

**From:** Russell Nielson  
**Sent:** Tuesday, March 7, 2023 10:58 AM  
**To:** Rebecca Daines <[rebecca\\_daines@byu.edu](mailto:rebecca_daines@byu.edu)>; Josh Leavitt <[josh\\_leavitt@byu.edu](mailto:josh_leavitt@byu.edu)>; Cami Cornia <[camicornia@byu.edu](mailto:camicornia@byu.edu)>; Emily Eyre <[emily\\_eyre@byu.edu](mailto:emily_eyre@byu.edu)>; Jim Wooten <[jim\\_wooten@byu.edu](mailto:jim_wooten@byu.edu)>; Judy Stoudt <[judy.stoudt@byu.edu](mailto:judy.stoudt@byu.edu)>; Kerly Barben ([Kerly Barben@byu.edu](mailto:Kerly_Barben@byu.edu)) <[Kerly Barben@byu.edu](mailto:Kerly_Barben@byu.edu)>; Marjean Garowski <[Marjean\\_garowski@byu.edu](mailto:Marjean_garowski@byu.edu)>; Roberta Larsen <[Roberta\\_Larsen@byu.edu](mailto:Roberta_Larsen@byu.edu)>; Terri Moser <[terri\\_moser@byu.edu](mailto:terri_moser@byu.edu)>  
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**Subject:** FW: Updated guidance on Christmas and birthday Cards

All,  
Here's an updated version of the Christmas and birthday cards guidance that was originally announced on 3/1/2023 from Alan Moose. Thank you.  
Russ

**From:** BYU Controllers Office <[controllers\\_office@byu.edu](mailto:controllers_office@byu.edu)>  
**Sent:** Tuesday, March 7, 2023 8:34 AM  
**Subject:** Updated guidance on Christmas and birthday Cards

Controllers:

This message is to clarify recently distributed guidance on Christmas and birthday cards. The President's Council decided that Christmas cards should not be produced, purchased, or distributed to Church and BYU employees at the university's expense. However, Christmas cards may be purchased or created at university expense and sent to external partners and to other important relationships. Please keep in mind the responsible use of university funds in deciding the cost to purchase or create and number of cards to send. In addition, employee birthday cards are not to be purchased or sent at university expense.

Please share this information with your teams, as necessary.

Regards,

Alan

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