OUUF Newsletter Publication Policies and Procedures

Revision History:

- Rev – 03/12/2024
- Rev – 03/24/2024
- Rev – Fellowship News (04/24/2024)
- Rev – Member & Friends Bulletin Board Activities Update (12/02/2025)

Statement of Purpose

The purpose of the weekly OUUF newsletter is to inform members and friends of the Fellowship by providing fresh, relevant, and inspiring content that reflects our Unitarian Universalist values and beliefs.

Content is selected and edited in alignment with these values

Content Included in the Newsletter

1. OUUF Information

- Announcements, Sunday services, updates, and Fellowship events
- OUUF-sponsored activities, classes, and programs
- Children's Religious Exploration program updates

2. Fellowship Committee News

Updates from committees, including:

- Care Team
- Membership
- Finance and Endowment
- Green Sanctuary
- Arts and Aesthetics
- Sunday Services
- Little Free Pantry

3. Fellowship Business

- Budget and finances
- Hiring announcements
- Administrative updates

4. Additional Content

- Weekly calendar (via link)
- News and offerings from the Unitarian Universalist Association (UUA)
- News, articles, quotes, and stories that inspire and inform about UU values and beliefs
- Information about political issues and UUA-issued political statements *(added 3/31/2024)*
- Voter registration information and efforts to encourage voting *(added 3/31/2024)*

All content is subject to review and editing.

Member/Friend Bulletin Board Section

Includes member-requested postings as space allows (at the Administrator's discretion):

- Re-homing ads for items
    - Must be submitted through Dianne Whitaker
- Ads for events or activities requested by members or friends
- Invitations to personal, **non-OUUF–sponsored** events (celebrations, open houses, gatherings)
- Housing Wanted / Housing Available postings
    - Must be approved by the Administrator

Content Not Permitted

- Personal requests for services from a member or friend
- Ads or announcements from non-affiliated groups
- Any content that would require the Administrator to field calls or inquiries
- Promotion of any candidate for political office *(added 3/31/2024)*

If you'd like, I can also:
✓ Create a **PDF-style layout**
✓ Make a **short version** for your website
✓ Add a **table of contents** or **branding**
✓ Prepare a version for **board approval**