

## **UUCD Leadership Nuts & Bolts**

For the following items, contact the Congregational Administrator: 530.753.2581 x203, [office@uudavis.org](mailto:office@uudavis.org)

### **Updating Your Group or Committee Membership**

Please notify [office@uudavis.org](mailto:office@uudavis.org) with all updates to group leaders' and members' names, phone numbers and e-mail addresses. Request a leadership roster anytime.

### **Building Use & Meeting Room Reservations**

1. Church Calendar: Space is in high demand; please contact [office@uudavis.org](mailto:office@uudavis.org) well in advance to reserve space for meetings and events.
2. Key codes are distributed by the Congregational Administrator.
  - a. Group leaders should have (for the length of the leadership position) a key code to the room in which regular meetings are held.
  - b. Key codes for special events should be obtained during office hours (Mon.–Thurs., 9am–3pm) a few days before the event.
3. Please follow the Facilities Use Guidelines and Cleanup & Closing Checklists for the space you have reserved. They are posted on the white fridge in the Main Building, available from [office@uudavis.org](mailto:office@uudavis.org) and posted at [www.uudavis.org](http://www.uudavis.org) → Rent Our Space → Facilities Use (and choose your space)
4. Child Care: If your group wishes to offer child care for an event, contact [re.coordinator@uudavis.org](mailto:re.coordinator@uudavis.org) two weeks before your event. Your group will be charged for the cost of the childcare.

### **Budget Updates & Expense Reimbursement**

1. Groups with established UUCD budgets may request updates from [bookkeeper@uudavis.org](mailto:bookkeeper@uudavis.org)
2. Reimbursement for group event/project purchases: Fill in a reimbursement form and attach all receipts. Reimbursements are issued as checks and are deducted from the group budget. If the group has no budget or if there is a question about whether the purchase is eligible for reimbursement, please ask the Administrator. Form: <http://tinyurl.com/UUCDReimburse>

### **Office Supplies**

The supply closet is located across from the office waiting area. Your group may use these supplies for church-sponsored activities.

1. When you're done with an item, return it to where you found it.
2. Work with us to conserve resources (trees, markers, supply budget). Do you need a paper easel or will a white board suffice (take a photo of the board with your phone, then erase)? Does everyone need a copy? Would email work?
3. If you use something up, if something breaks, or you can't find supplies you need – let us know. Send a message to [office@uudavis.org](mailto:office@uudavis.org) or leave a note in the Congregational Administrator's inbox with your name and contact information so we can request more detail or tell you when the item is available.

## **Submitting Content for UUCD Publications & Website**

1. Email submissions to [office@uudavis.org](mailto:office@uudavis.org)
2. Submissions should list: who, what, when, where, why, and how in as few words as possible.
3. The office reserves the right to edit all submissions in order to conserve space.
4. Submissions:
  - a. *Weekly Bulletin*: due Wednesday at noon. 50-word limit.
  - b. Complete content submission guidelines for our online and print publications can be found at [www.uudavis.org](http://www.uudavis.org) → Events → Content Submission Guidelines

## **Brochure & Poster Development**

In an attempt to present a uniform and professional look to our publications, please contact [office@uudavis.org](mailto:office@uudavis.org) for assistance in producing brochures or posters for your group or committee. Try to fit your handouts onto one sheet of paper. The Administrator will be happy to help you format your brochures or flyers to make your information eye-catching and concise.

## **Guidelines for Sunday Tabling in the Social Hall**

Sunday tabling should be used only to promote UUCD or Unitarian Universalist (UULM, UUA, UUSC, etc.) programs and events. If in doubt, please contact the Facilities Manager, [facilities@uudavis.org](mailto:facilities@uudavis.org) to see if your activity qualifies and to discuss current set-up practices.

## **Brochure Rack or Kiosk Items**

To have an item included in the brochure rack or on the kiosk, please contact [office@uudavis.org](mailto:office@uudavis.org).

## **Leadership Resources at [www.uudavis.org](http://www.uudavis.org)**

Search [www.uudavis.org](http://www.uudavis.org) using the white box in the upper right-hand corner of every page.

[www.uudavis.org](http://www.uudavis.org) → Events/Publications → Weekly Bulletin, Monthly Themes, Lifespan Learning Catalog, Community Bulletin Board, Content Submission Guidelines

[www.uudavis.org](http://www.uudavis.org) → Calendar (Not all space use appears on this calendar; reservations: [office@uudavis.org](mailto:office@uudavis.org))

[www.uudavis.org](http://www.uudavis.org) → About Us → Congregation → Our Church → History, Ends Statement, Vision Statement, Covenant of Right Relations, Board Policies, Bylaws, Annual Report, Annual Budget, Organizational Structure & Leadership Groups by Functional Area, Consumer Confidence Water Report, UUCD Leadership Nuts & Bolts, Leadership Charges for Groups & Committees

[www.uudavis.org](http://www.uudavis.org) → About Us → Congregation → Board of Trustees → Agenda, Minutes