



SMUUCH DONATE THE PLATE NOMINATION PROCESS

In 2007, Shawnee Mission Unitarian Universalist Church implemented a program called Donate the Plate (DTP). Each month, one of our Sunday collection plate offerings has been donated to an organization that affirms and promotes our Unitarian Universalist principles. In some instances, this program is utilized to support an organization or SMUUCH ministry to which the Board of Trustees has officially made a financial commitment. Since the inception of our Donate the Plate program, SMUUCH has contributed over \$86,000.00 to more than 40 worthy recipients.

To promote our Donate the Plate efforts, effective January 2015, SMUUCH members are invited to nominate an organization using an application processes (see last page). Instead of limiting the opportunity to donate to the organization just one Sunday every month, the board of trustees has decided that one half of all moneys collected every Sunday will be donated to the current month's DTP recipient unless it is designated to be applied to a member's pledge or another purpose. Applications will be accepted from any member of our congregation to the Donate the Plate Coordinator assigned by the Board of Trustees. Organizations nominated will be reviewed for the following:

- ✓ **Not for profit organization status**
- ✓ **Promoting Unitarian Universalist's principles**
- ✓ **Potential for congregation members to become involved**
- ✓ **Potential for promoting public visibility of SMUUCH**

APPLICATION PROCESS

1. Applications are accepted year-round and reviewed in the order received.
2. An application is required regardless of whether an organization has been previously approved for DTP.
3. Some organizations may be exempt from board approval. (See ***Exemptions to Board Approval***).
4. An organization may only be nominated one time in any calendar year.
5. The DTP Coordinator will review each application for completeness and preliminary scheduling.
6. Scheduling will be done based upon (a) previously scheduled church activities, (b) the needs of the proposed recipient, and (c) DTP offerings already scheduled.
7. Reviewed applications will be presented to the Board of Trustees at their next regularly scheduled meeting for consideration of approval.
8. Upon application approval, the DTP Coordinator will notify the nominator, SMUUCH Minister, and staff.
9. The nominator agrees to:
 - a. Provide the SMUUCH office staff with DTP recipient information for inclusion in congregational emails 5 business days prior to the first Sunday of the month.
 - b. Provide the SMUUCH Minister information about the organization and the name of any representative of the organization attending one or more Sunday services for purposes of introducing the offering and the organization's representative.

Exemptions to Board Approval

Organizations or ministries to which the SMUUCH Board of Trustees has made an official commitment for ongoing financial support are required to complete the application but are exempt from board approval. These will be scheduled by the DTP Coordinator, the organization representative, the SMUUCH Minister and staff. These exemptions include:

- Johnson County Interfaith Hospitality Network
- New Life School in Uganda
- Crosslines Community Outreach Inc.
- SMUUCH Minister's Discretionary Fund (traditionally December)

| ORGANIZATION INFORMATION | | |
|---|--|--|
| Name: | | |
| Address: | | |
| City: | State: | ZIP: |
| Phone: | | |
| Website: | | |
| Primary Contact: | | |
| Phone: | Email: | |
| Previous recipient of DTP? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, Most Recent Date: | |
| Briefly describe how this organization provides service, advocacy, or direct action that reflects Unitarian Universalist principles and values: | | |
| | | |
| Is a representative of the organization willing to attend a Sunday service, and be available to visit with members in Fellowship Hall before and/or after service on one of the Sundays during the month of the DTP? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Representative Name & Title: | | |
| Phone: | E-mail: | |
| SMUUCH ACCOUNTS PAYABLE | | |
| DTP Recipient check payable to: | | |
| Address: | | |
| City: | State: | ZIP: |
| NOMINATION SUBMITTED BY SMUUCH MEMBER(S): | | |
| Name: | | |
| Phone: | E-mail: | |
| Name: | | |
| Phone: | E-mail: | |
| I/We have read the Donate the Plate Process and understand my/our responsibilities as nominator(s). | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |
| Applications are accepted year-round and reviewed in the order received. Scheduling will be done based upon (a) previously scheduled church activities, (b) the needs of the proposed recipient, and (c) DTP offerings already scheduled. After review, the application will be presented to the Board of Trustees at their next regularly scheduled meeting for consideration of approval. | | |
| SMUUCH DTP COORDINATOR/BOARD USE ONLY: | | |
| Date Rec'd: | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date App'd: |
| DTP Date Scheduled: | Collection Amount: | |