

Memorial Donations Procedure

Adopted 1/09/06

When a special donation is received, the Treasurer or Assistant Treasurer will contact the volunteer letter writer to prepare two documents:

1. A thank-you letter on MPUUC notepaper to the donor acknowledging the donation and purpose.
2. A letter on MPUUC notepaper to the honoree or family of the deceased, stating the following:

Mission Peak Unitarian Universalist Congregation
has received a generous donation in (choose one):

honor of (person being honored)

memory of (person being memorialized)

from (name and address of person who made the donation).