

UUFPP Action Item Proposal

This form should be used by committees and/or individuals to submit ideas for approval to the UUFPP Board of Directors. These should be small projects or action items. Large proposals will go through a different process.

Project Name: _____

Submitted by: _____ **Committee** _____

Date Submitted: _____

Date of Event/Project: _____

Board Approval Date: _____

Project Description:

Cost of Event/Project:

Purpose of project – benefit to Fellowship:

Projects should be submitted to the board when: (Circle reason this is being brought to the board)

- a. The committee needs funding not in their current budget
- b. The committee needs approval for fundraising not in their current budget.
- c. A person wants to begin a new small project at the UUFPP that will cost money.
- d. The project would change the interior/exterior of the building and/or grounds
- e. The UUFPP needs to provide “up-front” money. For example, holding a concert, where we will need to pay the performer and guarantee payment.
- f. Events outside the UUFPP where we will represent the whole Fellowship. For example, attending a rally or march and carrying a UUFPP banner, placing ads in newspapers stating our position on social issues, etc.
- g. Other – Please describe

Please attach any other pertinent information about the proposal to this form.