



F U I R S T UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE

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Policy #: 015

Policy Name: Holiday Flowers

Purpose: To describe the procedure for obtaining and distributing flowers during the winter and spring holiday seasons.

Original Date: 10/7/16

Revision Dates:

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Reviewed By: Nancy Clausen 11/3/2016

Approved By: 2016-2017 FUUSS Board of Trustees 12/18/2016

A. General

1. In mid-November, each Society year, the Congregational Care & Growth Ministry will designate a “Point Person” from the First Unitarian Universalist Society of Syracuse (First UU) congregation to oversee the distribution of holiday flowers for the winter and spring holidays.
2. Holiday flowers are obtained from the designated greenhouse and orders are called in by the middle of November for winter holiday flowers or one month before Palm Sunday for spring holiday flowers. See Form # 007 for the greenhouse contact information.
3. Members of First Unitarian Universalist Society of Syracuse (First UU) make donations to buy flowers for distribution to designated recipients.
4. The four foot live wreath with red bow, ordered for the winter holiday is funded by the winter holiday flower donations.
5. Any donation money left after expenses will be placed into the fundraising account.
6. The “Point Person” will complete a “Holiday Flower Distribution Worksheet” Form # 007, to be used for each flower sale. This worksheet is a tool for organizing the sale and determining what dates tasks need to be completed.

B. Forms

1. Holiday Flower Distribution Worksheet-Form #: 007
2. Holiday Flower Donation Forms-Form #: 008
3. Holiday Flower Delivery Sign-Up Form-Form #: 009
4. Holiday Flower Deliverer Instructions-Form #: 010
5. Zerrillo Flower Order Form-automatically mailed to the Society office in the winter & spring

C. Procedure

1. By the middle of November for winter flowers or one month before Palm Sunday for the spring flowers, the “Point Person” for Holiday Flower distribution will consult with the Minister to determine the date in December or the spring date the flowers will be distributed. The “Point Person” will record the date on the “Holiday Flower Distribution Worksheet” Form #: 007.
2. The Holiday Flower “Point Person” and the minister will compile a list of Holiday Flower recipients.
3. The Holiday Flower “Point Person” or designee will create a notice to be included in the monthly newsletter (see example contained in the Holiday Flower folder in the First UU office) at the end of

November (newsletter that will cover December) or a month before Palm Sunday announcing the Holiday Flower Sale.

4. The Zerrillo Flower Order Form (example in the Holiday Flower folder in the First UU office) with flower prices automatically comes to the First UU office. This form is used to record the holiday flower order. An estimated number of flowers, based on previous year's orders, is documented on the order form and the order is either called into the greenhouse or faxed to them. Retain the order form for future reference in the Holiday Flower file located in the Society office.
5. The Holiday Flower "Point Person" or designee will call the order into the greenhouse by the middle of November or at least one month before Palm Sunday.
6. Two Sundays before the distribution, notices (example in the Holiday Flower folder) are placed into the Order of Service announcing the donation table. The deadline to include a notice in the Order of Service is the Thursday before.
7. A Holiday Flower donation table is set up in the Fellowship Hall on the two Sundays before "distribution Sunday". The Holiday Flower "Point Person" or designee will ensure that table is staffed before and after service, if possible, in order for people to place their donations which are collected and documented on the "Holiday Flower Donation Form" Form #: 008. All money collected is turned over to the Financial Secretary. Volunteers for Holiday Flower delivery are maintained on the "Holiday Flower Delivery Sign-Up Form" Form #: 009.
8. After all orders are collected an update call is placed to the greenhouse with the actual number of flowers needed, if necessary.
9. Once all donations are final, the recipients of the Holiday Flowers are matched with the people who signed up to deliver. The recipient's name, address and phone number are written on a 3 X 5 index card, along with the name of the deliverer (example in the Holiday Flower folder). Some recipients will be at First UU on distribution Sunday and will pick up their own flower. Deliverers and recipients are matched by area or interest.
10. A "Friendship" card (example in the Holiday Flower folder) from First UU is created to be sent along with the Holiday Flower. These cards can be made by the youth, or the "Point Person" or designee (a reproduced note/message is fine).
11. The Holiday Flowers are delivered to First UU on the Thursday prior to distribution Sunday around noon. The delivery is made to the Narthex and the Office Administrator meets the green house deliverer to let them in.
12. The "Holiday Flower Point Person" or designee consults with the Office Administrator to determine if there are any activities in the Sanctuary between the time of the delivery and the following Sunday morning. If there are no previously scheduled activities that will interfere, the Holiday Flowers are arranged in the Sanctuary on Thursday/ Friday after they are delivered.

13. The sleeves that accompany the flowers are removed and saved for when the flowers are distributed. Water any plants that require it while arranging them.
14. Once the Holiday Flowers have been delivered, each deliverer listed on the “Holiday Flower Delivery Sign-Up” form, Form #: 009 is contacted before distribution Sunday to remind them of their delivery obligation.
15. By noon on the Thursday before distribution Sunday, place a notice in the Order of Service (example in the Holiday Flower folder), thanking people for donating and reminding deliverers to pick up their assigned plant immediately after service.
16. The index card with the recipient’s information, friendship card, and instructions for deliverers Form #: 010 (example in the Holiday Flower folder) are paper clipped together and onto the flower sleeves before the flower is re-sleeved. On distribution Sunday, the “Point Person” or designee will gather the delivery people to re-sleeve all the flowers in preparation for delivery to the recipients. Holiday flowers will be distributed immediately after the service and should be delivered to the recipient that day or as soon as possible.
17. The “Holiday Flower Point Person” or designee will prepare a list of the Holiday Flower donors for the Office Administrator to be included in the distribution Sunday Order of Service. This list will also be printed in the January newsletter or the newsletter following Palm Sunday in the spring (example contained in the Holiday Flower folder).