

UUBN Sunday Morning Fell Room Fundraising & Sales Policy

The following guidelines should be followed by groups and individuals wishing to hold fundraisers, sales, or event ticket sales. The guidelines are intended to help better organize the scheduling of fundraising and sales events and to assure fundraising and sales consistent with UUBN's mission.

The Office Manager will place an announcement about each of these in the Order of Service. No other announcement should be made during service regarding the sale.

One table is reserved each Sunday from September to May for Equal Exchange sales. The same table is reserved one Sunday per month from June through August for Equal Exchange sales.

A second table is available each Sunday to be shared by the UUBN Shoppe and an organization or event sponsored by UUBN or consistent with the church's mission.

If neither Equal Exchange nor the UUBN Shoppe needs the table spaces usually allotted to them on a given Sunday, an organization or event sponsored by UUBN or consistent with the church's mission may reserve those spaces.

Free spaces at the tables can be reserved using the procedures listed below.

Prior to fundraiser or sale:

1. A request for a fundraiser, special appeals, or event ticket sales must be submitted to the Office Manager prior to the desired selling date for the event.
2. Requests must be submitted on the designated form, which is available in the church office and on the church website (www.uubn.org).
3. The Office Manager will send notification that the table was reserved, the table was not available, or that the Administrative Committee declined the request.

During the fundraiser/sale:

1. Sales are to take place at the reserved table in the Fell Room only.
2. Sales may take place only in the Fell Room during coffee hour after service.
3. Groups or individuals should set up a table in the Fell Room before service begins.
4. Tables are to be set up around the perimeter; away from the doorways.

Following the fundraiser/sale:

Facilities must be left clean and neat. All tables/chairs returned and posters/notices removed.