

## Steps for Requesting and Managing an Adult Program at USH

September 24, 2019 - ongoing

Are you a Unitarian Society of Hartford member interested in offering an adult program or event at USH? Great! Here are the steps to getting started as well as a few answers to common questions:

Write a short summary about the program you want to offer and send it to the Board Chair for Council on the Community Within. One or two sentences is enough unless your program has complexities requiring a longer explanation. Answer the following questions:

- Name of the program
- Purpose of program
- Number of sessions and approximate time of each session.
- Desired day and time
- Equipment needs if any?
- Will you be serving meals or refreshments?
- Thoughts regarding cost of the program. Note we will want to add a small fee for use of USH which will depend on length of you program. See document called "Adult Program Fees".
- Your name, e-mail and telephone number.
- Will you be involving other people as instructors or as part of your coordinating team and if yes, who are they?
- Anything else we should know?
- Send to the Council to the Community Within Chair. He/she will share with the other members of the Adult Program Committee for review. This process normally takes 2 – 4 weeks.

Once your program is approved, here are the next steps to take:

1. Book the rooms on the dates you want them with office administrator. You can see the room usage calendar on the USH web-site but she has to book them.
2. Determine how you want to handle registration for the program. Will it be in advance which will allow you to monitor or limit the number of participants. The simplest method is to establish or use one e-mail account. Having an information table at coffee hour following service is a good way to spark interest and to answer questions. This is a good subject to discuss with the Council on Community Within Chair to ensure it's coordinated with other current events.
3. Write a short announcement (a few sentences) about the program to post on the USH weekly e-news for at least four weeks in advance and ask Linda to include listing the program on the weekly service program. Send to office administrator by Tuesday evening for inclusion in next newsletter.
4. Create a flyer or small poster about the program to post on bulletin boards and to distribute at coffee hour after services. Send to Chair of Council on Community Within for review if desired.
5. Send the announcement about the program to the Worship Associate Coordinator for possible announcement from the pulpit on Sundays.

After the program or event:

1. Income should be deposited in the cash box in the USH business office. There are forms and envelopes to document to cash and checks and to safely deposit it. Money should be counted by two people in the presence of each other and they should both sign off on the deposit slip. This is a standard best practice for cash management in non-profits.
2. A list of all participants should be sent to the office administrator at least quarterly.
3. If you choose to conduct a feedback survey about the program, or if you have any suggestions for next time, you can send the results to the Council on Community Within Chair.

Contact the Council on Community Within Chair with any questions! Thank you!