

POLICY: CVUUF EVENTS AND PROGRAMS

Events and programs sponsored by CVUUF may be organized for a variety of specific purposes, but shall be in alignment with the UUA Seven Principles and the Mission of CVUUF.

The Council of Directors has the responsibility to review all event/program requests and to include all approved events/programs on the CVUUF Master Calendar. The Council will utilize published guidelines and criteria for the review process.

CVUUF events and programs will typically be open to all members of the Fellowship community. Proposed restrictions on participation in a CVUUF event or program shall be subject to review by the Council of Directors.

GUIDELINES AND CRITERIA FOR REVIEW OF CVUUF – SPONSORED EVENTS

Guidelines

Event organizers must submit an Event Request Form to the Council or the Board VP at least _____ prior to the proposed program or event.

Council approval for the event/program is required in order for the event/program to be officially sponsored by CVUUF and for reservation of the facility to take place.

Informal groups within the CVUUF (e.g., special-interest or identity groups) are encouraged to obtain charter recognition from the Council prior to or in conjunction with an event request. (See Group Charter Request Form below.)

Proposers of an event/program that restricts participation must explain why the restriction sought is necessary or desirable.

The Council will be responsible for monitoring the progress of event planning from submission of request until the event has taken place.

Criteria for Approval

1. Event is in alignment with the UUA Seven Principles and the Mission of CVUUF.
2. Event is organized by a chartered CVUUF group or another clearly identified responsible party within CVUUF.
3. Event EITHER falls within the approved budget of the organizing group OR, if cost-neutral or intended as a Fellowship fundraiser, event must have specific revenue and expense plans approved by the Finance Director.
4. "Children's/Youth" events must meet RE guidelines for adult supervision.
5. Events including alcohol must include non-alcoholic options and provisions for ensuring no persons under age 21 have access to alcohol.
6. "Adult-only" events must include provision for childcare which meets RE guidelines. Childcare may be offered on a pre-registration basis or at specially designated times of a repeated event such as a show with multiple performances.
7. For off-site events, the childcare requirement may be waived or modified by the Council based on consideration of financial or physical hardship, adequacy of alternative plans, liability risks to CVUUF and other relevant factors.
8. Liability, cost and other risk factors have been considered and addressed.

CVUUF Event Request Form

Council to develop a form that includes all needed information.

CVUUF Program Group Charter Request Form

Name & contact information of person(s) requesting group charter:

Group name:

Type of group:

- _____ Activity Group (maximum number of members:_____)
- _____ Service Group (maximum number of members:_____)
- _____ Support Group (maximum number of members:_____)
- _____ Social Group (maximum number of members:_____)

What is the group's purpose/goal?

What are the group's activities? When and where does it meet?

How inclusive is the group?

- _____ Open. Explain how group is publicized to CVUUF members and friends. (use back of page)
- _____ Restricted. List all restrictions and explain why each is necessary or desirable.
Note: if a restriction is listed as "necessary" then the charter will not be approved if that restriction is disallowed. (use back of page)
- _____ Closed. Explain reasons for closure and group's procedure for admitting new members and/or seeding new groups when necessary. (use back of page)

What is the group's policy re. participation by people who are not CVUUF members/friends?