Generosity Team
Board approved 2019.06.12

Mission
We will create a culture of generosity that sustains the mission and vision of the Unitarian Universalist Fellowship of Ames.

Charges: We will
- Emphasize and elevate generosity as a spiritual and ethical practice.
- Work with the Board, the Endowment Committee, and all Fellowship committees to achieve our mission.
- Be the primary facilitator/coordinator of fundraising activities and events within the Fellowship
- Develop generosity guidelines.
- Lead the annual giving campaign for the operating fund.
- Partner with the board in feasibility assessments and implementation of capital campaigns.
- Establish year round communication with Fellowship members about financial issues.
- Develop and implement donor recognition and appreciation opportunities, including “time and talent” as well as “treasure” contributions.
- Endeavor to increase generous giving to the operating fund by encouraging members to give according to the fair share guidelines established by the Fellowship Board.
- Collaborate with the Endowment Acquisitions and Disbursement Committee to promote the Endowment throughout the year.
- Provide consultation and support to fundraising groups within the Fellowship and attempt to prevent date conflicts among fund raising groups within the Fellowship.
- Work with relevant committees to develop policy on handling memorial and other gifts to the Fellowship.

Team Requirements and Structure
Generosity Team members will have a history of demonstrating generosity toward the Fellowship in their time, talents, and/or treasure.

The Team will appoint a Chair (or co-Chairs) who will call regular meetings, set the agenda, communicate regularly with committee members, be a liaison to the Endowment Committees, monitor the committee budget, and write the annual report, or will delegate any of these duties to another team member.

Team members are required to be members of the UUFA. Team members will be expected to participate in a substantial way in the annual giving campaign through their volunteer efforts.

Terms of Service: Team members are expected to serve a one year term at a minimum. Every effort will be made to create overlapping terms to maximize continuity.

Team decisions will be arrived at by consensus whenever possible. Minutes will be available to Fellowship members.

Annual Giving Campaign:
The conclusion of the giving campaign will be timed so that the Board will have two monthly meetings to develop a budget before the annual congregational meeting. The Team will communicate financial giving progress to the Finance Committee during the campaign.
Administrative Assistance: Staff assistance during the annual giving campaign will be assigned by the minister.

**Annual campaign procedures regarding UUFA members:**
- A variety of fundraising methods will be used for the annual campaign and the committee will decide each year about timing and methods of fundraising.
- If a member tells a generosity volunteer that they no longer want to be a member, the volunteer will communicate this to the chair (co-chair), who will forward this to the membership services staff person.
- If a volunteer learns that a member has a financial hardship and wants to stay a member, the volunteer is to share that person’s name with the team chair (co-chair) and the minister for follow up support and decision-making.
- If a member does not respond to repeated requests to pledge and has not made a pledge for the fiscal year, that information will be communicated to the membership services staff person and the minister.

**Access to Financial Giving Information:**
The chair (co-chairs), vice chair, staff administrator, or their designee shall have access to the detailed pledging information. Confidentiality of pledging information will be maintained.

**Procedures regarding the coordination of fundraising activities outside the annual fund drive**
The Team serves as facilitator/coordinator of all fundraising activities at the Fellowship.
- The fundraising request must originate from the UUFA staff or from a standing committee of the Fellowship.
- Requests must be UUFA mission-based.
- Requests must be submitted in an email to the team chair (co-chair) (generosity@uufames.org) and to the Fellowship administrator (uufa@uufames.org) thirty (30) days prior to the beginning of the planned solicitation. Either the chair (co-chair) or the administrator may waive the thirty day requirement for good cause. The request must include the purpose of the event, how the event supports the mission and vision of the Fellowship, schedule requested and amount of money sought. A “Fundraising Planning Sheet for the UUFA” form for submitting requests is available from the UUFA office. If the request is for a regularly scheduled annual charitable event (e.g., the Alternative Gift Market, Trick or Treat for UNICEF, etc.), a fundraising planning sheet is not required.