

## **Give Away the Plate Coordinator**

Coordinates the process of selecting recipient organizations for Give Away the Plate Sundays, scheduling of the Sundays, and doing publicity for each Give Away.

### **Service Term:**

2 years

### **This opportunity will enable you to:**

Learn about needs in our Albany community and have the satisfaction of raising money for them.

### **Skills Needed:**

Ability to find suitable recipient organizations, call applying organization and explain the process, scheduling with the FUUSA admin and minister, doing in house publicity for the Give Away the Plate.

### **Training, assistance, and safety requirements:**

See job description.

### **Keywords:**

Organizational Skills

Work at home

Write/Edit

### **Contact Person:**

SRC chair????

### **Contact Person Email:**

SRC chair????

### **Ministry Team:**

Justice and Outreach

### **# of positions available:**

1

### **Availability:**

Position Closed

**Detailed Description:**

Would you like to help the under-served in Albany? There are five Give Away the Plate opportunities in the FUUSA church year, and this coordinator gets to shepherd potential recipient organizations through the application and scheduling process. This involves finding organizations by referrals from members of the congregation, by receiving applications, and by repeating past recipients.

You would reach out to each organization and explain the opportunity to receive a 'plate' (if they haven't already read about and filed an application). The next step is to negotiate a suitable date. A date must be found that (1) the minister agrees to put the Give Away presentation into the service, (2) is approved by staff to be put on the fundraising schedule, and (3) when the recipient organization person can come and present during the service.

The presentation is a 2-3 minute opportunity to talk about the work of their organization and takes place right before the offertory. The recipient organization will also be described in the order of service, including whether or not it is a 501(c)3 and to whom to write checks, so the verbal presentation can enhance what is already in print. The coordinator will write publicity for FUUSA publications. Staff will mail checks to recipient about a week after the collection Sunday.



Other notes we took:

Explain to recipient:

Funds are collected on Sunday. Checks are written directly to your organization. Cash will be counted by FUUSA, and a check for that amount will be sent to you with the personal checks.

Sample publicity

*Windows and Preview*

Give Away the Plate

April 19: Capital Roots

To celebrate Earth Day, on April 19 we will Give Away the Plate to Capital Roots (formerly Capital District Community Gardens). A spokesperson from Capital Roots will speak on their programs to bring healthy wholesome food to the under-served. Thank you in advance for giving so generously.

*Order of Service on that Sunday*

Give Away the Plate: *name of organization*

Today we give the plate to \_\_\_\_\_. PUT DESCRIPTION HERE. INCLUDE IF ORGANIZATION HAS 501(c)3 STATUS. CAN BE LONGER THAN PREVIEW ARTICLE.

*Final paragraph:*

All contributions in the plate today will be given to \_\_\_\_\_ unless otherwise marked. Checks for the give-away should be made out directly to \_\_\_\_\_. Cash contributions not intended as a gift to that organization can be designated (e.g. to a FUUSA pledge) using the labeled envelopes found on the entry table.

*if 501(c)3 INCLUDE* Your contribution is tax-deductible to the full extent allowed by law.

Please be generous in your support!