

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
GENERAL OFFICE PROCEDURES**

The following provides information for church lay leaders and staff regarding common functions of the church office. If there are questions about topics not covered below, consult the office manager at (210) 344-4695 or office@usat.org.

Office Hours

The church office is open from Sunday through Thursday, 8:30am-2:30pm.

Mail

Staff members, board members, council chairs, and committee chairs are assigned mailboxes for mail sent to the office or interoffice communications. The mailboxes are located in the conference room of the Dorothea Dix building. Please make a point to check your mailbox regularly.

Copies

The church copier is located in the church office. Official church groups may make copies in the church office anytime during office hours. There is no charge to the groups for black and white copies up to 100 per month. Copying in color or over the allotted 100 copies per month will be charged to the groups making the copies. Copies cost .01 cent for black & white and .10 cents for color. The charges will be deducted from your budget or reserve account. If your group does not have a budget or reserve account, see the office manager to make other arrangements for copies.

Forms

The most frequently used forms are located in the basket on the office manager's door. These include the *Accident/Incident Report*, *Fundraiser form*, *Fundraiser Request form*, *Timesheet*, and *Voucher*. *Accident/Incident Reports* are also located in the basket near the kitchen phone and in all buildings near the first aid kits. Please refer to the "Child and Youth Protection Policy" located on the church website (http://www.usat.org/?page_id=830) for instructions on completing the *Accident/Incident Report*. The *Accident/Incident Report*, *Fundraiser Request*, and *Voucher* forms are also located on the church website. For other forms not listed here, see the office manager for assistance.