

## FROM THE OFFICE OF DATA SERVICES

Hello Congregations,

We are writing to you to let you know about important information regarding your Annual Congregational Elected Board & Staff (CEBS) Packet: (The information in the CEBS packet is used to collect data for the UUA Directory, and to maintain the subscription lists for InterConnections.) This marks the second year we will be asking congregations to use your online account to make changes to this information.

As with your congregation's UU World circulation list, you can print your CEBS packet by logging in to the UUA's Data Services web site at <http://uaa.org/congregation>. Use your four-digit congregation ID and the password you used during the annual membership certification. (If you don't know your congregation's password, click the "Forgot your password" link to get a new one.) When you log in, scroll down and click the "View and Print CEBS List" link to view your congregation's list of lay leaders and staff. We do not currently provide a way for you to make changes to your CEBS data online. Print the list and mark it up as needed, then return it to: CEBS-Office of Data Services, 25 Beacon St, Boston MA 02108.

### INSTRUCTIONS:

To print your packet:

- ◆ Go <http://uaa.org/congregation/>
- ◆ Log in to your Data Services account (as you did for certification)
- ◆ Click on View and Print CEBS List

### DEADLINES

In order for your congregation's information to appear in the 2007-08 UUA Directory, please pay close attention to these CEBS deadlines:

If you hold your Annual meeting/Elections in:

- ◆ April 2007 Meeting/Elections: Postmark Monday, April 30, 2007
- ◆ May 2007 Meeting/Elections: Postmark Thursday, May 31, 2007
- ◆ June 2007 Meeting/Elections: Postmark Friday, June 22, 2007
- ◆ All others may send packets after June 22<sup>nd</sup>. However, it will be too late for the 2007-08 UUA Directory.

If you wish to continue receiving your annual CEBS packet via postal mail only, please contact us. Send an email with your Church name and ID# to [data\\_services@uaa.org](mailto:data_services@uaa.org) with "Mail CEBS Packet Only" in the Subject header.

Sincerely,  
The Data Services Team

25 Beacon St.  
Boston, MA 02108

E-MAIL [data\\_services@uaa.org](mailto:data_services@uaa.org)  
WEB SITE <http://www.uaa.org/congregation>