



# Unitarian Universalist Church of Annapolis

## UUCA Event, Fundraiser or Sponsorship Application

Application to sponsor an event, fundraiser or outside group at the Unitarian Universalist Church of Annapolis (UUCA)

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 received the *Church Programs, Groups, Events, and Sponsorship Information* and *Communications Policies Summary* and I agree to its policies. (Check if agree)

Name of Event, Fundraiser, 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 a Beloved Community by inspiring and empowering all souls to live bold and compassionate lives*

\*Keep this information for your records. Turn in the application to the Church Administrator, Susan Eckert. [seckert@uuannapolis.org](mailto:seckert@uuannapolis.org)

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

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

	_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 to the project? If so, please list and describe: \_\_\_\_\_

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Will you charge admission or ask for donations?  Yes  No

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

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## Unitarian Universalist Church of Annapolis

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?

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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?  Yes  No

Options for communications include:

- Word of mouth: the best way to get your information out! Tell people and have them share.
- *In The Know*: Sending short announcements to [intheknow@uuannapolis.org](mailto:intheknow@uuannapolis.org) by Monday at noon
- Order of Service: Sending short announcements to [oos@uuannapolis.org](mailto:oos@uuannapolis.org) by Wednesday at noon
- *Highlights*: Sending longer articles to [highlights@uuannapolis.org](mailto:highlights@uuannapolis.org) by the 15<sup>th</sup> of the month
- Social Media: Utilizing the group and Facebook group as you see fit.

### Primary Contact Information

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_