



Procedure for project requests involving outside organizations

Living Our Principles Policies and Procedures Task Group

REVISION HISTORY

New document.

POLICY

An individual or group requesting that the Board consider for approval a project involving an outside organization or non-UU activity must first solicit sponsorship from one of UUCWC's established committees.

GUIDELINES

- The individual or group requesting that the church consider any such project will solicit one of UUCWC's established committees (not the board) to sponsor the project. This gives the committee the opportunity to ask critical questions and provide some focus as to the impact of the proposed project within the church, help develop realistic time frames for decision making, establish a realistic budget and ask appropriate questions regarding where funding will come from.
- The potential sponsoring committee should also point out pitfalls, concerns and liabilities (legal and/or moral) as regard a proposed project.
- If the committee agrees to be a sort of 'spiritual' sponsor for the project, the proposed project would still have to be presented to the board by the requester (not the sponsoring committee) for consideration.
- Should the Board have additional questions or concerns they should be presented to the requester, but also reported back to the sponsoring committee.

PROCEDURE

1. The individual or group proposing the project will provide the potential sponsoring committee with an outline of the project including:
 - a) Detailed summary of the project and the role of any outside organization(s), if any
 - b) Location and physical space required, if applicable
 - c) Financial requirements for completion of the project
 - d) Funding source
 - e) Timeline for the project, including any applicable completion date
 - f) Impact (positive and negative) on UUCWC and the larger community



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- g) Background information on the outside organization(s) associated with the proposed project, including any known similar projects in which the organization is involved and any negative or risk factors for UUCWC in doing work with the organization
2. The potential sponsoring committee, in discussion with the requester, will point out any prospective liabilities (legal or moral) of which they are aware.
3. The potential sponsoring committee should be given at least one month to review and vote on sponsorship of a project. It is the responsibility of the requester to allow enough time for the committee to render a decision. If the committee feels that they will not be able to make a decision in a reasonable amount time, they should inform the requester of this so that they may approach another committee if desired.
4. The potential sponsoring committee will vote to 'support', 'support with conditions' or 'decline to support' the project. A decision of 'support with conditions' should be accompanied by recommendations that will help strengthen the proposal or provide additional questions that require further attention or more complete responses from the requester before bringing the proposal to the Board. The committee's decision is rendered in an advisory capacity.
5. The committee's decision, including any conditional support recommendations, will be forwarded to the Board and to the requester.
6. In the event of a vote by the committee to decline to support the project, the requester can seek a similarly aligned committee to solicit as their 'spiritual sponsor' before bringing the request to the Board for a vote.
7. Once a requester is ready to bring their project to the Board for consideration, they will submit the same proposal as reviewed by the potential sponsoring committee(s) to the Board and address any additional questions or concerns the Board has.
8. If the Board has any questions regarding impact of the project on UUCWC, they may solicit responses from the sponsoring committee in addition to the requester.
9. The Board may suggest that an informational session be held to provide differing perspectives on the project in question. The presentations would be by those holding the differing views. This session(s) would be informational in



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nature, with the expectation that attendees are present to learn about the issue, rather than arguing for their point of view.

10. In the event the requester cannot determine or find an appropriate committee to solicit as sponsor, s/he may still bring the proposal directly to the Board. The Board could then choose to or choose not to consult with a committee for some kind of feedback and assistance in evaluating the proposal.

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