**UUFA Sponsorship Policy**

The Unitarian Universalist Fellowship of Ames (UUFA) promotes and endorses activities that support our basic principles, social justice goals and education activities within our local community. However, sponsorships imply endorsement by the UUFA community as a whole and sometimes require contractual or insurance obligations. Only the UUFA board may enter into contractual or insurance agreements and approves proposed sponsorships.

**Approval timing:**

A) In order for an event to be properly approved, we ask that at least a one-month notice be given before sponsorship deadline. The board, as representatives of the UUFA members, will decide if an event supports UUFA principles.

B) If a one-month notice is not possible, an exception may be made on a case-by-case basis. In this case, approval is made by a majority of the executive leadership team and requires a one-week notice.

**Financial:**

A) Fees charged to the UUFA should be attributed to a certain committee or budget line to properly account for the funds.

B) The stewardship committee requests that groups of members not be asked to fund such activities through special requests, as members have already given to support fellowship activities through their annual pledge. In the event that fundraising will occur, it should be cleared with the Stewardship Chairperson.

**Location:**

A) If an event is to be held on the UUFA grounds, use of the building should be approved through the main office and building use committee.

B) If an event is to be held outside of the premises, UUFA liability insurance will not cover the event. The organization providing liability insurance should be noted on the application.

This policy approved by the board of directors September 11, 2013.
Application for Sponsorship:
Date received in UUFA office:

Activity name:

Description:

Date:

Location:

If not on UUFA grounds, what organization holds liability insurance for this event? (Please be prepared to submit proof of liability insurance for this event)

Event Contact person:

Email:

Phone:

Financial information:
Is a sponsorship fee to be charged to the UUFA?
If so, what dollar amount will be charged and when?
Out of what committee funds or budget line will this fee be taken?

Submitted by:

Email:

Phone:

Please return this form to the UUFA Office, 1015 N. Hyland Avenue, Ames, IA 50014.