



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

January 1, 2009

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

I am writing from the Office of Data Services with a **final reminder** about the UUA's Certification of Membership 2009. If your congregation has not yet submitted this data, please read this notice very carefully. Please 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**. Please remember we are unable to grant any extensions to this deadline! If you do not have internet access or would prefer to submit this information via postal mail using paper forms, you must get in touch with Data Services to request these forms so they can be returned to us in time for the deadline.

Your congregation's 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 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](http://www.uua.org/csw)

Every congregation has a Data Services online account. To log in, visit [www.uua.org/leaders/dataservices](http://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](http://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. (**Remember:** Updating the congregation's UU World Circulation List of member names and addresses is not the same as certifying your congregation's membership number!)

If you have not yet certified your congregation's membership number, please do the following as soon as possible:

1. Log in to the Data Services web site to confirm you know your congregation's ID number and password.
2. Print 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](http://www.uua.org/leaders/dataservices/frequentlyasked) There you will find answers to common questions about the Certification of Membership process.

If you have additional questions that are not addressed on our FAQ page, please be in touch as soon as possible.

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