

UNITARIAN SOCIETY OF HARTFORD
PROGRAM PROPOSAL FORM

1. Program Title _____

Description _____

2. Sub-Council sponsoring this program _____

3. How this program fulfills the USH Mission _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Intellectual Stimulation | <input type="checkbox"/> Interactive Group Building | <input type="checkbox"/> Intergenerational Participation |
| <input type="checkbox"/> Kinesthetic Experiences | <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Self Help |
| <input type="checkbox"/> Social Justice | <input type="checkbox"/> Spiritual Growth | <input type="checkbox"/> Worshipful Atmosphere |
| <input type="checkbox"/> Creative Exercises | <input type="checkbox"/> Food, Fellowship and Fun | |

4. Program facilitator

Name _____ Day phone _____

Address _____ Eve phone _____

City, State, Zip _____ E-mail _____

Credentials, or facilitator experience w/topic _____

5. Contact (if other than facilitator; required for outside facilitators) _____

Phone _____ Email _____

6. This program will meet: One single session _____ Multi-session _____

1st choice: Day of week _____ Hours _____ Date(s) _____

2nd choice: Day of week _____ Hours _____ Date(s) _____

7. Costs of the program: Books/supplies per person \$ _____

Outside facilitator's fee per person \$ _____, or per program \$ _____

Per person program fee \$ _____ (set by Sub-council)

8. Books, supplies or equipment USH will be asked to supply _____

9. Special room arrangements * _____

Sponsoring Sub-council Chair signature _____ Date _____

* All programs are accessible to those with mobility, hearing, vision, chemical sensitivity, allergic, psychiatric, or cognitive disabilities

UNITARIAN SOCIETY OF HARTFORD PROGRAM PROPOSAL GUIDELINES

These guidelines will serve as a reference to those Sub-councils who are prepared to sponsor a program to be offered to the Unitarian Society of Hartford community.

1. **CRITERIA.** A program will be within the guidelines of USH Board of Directors policies. It will in some way help to fulfill the mission of USH:

As a growing, evolving, spiritual community inspired by our denominational values, we will commit ourselves to:

- *Nurture our needs for personal spiritual growth, inspirational worship and a mutually caring community,*
- *Devote ourselves to religious learning for all ages,*
- *Embrace human diversity by welcoming individuals and families of all kinds, and*
- *Join with the larger community to promote love, justice and service to society.*

Toward these ends we pledge our talents, energies and resources.

2. **TIMING.** For purposes of both scheduling and promotion, sufficient lead time should be considered when submitting a proposal. The form should be received no less than one month before the proposed date it is to be presented. Further, to be included in the Fall or Winter/Spring catalog of "Programs for Adults and Families", the form should be received by July 15 or by December 15 respectively. Calendar consideration will be granted according to guidelines set by the Spring 2007 Calendar Task Force.
3. **FEES:** Fees charged will cover the cost of any books and/or special materials as well as any facilitator fee and overhead fee, if any (generally \$5/person). **The sponsoring Sub-Council's Chair must figure the per person fee for the program and submit that information along with the PROGRAM PROPOSAL FORM.** If the charge warrants a minimum number of participants, that number should be published in the promotional materials.
4. **PUBLICITY.** The sponsoring Sub-council or its designee will be responsible for publicizing the program. Information about the program should be available at the Sunday Registration Table where most in-person registrations take place, and where the facilitator or a designee may occasionally be asked to help with staffing. In addition to placing signs or flyers on bulletin boards, there are several arms of communication to which information may be sent:
 - ***The Meetinghouse Messenger*** is monthly newsletter. Deadline: the 15th of the prior month. Contact: dcnewton@ushartford.com
 - ***USH Enews*** is a weekly electronic newsletter which provides in-depth information on USH and related events. Deadline: Wednesday afternoon, 4:30 pm. Contact: dcnewton@ushartford.com
 - ***The Meeting House Weekly*** is the 2-page insert in the Sunday Order of Service. Deadline: Thursday, 10 am. Contact: rosierindfleisch@ushartford