

<b>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</b>	TITLE: <b>Member Pledge Records</b>	
	DOC No./ REV.	<b>P018 Rev A</b>
	ORIGINATOR	<b>David Shontz</b>
	COMMITTEE	<b>Finance</b>
		PAGE 1 OF 2
		APPROVED DATE: <b>6/18/07</b>

**1. POLICY: Member pledge records will be recorded and reported periodically, maintaining the confidentiality of all information.**

**2. REFERENCED DOCUMENTS:**

- P001 – Bylaws Section VII
- F010 – Pledge Card
- P005 – NUUC Membership Committee Procedure
- P029 – Stewardship and Generosity Committee

**3. DEFINITIONS:**

- BOT – Board of Trustees

**4. PROCEDURE STEPS:**

<b>Step</b>	<b>Activity 1: Recording Member Pledges</b>	<b>Responsibility</b>
A	Annual Pledge Drive: Members and active Friends of NUUC shall be canvassed for pledges annually between March and May.	Stewardship & Generosity Committee
B	New Members: Members joining NUUC outside of the pledge period are encouraged to make a pledge within 30 days of signing the membership book.	Members
C	Members use form F010 Pledge Card to document their annual pledge	Members
D	Pledge Recording: Member pledges shall be recorded in the Membership database by the Treasurer or designee (usually the Financial Secretary or Church Administrator).	Treasurer Administrator
E	Determining Intent of Contribution: In many cases, donors do not indicate the intent of a contribution on the check. If a donor has a current pledge record in the Membership Database, any contribution traceable to the donor (a check or labeled envelope) shall be credited toward the donor's pledge.	Treasurer

<b>Step</b>	<b>Activity 2: Reports</b>	<b>Responsibility</b>

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<b>Step</b>	<b>Activity 2: Reports</b>	<b>Responsibility</b>
A	Quarterly Pledge Reports: Pledged Members will receive quarterly reports of amount pledged vs. contributions made.	Treasurer & Church Administrator
B	Annual Report: In January, donors will receive a report of their total contributions, including pledges, for the previous calendar year. (See Required Financial Reports from the Treasurer, By-Laws article VII6D1.	Treasurer
C	Confidentiality In accordance with By-Laws article VII6D7, all pledge and contribution records for NUUC are treated as Confidential, and will not be released to third parties except as required by law. Only the Treasurer, Financial Secretary, and Church Administrator shall view or edit pledge records.	Treasurer & Board of Trustees

**5. OTHER INFORMATION - (Attachments, records, other comments as needed):**

- The Treasurer and any designees will review this policy annually
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