

Programming Committee Policy & Procedure

UNSOLICITED PROGRAM INQUIRIES:

Program &/or Service requests not generated and solicited by the Programming Committee

Definitions:

There are two types of unsolicited program requests defined and addressed in this policy:

1. The first type as described in Section I. entitled *Life Long Learning* which includes all non-Sunday Service program requests.
2. The second type of program request as described in Section II entitled *Sunday Service* Program requests.”

Any unsolicited program inquiry received through email, the website, telephone call, in-person, or other venue is required to use the Program Request Form and procedure outlined in this policy.

Completed Program Request forms must be submitted to the Programming Committee Chair, who may or may not delegate it to a member(s) of the committee.

The authorized Programming Committee representative(s) will be responsible for evaluating the request and then developing a recommendation to be presented in a timely manner to the committee as a whole.

SECTION I: (Unsolicited) *Life-Long Learning* Program Requests

Definition: A program wherein the content is compatible with the mission statement of UU Casper; and the format is a workshop, class, or other such meeting(s) which enhances the UU Casper non-Sunday Service program offerings. If the proposed program is suitable for children and/or young adults, the content of it should be outside of current RE programming.

1. Any person or organization making a request is required to complete the ‘Program Request’ form attached to this policy and submit it to the Chair of the Programming Committee who may or may not delegate it to a member(s) of the committee.
2. Upon receipt of the completed form, the authorized committee representative(s), or the committee-as-a-whole, will evaluate the information contained on the form using the following criteria:
 - a. How are the content and goals of the program compatible with and contribute to the mission of UU Casper and Unitarian Universalist values and principles?
 - b. Reasons for requesting the program become a *UU Casper Life Long Learning* offering.
 - c. Logistical details such as date, time, technological needs, building use, etc.
 - d. Qualifications of person responsible for program content, building use, publicity content, participant recruitment, supervision, etc .,.
 - e. Reference checks (if applicable)
 - f. Any other relevant and appropriate details and information

2. After a thorough evaluation of the written request, the Programming Committee Representative(s) will draft a formal recommendation to the Programming Committee which will use the following criteria to make a determination:

- a. Is the proposed program of general interest and complimentary to the mission of UU Casper and Unitarian Universalism's valuing of life-long learning?
- b. Are all appropriate UU Casper policies, legal, ethical, and logistical matters taken into account; such as qualifications of individual(s) responsible for program content and follow-through; facility availability, relationship to other existing UU Casper Life-Long Learning programs, etc.

3. If the Programming Committee approves and schedules the new Life-Long Learning Program, the program's authorized representative is responsible for the program's content and implementation; participant involvement; building use; communication with the Programming and all other pertinent UU Casper Committees; and compliance with all applicable UU Casper Policies and Procedures.

4. The UU Casper Programming Committee, is responsible on behalf of the Board of Trustees, for general oversight of all Life Long Learning programs. To this end, the Programming Committee will conduct an annual evaluation of all these programs for the purpose of renewing or discontinuing them.

SECTION II: (Unsolicited) *Sunday Service* Program Requests

Definition: A request which is for the purpose of being a stand-alone Sunday morning service.

1. Any person or organization making this type of request is required to complete the Program Request Form attached to this policy and submit it to the Chair of the Programming Committee; who may or may not delegate it to a member of the committee who will be responsible for evaluating the request and then developing a recommendation to be presented in a timely manner to the committee as a whole.

2. Upon receipt of the completed form, the authorized Programming Committee Representative will make every reasonable and timely attempt to contact the person making the inquiry with the goal of ascertaining additional details and purpose of the proposed program including:

- g. Theological/spiritual context
- h. Relationship to Unitarian Universalist values and principles
- i. Qualification of presenter(s)
- j. Logistical details such as date, time, technological needs, etc.
- k. Travel and accommodation needs such as homestay, traveling companion(s), etc., and all other potential costs
- l. Any other seemingly relevant and appropriate details and information

3. The Programming Committee Representative will, as appropriate, contact preferably two references.
4. If the program and presenter(s) fall within the initial screening criteria and the input from the references is acceptable, the committee representative will write up a recommendation and share it with the Programming Committee either through email or at a meeting of the committee.
5. The Programming Committee will determine the following:
 - a. If the proposed program will be of interest and complimentary to the mission of UU Casper and the calendar of service themes
 - b. All appropriate UU Casper policies and other matters are taken into account such as speaker fees or a free-will contribution; lodging needs; communication and publicity, etc.
 - c. If the proposed program should be scheduled for a Sunday morning service or as a special program outside of Sunday morning.
6. The Programming Committee Authorized Representative is responsible for all follow-up communication with the unsolicited program representative(s). If the Programming Committee approves and schedules the new program, the service leader and other logistical details will be determined at the appropriate time by the Programming Committee

UNITARIAN UNIVERSALIST COMMUNITY OF CASPER PROGRAM REQUEST FORM

Please indicate which type of program being requested:

☐ **Life-Long Learning Program Request**

Definition: A program wherein the content is compatible with the mission statement of UU Casper; and the format is a workshop, class, or other such meeting(s) which enhances the UU Casper non-Sunday Service program offerings. If the proposed program is suitable for children and/or young adults, the content of it must be outside of current RE programming.

☐ **Sunday Service Program Request**

Definition: A program request which is for the purpose of being a Sunday morning service.

Name of Person making request: _____

Telephone: _____ Email: _____

Mailing Address: _____

If the person making this request is not be the person responsible for facilitating the program, please include the facilitator's information:

Name: _____

Telephone: _____ Email: _____

Brief reason the requesting person is different than the presenter:

1. Name of Life -Long Learning Program or Sunday Service Title:

2. How is this program/service compatible with and a reflection of UU values and principles?

3. If this is a Life-Long Learning Program, what are the goals of this program?

4. Who will be the primary participants? For example, UU Casper members and friends, the general public, or specific individuals.

5. Please provide a list of what this program will need from UU Casper. For example, publicity, technology access, storage, etc.

6. Requested Day(s) and times:

7. Estimated Number of Participants: _____

8. Technology Requested: No ___ Yes: ___ Describe: _____

7. Please include any additional information about this program and explain how it will contribute to UU Casper's mission:

Policy Compliance

By signing this form, I indicate that I have read and agree to comply with all applicable UU Casper Policies, including but not limited to:

- _____ Building Use Policy
- _____ Disruptive Behavior Policy
- _____ Inclusivity and Diversity
- _____ Welcoming Congregation Designation
- _____ Child, Youth and Vulnerable Adult Protection Policy
- _____ Covid-19 Policies for Small Group Gatherings
- _____ Communications Policy
- _____ Privacy Policy

Authorized Life-Long Learning Program/Service Representative

Date

UU Casper Programming Committee Chair

Date

UU Casper Onsite Representative (if appropriate): _____