***Yearly Update Form for Groups/Programs/Ongoing Rentals***

Please submit this form **NO LATER THAN August 31** to the Church Office:

**Michele Reese;** **mreese@uuannapolis.org**

(remember, space is first come, first served!)

**Name of Group/ Program/Committee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Year:** 20\_\_\_\_\_\_\_

**Choose one:**
🞏 **Program/committee** 🞏 **Event** 🞏 **Group** 🞏 **‘Outside’ Groups**

 (*Regularly occurring rental)*

**Group** 🡪 Circle One: *Inspirational Practice Group Community Group*

**Briefly describe your group (approx. 2 sentences to be used in church publications and the online calendar):**

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**Active Participants with Group Responsibility:**

**List the designated active church members** (must be in UUCA membership book) of the group/program who will be responsible for the group/program and who will be on site for meetings **(at least three active church members must be directly involved)**. List more if applicable.

These members will be primarily responsible for communicating with staff liaisons, communicating information to our publications for church-wide dissemination, unlocking and locking doors to the church and making sure things are cleaned up and put away properly, lights are off, etc.

**Name Phone Email Member?**

**Primary Contact 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact 3:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Others:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List your desired meeting days/dates, times and locations for addition to the church calendar:**

For example, the first and third Monday of each month in the library or list specific dates if your meetings do not always occur on the same day of each month. **Dates should reflect one calendar year, from September 1 to August 31.**

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**Does your group plan to meet in June/July/August?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **If not, please list start/stop dates for your meetings:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List two goals your group or program has for the coming year:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*CHURCH WEBSITE:** ***Website updates are the responsibility of each group***, annually. Please check the church website (under either Connect or Outreach) for your group’s description for accuracy. If you’d like to be added to the website, contact the office. Likewise, indicate any changes to the website below, or contact the office (mreese@uuannapolis.org). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does your group or program receive funding from a line-item in the UUCA Budget?**

YES, we receive funding from the Budget NO, we do not

If YES, please add an addendum to this form, including an updated budget request for the coming Calendar Year (due October 1) with details regarding how such funds will support your program and support the global ends of the UUCA.

**PUBLICIZING YOUR GROUP/MEETING/EVENT: Please use the following email accounts and deadlines to disseminate information to the congregation –**

**In the Know e-newsletter:** **intheknow@uuannapolis.org**Monday noon deadline

**Order of Service announcement sheet:** **oos@uuannapolis.org** Wednesday noon deadline

**Highlights monthly newsletter:** **highlights@uuannapolis.org** submit articles on the 15th of each month

You can also utilize Facebook, the Annapolis UUs Yahoo group, narthex display tables (contact the office for space) or place a flier in the display case (must go through the office also).