

FROM THE OFFICE OF DATA SERVICES

Hello Congregations,

We are writing to remind you that it is time to update 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 third year we will be asking congregations to use your online account to make changes to this information. This is the same account you used to certify your Congregational Data this winter.

ONLINE PRINTING INSTRUCTIONS:

- Go to the Data Services Log in page. <http://dyn.uua.org/congregation/>
- Log in to your Data Services account (as you did for online certification)
If you don't know your congregation's password, click the "Forgot your password" link to get a new one.
- Click on View and Print CEBS List
- Print the list and mark it up as needed
- Return it to:
CEBS- Office of Data Services
25 Beacon St, Boston MA 02108.

2007 -2008 DIRECTORY DEADLINE:

2007 -2008 Directory deadlines are based on what month you hold your annual meeting or elections . These mark the last day that you can mail your packet

- *July 2007 to March 2008: **The Deadline has passed***
- **April 2008: Postmarked no later than Wednesday April 30th**
- May 2008: Postmarked no later than Friday May 30th
- June 2008: Postmarked no later than Friday June 20th

If you wish to receive your CEBS packet via postal mail, please contact us by sending an email with your Church name and ID# to data_services@uua.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@uua.org
WEB SITE <http://www.uua.org/leaders/dataservices>