



UNITARIAN UNIVERSALIST
Association of Congregations
Office of Data Services - Information Technology Services

December 1, 2008

Dear Church President, Administrator, Clerk, or Membership Chair,

I am writing from the Office of Data Services to remind your congregation about the UUA's Certification of Membership 2009. You can now log in to the online system to certify membership and statistical information in time for the deadline: **Monday, February 2, 2009 at 5 p.m. Pacific time**.

The certified membership number is the basis for determining the number of voting delegates for your congregation at General Assembly 2009, and for calculating your congregation's Annual Program Fund Fair Share (FY 2010) contribution to the UUA. You must certify your congregation's membership number and statistical information each year by 5:00 p.m. Pacific time, February 2. These numbers cannot be changed using our online system between February and July without permission from the Secretary of the UUA. The online form for Certification of Membership includes a *Congregational Poll* ballot to determine whether the Draft Statement of Conscience (SOC) on Peacemaking will appear on the Final Agenda for General Assembly 2009. More information about the Congregational Poll voting process and complete text of the SOC can be found at www.uua.org/csw

You can log in to your congregation's Data Services account to submit this information in time for the deadline. Every congregation has an online account. To log in, visit www.uua.org/leaders/dataservices and select the "Data Services Login for Congregations." Then enter your congregation ID number and your password. Your congregation's four-digit ID number appears in the UUA Directory, or you can find it by searching for your congregation at www.uua.org/cong. If you don't know your congregation's password, click the "Forgot your password?" link and you will receive an email with instructions to reset the password. After logging in, the updater is asked to enter his or her name.

By certifying membership on this web site, you will guarantee that your membership number is recorded by the February 2 deadline. You will also be able to make updates to your congregation's mailing and meeting addresses, phone, email, and submit updates to the UU World Circulation List.

We suggest that you do the following as soon as possible:

1. Log in to the Data Services web site listed above to make sure you know your congregation's ID number and password.
2. Print out the Certification Worksheet, which can be used as a hard copy form to help you collect the information before you submit the totals in the online system.
3. Take a look at our revised FAQ (Frequently Asked Questions) web page at www.uua.org/leaders/dataservices/frequentlyasked There you will find answers to common questions about the Certification of Membership process.

If your congregation does not have internet access, or would prefer to certify by sending paper forms via postal mail, please contact me as soon as possible. If you have additional questions that are not addressed on our FAQ page, please be in touch.

Nick Rafeal
Data Services Administrator
617-948-4654
nrafeal@uua.org