



# The First Unitarian Church of Dallas

...where all souls shall grow in harmony with the divine

## First Sunday Collection Nomination

*Thank you for your interest in nominating an organization for a First Unitarian First Sunday Collection. Please note the following requirements:*

- A nominated organization must be a local, state, national, or international 501(c)(3) organization.
- The organization's mission, operations, and activities must be consistent with the values and mission of First Unitarian Church of Dallas.
- As nominator, in addition to supplying the information requested on the accompanying checklist, if the committee selects your nominee, you will provide all promotional copy for the DU, a bulletin board in Channing, and the Order of Service. You will also speak or provide someone to speak from the pulpit on behalf of the organization on the Sunday designated for its collection. *(We'll provide suggestions of information to include.)* You will also help secure feedback on how our collection funds were used.

The selection committee generally gives priority to organizations nominated by members of First Unitarian Church of Dallas who demonstrate an active involvement in the nominated organization.

I understand these guidelines and agree to their terms.

\_\_\_\_\_ Date: \_\_\_\_\_  
Nominator's signature

Organization Nominated: \_\_\_\_\_

**PLEASE PRINT**

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Your name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

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***Please submit your completed form to the Church Office***

Deadline for January – June cycle: October 1

Deadline for July – December cycle: April 1

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**Organization's name:**

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Address:

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City:

State:

Zip:

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Phone:

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Website:

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Contact person within the organization:

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Phone:

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E-mail:

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Organization's mission or purpose and how it is consistent with our UU Principles:

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Examples of what they do to achieve this:

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Describe the population they serve:

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Describe the specific impact of our funding on general operations or a special project?  
(Please describe the special project.)

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Are there any timing issues the First Sunday Collection committee should consider?

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Describe your and other church members' involvement with the organization, (e.g. volunteer, board member, employee, financial supporter).

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Other First UU members or groups supporting this nomination:

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\* If we select this organization, please state (exactly) how we should make the check out, and where we should send it:

**Pay to the Order of:**

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Organization Name:

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Address:

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City:

State:

Zip:

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If we do not select this organization for the next collection cycle, would you like it to be considered for the one that follows? Yes\_\_\_\_ No\_\_\_\_

\* Our goal is to distribute funds within 60 days of The First Sunday Collection.

# First Sunday Collection Nomination Checklist

The First Sunday plate collections support the missions of individual congregants, encourage the congregation to increase our philanthropy to worthy charitable organizations, and inform us about the needs of our local, national and international communities as well as about organizations addressing these needs. The volunteers operating this important program need your help to ensure each nominated organization receives a fair and thorough review.

Before submitting your nomination, please read the First Sunday guidelines that outline the type of organizations that may be considered. If you decide your organization is eligible for the program, please provide the items listed documenting their 501(c)(3) status, board operations and financial situation.

Please return this page with your nomination and include all items in the order in which they are listed below, lettering each attachment as indicated.

- \_\_\_\_\_ A. Nomination form including signed acknowledgement of  
First Sunday collection guidelines
- \_\_\_\_\_ B. Copy of the organization's most recent IRS letter documenting  
501(c) 3 status
- \_\_\_\_\_ C. Institutional Financial Supporters  
*Identify institutional donors, if any, that have already vetted the organization through a process that would reveal significant financial or management flaws. For example, if the organization has recently received money (in any amount) from the Dallas Women's Foundation, their books and operations have passed a process far more rigorous than we would require.*
- \_\_\_\_\_ D. Copy of the executed IRS Form 990 for the most recent fiscal year end  
**OR**, If your organization is not required to file an IRS Form 990:
  - \_\_\_\_\_ (i) Detailed description of the exemption from the IRS 990 filing requirement
  - \_\_\_\_\_ (ii) List of Board of Directors
  - \_\_\_\_\_ (iii) Financial Statements, most recently completed fiscal year
    - \_\_\_ Audited Financial
    - \_\_\_ Unaudited Financial Statements (Audited Statements are not available)  
*This includes: Statement of Financial Position (Balance Sheet) and Statement of Activities (Statement of Support, Revenue and Expenses or Income Statement).*
- \_\_\_\_\_ E. Have the Director of the nominated organization sign below

I hereby certify all attachments provided in this application to be true and accurate.

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Executive Director's Signature*

\_\_\_\_\_  
*Date*

**Please do not include any other attachments.**