

UUSS Committee and Activity Group Leaders Quick Reference Sheet

Shine in the Connection Central spotlight

Visit Connection Central in the foyer to reserve a table on a forthcoming Sunday for your group's publicity, signup sheets, ticket sales, etc.

Appear on the UUSS Website

Contact webmaster@uuss.org to find out how your group can create and manage its own page. See "Groups and Activities" under the menu tab "Activities" for examples.

Put an article in the Unigram

The Unigram is published monthly and is available via U.S. mail, e-mail and Internet. Please submit your articles by the 10th calendar day of the month prior to publication. The editors prefer to receive articles by e-mail to unigram@uuss.org; otherwise, please take your article to the UUSS office by the 10th of the month. Complete publication guidelines are available on the website at <http://uuss.org> under the menu tab "Members".

Submit an item to the "Blue Sheet"

The "Blue Sheet" is the weekly insert in the Sunday Order of Service. It contains brief (65 words or less) announcements of events and the current week's calendar of church activities. Please submit your items by 1 p.m. the Wednesday before the Sunday you would like the information to appear. Send by e-mail to bluesheet@uuss.org or if email is not convenient, please contact the UUSS office.

Reserve a space for your meeting

If you are having a meeting, party, class, or any other event at UUSS, it is important to fill out a Room Use Request Form on paper or on-line. Ask in the office for the form or go to the website at <http://uuss.org> under the menu tab "Members". Reserving a space for your event assures a place in the Monthly Calendar, which you find at <http://uuss.org> under the menu tab "Current Events".

Get reimbursed for expenses

Does your committee have a line in the UUSS operating budget? If so, any purchases for that committee may be reimbursed. Use a green check request form with all receipts attached.

Questions? Call the UUSS Office at 483-9283.

Updated 02-05-10