

Correcting Your *Liberty* Magazine Information

Simplified steps for completing the religious liberty campaign.

Correcting Your Church Printout

Priority Names: These are the names of the community and thought leaders on your list. If you would like a name removed from the list simply mark “delete” beside the name. Corrections to the name or address may be made by marking through the incorrect portion and writing in the correction directly above that part of the address.

Updating the List: You are responsible for updating your list. Additional instructions on updating the printout can be found in the campaign kit you received in January. Pages 4-5 and the last page of the booklet for a sample corrected printout.

Corrections: Please make corrections to your printout in red ink, when possible.

Adventist Names: It is important to remember that these names are automatically deleted by the computer program. If a church member gave an offering and they are on the list, you will need to mark the word “keep” beside the name. If there are changes to the address, mark through the old address and write in the correction directly above the address line.

Liberty Magazine is \$6.00 per subscription.

Adding New Names

New names should be added on the New Subscription Form, found in your campaign kit. You can also use our online form and directly email your names to us.

You can find the online form by doing an internet search for: www.southernunion.com/campaign

Please Do Not add new names to the printout; place them on the new subscription sheet.

Class (Code): Class codes can be found on page 5 of the campaign kit. All Adventist names are class “71”.

Quantity: Place the number of subscriptions the person wants to personally receive in this column. Do not place the number of subscriptions they paid for.

Donor: Donor codes apply only to Adventist names. Codes can be found on page 5 of the campaign kit or online at our website: www.southernunion.com/campaign

Column 11 / Amount: Write in only the amount of offering given in this column.

FAQ's and Answers

Q: Where are my conference and church codes found?

A: If you have a printout for your church these codes are found at the very top of each page. If you do not have a printout we will find your code for you. Simply be sure to indicate your conference and church on all your correspondence.

Q: Do I need to write "keep" beside all the names on my printout?

A: Only write "keep" beside the names of the church members who gave an offering and want to continue getting the magazine.

Q: Do I need to return the completed freedom bonds?

A: No, you should transfer this information either to your printout in order to update those names or to the new subscription form, in order to add the new names. Return the bonds back to the treasurer for recording and receipting purposes.

Additional Information:

If you have additional questions, please feel free to contact the office directly.

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Office Hours:

Monday-Thursday
8:00 a.m. – 5:30 p.m.
Eastern Time

Email us anytime at: ReligiousLiberty@southernunion.com

www.southernunion.com/campaign