

UUCA Event, Fundraiser, or Sponsorship Application

APPLICATION TO SPONSOR AN EVENT, FUNDRAISER, OR OUTSIDE GROUP
at the UNITARIAN UNIVERSALIST CHURCH OF ANNAPOLIS (UUCA)

The purpose of this application is not to create roadblocks or obstacles for individual initiatives. The vitality of our church is based on the creativity and values of our members. The Administrative Team encourages and supports initiatives by individuals and groups to further the mission of the church. This form is to provide structure to those initiatives and to assure they align with the mission of the church and that they are also managed appropriately in areas such as risk, safety, finances, and right relations.

Yes, I have been given the "Church Programs, Groups, Events, and Sponsorship Information" and Communications Policies Summary and I agree to its policies. (Check if agree)

Name of Event, Fund-raiser, or Sponsorship (AKA: Project): _____

Name of UUCA Group or Program sponsoring Project: _____

Check all that apply:

Fundraiser Event Sponsorship of an outside event or program

Briefly describe your group (for use in church publications, calendar, etc.)

What is your goal?

The Board of Trustees has stated,

The Unitarian Universalist Church of Annapolis exists to create the Beloved Community by inspiring and empowering all souls to live bold and compassionate lives.

*Keep the Information for your records. Turn in the Application to the Church Administrator, Susan Eckert, 410-266-8044, or seckert@uuannapolis.org.

What role does this project serve in furthering this vision for our congregation?

List the designated active church members (must be in our membership book) of the group/program who will be responsible for the group/program and who will be on site for meetings (**at least three active church members must be directly involved**). List more if applicable.

These members will be primarily responsible for communicating with staff liaisons, communicating information to our publications for church-wide dissemination, unlocking and locking doors to the church and making sure things are cleaned up and put away properly, lights are off, etc.

Name	Phone	Phone	Email	Member?
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

When do you expect the Project to take place? Date: _____

Other relevant dates related to the Project? If so, please list and describe: _____

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Will you charge admission or ask for donations? _____

How will you account for the money or donated goods? How will it be used?

Will you advertise your meetings or events *outside* the UUCA Community? _____

If so, where? _____

If 80% (or more) of the participants in this program are not affiliated with UUCA, what extra steps will you take to ensure that security and safety plans are in place?

Do you agree to take responsibility for the promotion of this project within the UUCA community, once the project has been approved by the Administrative Team? _____

Options for communication include:

- *Word of mouth*: The best way to get your information out! Tell people, and have them share!
- *Narthex Table*: Set up a display on a narthex table for up to 4 weeks, as available. Contact Michele to reserve a table, first-come, first-served; 410-266-8044 or MReese@uuannapolis.org.
- *In the Know*: Sending short announcements to IntheKnow@uuannapolis.org by Mondays at noon.
- *Order of Service*: Sending short announcements to OOS@uuannapolis.org by Wednesdays at noon.
- *Highlights*: Sending longer articles to Highlights@uuannapolis.org by the 15th of each month.
- *Social Media*: Utilizing the Yahoo group and Facebook pages as you see fit.

PRIMARY CONTACT: Name _____

Signature _____ Date _____

Phone Number _____ E-mail _____

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