

# Correcting Your *Liberty* Magazine Information

**Simplified steps for completing the religious liberty campaign.**



PUBLIC AFFAIRS AND  
RELIGIOUS LIBERTY

Seventh-day Adventist Church  
SOUTHERN UNION CONFERENCE

## 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 \$7.00 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. Place all new names on the new subscription form.

**You can find the online form by doing an internet search for:**

[www.southernunion.com/campaign](http://www.southernunion.com/campaign)

***Do not add new names to the printout; place them on the new subscription sheet.***

Column 8/ Class (Code): Class codes can be found on page 5 of the campaign kit. All Adventist names are class “71”.

Column 9/ 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.

Column 10 / Donor: Donor codes apply only to Adventist names. Codes can be found on page 5 of the campaign kit.

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 don't 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.

**Q: What do I do with the offering?**

A: Your treasurer should remit your offering to the local conference office in the monthly remittance. Earmark it Religious Liberty. Do not send cash.

**Where to find it:**

New Subscription Form: Located inside your campaign kit. Back page of booklet.  
If you need more go to the website below.

Class Codes: Page 30 of campaign booklet or visit our website to download the list.

There is a form you can fill out online at our website: [www.southernunion.com/campaign](http://www.southernunion.com/campaign)

Or you can search directly by going to: [www.southernunion.com/campaign](http://www.southernunion.com/campaign)

**Additional Information:**

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

Amireh Al-Haddad, Director  
Kevin James, Associate Director  
Religious Liberty Administrative Assistant  
**Direct Dial 770-408-2176**

**Office Hours:** 8:00 a.m. – 5:00 p.m., Eastern Time  
Closed Friday

Mail forms to: Religious Liberty Campaign -PO Box 9233868  
Peachtree Corners GA 30010

**Phone: 770-408-1800**

Fax: 770-408-1811

[ReligiousLiberty@southernunion.com](mailto:ReligiousLiberty@southernunion.com)