

**UNITARIAN SOCIETY OF HARTFORD
PROGRAM PROPOSAL FORM**

Please complete the attached form and include, along with the form, a print-ready description of the course or event suitable for inclusion in a printed document. If possible, please send the description in a Microsoft Word document to ndreed35@comcast.net or dnewton@snet.net

1. Program Title _____

Description (See note above – attach print-ready 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

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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 scheduling and promotion, sufficient lead-time should be considered when submitting a proposal. The form should be returned to a member of the Adult Programs Sub-Council by the first week of August for inclusion on the Fall schedule and the first week of December for inclusion in the Winter/Spring schedule. Other programs meeting criteria may be added according to calendar availability. Dates will be put on the calendar after consultation with the Business Manager. The course presenter will be notified of the approved date(s). If there is a conflict with the proposed date(s), the presenter will be contacted by a member of the Sub-Council.
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:
 - **USH-Enews** is a weekly electronic newsletter that provides in-depth information on USH and related events. Deadline: Wednesday afternoon, 4:30 pm. Contact: dnewton@ushartford.com