



Proposal to the Board

The Unitarian Universalist Fellowship of DeKalb, IL

Submit this form to Beth Schewe, Office Manager, or to a Member of the Board of Trustees, or to Reverend Linda Slabon. The proposal will be put on the agenda for consideration at the next Board of Trustees meeting.

Submitted by:

Date of Submission:

Representing (if applicable):

When a proposal is brought to the fellowship board, we ask that this form be submitted along with any verbal presentation. This proposal form will enable board members to make notes and to have a point of reference during discussion. Please fill out the following as thoroughly as possible.

1. Briefly describe your proposal.

2. List any resources needed (fees, expenses, guests, time, volunteers, etc.)

3. List any dates involved, if applicable.

4. Have you contacted Church Office Manager to check for building availability and calendar for conflicting events? Yes No

5. Who will benefit? (our congregation, the community, a specific organization, etc.)

6. Special considerations involved (permits, insurance, variances, etc.). If none apply, this space may be used for additional notes.

7. Have you contacted the appropriate UUFD Staff or Ministry Committee leaders for this proposal?

Check or Circle all those that you have consulted with:

- | | |
|--|---|
| Congregational Support and Development | Lifespan Faith Development |
| Nominating Committee | Social Justice & Outreach |
| Stewardship | Worship & Arts |
| Rev. Linda Slabon | Gladys Sanchez, Director of Religious Ed. |
| Toni Tollerud, Music Director | Beth Schewe, Office Manager |

Revised September 4, 2015