

# **Boulder Valley Unitarian Universalist Fellowship (BVUUF)**

## **Social Action Task Force Application**

### **What is a BVUUF Task Force?**

A Task Force is a group of five or more people committed to working on behalf of a specific social justice issue for a period of time during the church fiscal year which runs from July to June. Task Forces organize to plan and carry out activities that may entail social service, education, witness, and/or advocacy in a defined programmatic area. Each Task Force must identify its goals and general plans for the year in a written proposal which is then presented to the Social Justice Action Committee (SJAC) for review and to the congregation for endorsement. Endorsement is for one church fiscal year. A limited number of projects will be accepted based on the BVUUF calendar.

### **Responsibilities** - Task Forces are responsible for the following:

1. Submitting an application (see next page) to an SJAC member by March 1<sup>st</sup>, the annual deadline.
2. Committing to present a brief oral / written follow-up at a scheduled SJAC meeting in April / May.
3. Implementing the objectives assigned as goals and benchmarks in the application.
4. Submitting a detailed year-end report stating how goals were met and any suggested improvements.

### **Assistance** – Task Forces can obtain referrals from SJAC for the following;

1. Publicity: ex: *Connections*, *Sunday Weekly*, SJAC bulletin board.
2. Physical space: ex: Commons Area, foyer, meeting rooms, sanctuary rental.
3. Funding: there are a few funding sources both in-house and externally of the BVUUF.

If you have any questions, please don't hesitate to contact a member of the Social Justice Action Committee.

Thank you.

## Social Action Task Force Application

|  |                               |
|--|-------------------------------|
| Name of Proposed Task Force  |                               |
| Date of Submission   | Contact Person                |
| Phone Number   | Email Address                 |
| Social Justice Action Committee (SJAC) Contact   | SJAC Accepted/Denied and Date |
| 1. State the objectives of your Task Force or the problem to be addressed  |                               |
| 2. Calculate a project budget including a timeline   |                               |
| 3. Outline the project plan including benchmarks and related expenditures.   |                               |
| 4. Propose sources of funding if other than the SJAC budget or the BVUUF Contingency Fund.   |                               |
| 5. Give names of the project leadership. You will need at least four (4) people who have committed to help you succeed.                                |                               |
| 6. Volunteer requirements: If you will need volunteer help, how many volunteers will you need for your project to succeed. What tasks will they do?    |                               |
| 7. Attach a Project Synopsis of no more than 500 words. This document will be copied and distributed to SJAC, Program Council and/or the Congregation. |                               |
| 8. If this Task Force has existed in the previous year, attach your Year-End report.   |                               |