

Unity Spiritual Center Policy for Social Activities

The purpose of this policy is to establish a framework for coordinating and scheduling social activities at USCfl.

If you have an idea for a social activity and are willing to sponsor the event, please follow the guidelines below, as this will allow for a smooth and successful activity.

Social Activities

- 1) All ideas for a social event will go directly to the Coordinator of Social Activities. Please contact the office for the contact information of this person.
- 2) As the sponsor for the event, you will be the contact for all communications for the event. This can be a team effort, although without a sponsor the event will not be considered.
- 3) Complete the Event Form which can be found on our website under Policies or contact the office for the form to be emailed to you.
- 4) Once the Event Form has been received and reviewed by the Coordinator of Social Activities you will be notified of the acceptance and will be asked to finalize the date of the event.
- 5) The date of the event must be at least six (6) weeks from acceptance by the Coordinator of Social Activities. The event may go beyond the six (6) week period, but not less than six (6) weeks.

Social Activities – Fund Raising

- 1) In addition to all the above points in Social Activities the following are required for any and all Fund-Raising events:
 - a. All Proceeds received prior, during or after the event must be placed in an envelope that is dated, amount noted and initialed by the Sponsor of the event and a Board Member.
 - b. The envelope must be placed in the safe, using the top slot on the upper portion of the safe. The safe is in the corner of the back office.