

**UNITARIAN SOCIETY OF HARTFORD
PROPOSAL FORM FOR NEW PROGRAM**

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. Please send the description as a Microsoft Word document to Judy Robbins at: [judyrobb2\(at\)signaol.com](mailto:judyrobb2(at)signaol.com)

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 \$ 5.00

TOTAL cost/person \$ _____

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

9. Special room arrangements * _____

Sponsoring Sub-Council Chair signature _____ Date _____

UNITARIAN SOCIETY OF HARTFORD
NEW PROGRAM PROPOSAL GUIDELINES

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These guidelines will serve as a reference to those Sub-Councils that 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 Judy Robbins ([judyrobb2\(atsign\)aol.com](mailto:judyrobb2(atsign)aol.com)) in time for course approval and adequate publicity before the event start date. Before submitting a proposal, please check the USH Web calendar for conflicts.
3. **FEES:** Fees charged will cover the cost of any books and/or special materials as well as any facilitator fee and registration fee (generally \$5/person). The submitted proposal must include all per person fees including the registration fee. If the charge warrants a minimum number of participants, that number should be published in the promotional materials.
4. **PUBLICITY.** The organizer or facilitator of the program will be responsible for publicizing the program. Handouts containing information about the programs should be available during Fellowship Hour. After the program is scheduled, send Brian Harvey ([harvey.b\(atsign\)comcast.net](mailto:harvey.b(atsign)comcast.net)) the information for posting on the Kiosks.

Other forms of publicity are:

USH Enews is a weekly electronic newsletter that provides in-depth information on USH and related events. The deadline for USH-Enews submissions is Tuesday at 12 Noon.

Email to: ushenews@ushartford.com Please note in the subject line "USH-Enews." Indicate, in the subject line, the date(s) you wish to have your article included in the Enews. Be sure to check the online calendar for availability.

Current Happenings at USH is the insert in the Sunday Order of Service. Deadline: Tuesday, 10 AM. Contact: Linda Clark at ushlindaclark@gmail.com

To submit a Calendar Event Request cut and paste the text below into an email and send to: calendarchanges@ushartford.com Please look at the calendar the day you email a request to make sure the space is available; this will help to avoid double booking rooms. Double check the calendar for your event 1 to 2 weeks prior to make sure it's correctly posted. Email any corrections to calendarchanges@ushartford.com. Please make sure you also coordinate with our Rental Manager, Rayla Mattson, if this is a one-time-open-to-the-public event.

Put in the Subject: 'Calendar'

Event Title:

Room:

Time:

Date(s):

Contact Person:

A Short Description:

Cost: (if applicable)

Is Childcare Provided?: (Note if childcare will be provided you must arrange it with the DRE.)