	September - Open
March – Local	October – <b>Welcome House [Quarterky]</b>
April – National [Quarterly selection]	November -Local
May - Open	December – Local
June – Selection by COA class	January -Jonnycake Center [Quarterly]

July/August –

### Expectations of Recipients

Potential recipients or their congregational Advocate must fill out our Share the Plate application form.

Applicants must fully describe how the donation will be utilized.

Applicants or their Advocate must describe their plan for speakers, display materials and any ongoing communication.

### Selection Process

Social Justice Council will accept applications and vet causes for commonality with the UUCSC mission.

The Social Justice Council chair, our Minister and the appointed Board **Liaison** member will discuss, in person or by email, the priority of applicants and schedule the collections according to type in the annual schedule. **Final approval will be made by the President.**

The Social Justice Council chair **or the President** will notify the congregational Advocate and charity of their selection and their scheduled month by Quarter. The Social Justice Council chair will notify the congregational Advocate and any applicant that is rejected and give a reason why they weren't selected.

The Advocate (**Social Justice Council chair**) will be responsible for overseeing the recipient's compliance with their information and publicity plan.

The Collector, Treasurer, and Dispersing Agent will communicate amount raised to the Chair and Advocate and provide them with a Check to send/deliver to the recipient.

**October 2011; Updates to the policy:**

If checks made out to the UUCSC on the Sunday of the shared collection do **not** have the name of the charity or are not clearly marked for the **Share the Plate** in the memo line then we will use the non-pledge checks as normal non-pledge plate collections. (This was voted on and approved by the board meeting 9/11.)

If the Social Justice Council chair does not provide the contact, name and address of the recipient in advance of the month of the collection then the collection will be processed as a normal Sunday collection.

*Unitarian Universalist Congregation of South County*  
*Share the Plate Application*

Name of Applicant Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ 501(c)(3) # \_\_\_\_\_

Please describe your mission and how this donation will be utilized:

Check here if this donation will be used 100% for direct service \_\_\_\_\_

The purpose of this donation is for: Relief \_\_\_\_\_ Empowerment \_\_\_\_\_ Other \_\_\_\_\_

Please describe what display and/or promotional materials you intend to provide:

\_\_\_\_\_  
Applicant Contact

\_\_\_\_\_  
date

UUCSC Advocate \_\_\_\_\_