

Guidelines for Committee Chairs:

Working effectively with the Albany UU office

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Communication

Office phone: 463-7135
 Office fax: 463-1429
 Websites: www.albanyuu.org
www.members.albanyuu.org

Church office hours:

September-June, Mon-Fri 9:00-3:00
 July-August, Mon.-Thurs. 9:00-12:00

Sundays during the church year the office is physically open, but no administrative staff are assigned to work.

Email addresses:

MinisterRev. Sam Trumbore minister@albanyuu.org
Church Administrator Tammy Hathaway administrator@albanyuu.org
Administrative AssistantSapphire Correa..... office@albanyuu.org
Dir. of Rel. Ed. & Fam. Ministry .Leah Purcell dre@albanyuu.org
Music Director..... music.director@albanyuu.org
Submit all articles for all publications to windows@albanyuu.org
Send event photos to admin@albanyuu.org
Sign up for events/classes registration@albanyuu.org

Email lists and Forwarders

We have the capability to manage eGroups (email group lists – preferred method) and forwarders. You may want an eGroup for your committee to communicate with each other. A forwarder is used to redirect incoming messages to another address: for instance we have dre@albanyuu.org, and any messages sent to that address automatically get forwarded to Leah Purcell. If you would like either an eGroup or a forwarder set up for your group, talk to the church office.

Where to find...

Forms, electronic <http://www.members.albanyuu.org/filecabinet.html>
Forms, paper Financial forms binder in workroom
Volunteer instructions <http://www.members.albanyuu.org/filecabinet.html>
ChurchDB instructions http://members.albanyuu.org/wp/?page_id=2106
ChurchDB login <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=93> (Also on homepage at Member Login!)

Finances

Committee chairpersons are responsible for their Albany UU budget lines. Our fiscal year runs from July 1 to June 30, and budget requests for the next FY are submitted to the Finance Committee in January. The budget for the coming year is voted on at the Congregational Annual Meeting in May, but even the final accepted budget may change when results of the pledge canvass are complete so you should check the Treasurer’s report at the beginning of the church year to see if your budget line was funded as you requested.

If your committee does not have an Expense line in the budget, but DOES handle money, you can save it in a Designated Fund, and request checks be drawn on the fund.

You can check the amount remaining in your budget expense line or your designated fund on the monthly income and expense statement posted in Channing Hall. You can also request a report from the Treasurer of all activity in your "account".

All requests for payment from the current fiscal year budget must be made by the second Sunday in June, in order to process payments by June 30. It’s important to note that no adjustments will be made to any fiscal year operating fund accounts 90 days after the end of that fiscal year.

Requesting Payment

Please make **check requests** for payments from your budget line or your designated fund by completing a request for payment voucher, available in the office and online. One week’s notice is needed for checks to be written and signed. You must include complete mailing address of the recipient. You must indicate from which Albany UU budget line (name and number) or designated fund the money is to be drawn, and **the authorized signer for that line/fund must sign the request.** If you want staff to mail the check, indicate that on the request form, and include any needed items that go

with it, e.g. cover letter. Original receipts are required before reimbursement, and must be attached to the voucher form. We do not reimburse sales tax.

Tax Exempt Forms

Tax exempt forms are available in the workroom financial binder and should be used for all taxable purchases made for Albany UU. All financial forms are kept in that binder near the mailboxes.

Monies Received

If your committee collects **money which you intend to deposit in your Albany UU budget income line or designated fund**, complete the Monies Received form and attach it to your cash and checks. Cash and checks will be processed by the Assistant Treasurer and checked by staff, and any discrepancies with your tally will be reported to you. Checks for deposit should be made out to Albany UU, with your committee/event info on the memo line. You should keep a copy of Monies Received forms to document your income.

Fundraising events

All fundraising must be scheduled with the office, and all fundraising not included as permanently approved in the Fundraising Policy must be approved by the Executive Committee of the Board. Policy and application forms are available in the office and on our website.

If you collect **money to be given to another organization**, tell people to write the checks directly to that organization. Staff can keep the funds in the safe until you are ready to finalize the collection and send it off. Cash collected can be deposited to your event/income line or designated fund if you have one, or to “pass through” if you don’t. (See staff for help with pass through funds.) Then when you are ready to send all the donations to the organization, write a check request for the amount of the cash, drawn on the same line/fund/pass through you deposited to, and send the Albany UU check with the other checks you have held out. **Do not keep cash in your mailbox! Please report the total amount raised and gifted to other organizations to office staff for our records.**

Building Use and Responsibility

Scheduling an event, reserving a room

There are several ways to reserve a room for an Albany UU activity, the easiest of which is to log onto ChurchDB, go to Calendar, click Add Event and type in your information. When you have added your information, and indicated which room(s) you want, you will Save it. NOTE: The event/room is not reserved until the Administrator approves it. You will get a confirmation email when your event is approved and is officially on the calendar.

Detailed instructions are provided in the document Adding an Event to the Calendar in ChurchDB. This and “answers to the most frequently asked questions about Albany UU’s online resources” can be found on our homepage.

Alternatively, you may email or telephone your room reservation requests to office staff. Staff puts reservations into ChurchDB and will let you know if the room you requested is not available. Specify the start time for set up, the start time of the event (for publication) and the end time. NOTE: ‘Start time’ should be the actual event start: the time you want people to see when they look at the calendar. If you do not specify a ‘set up time’ for the room/resource, you may not be able to get into your room until the ‘Start time’ if someone else has booked it.

Calendar

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You can get the most up to date view of the Albany UU calendar on the ChurchDB calendar: follow the link on our member site homepage to "All Events" for the public view which does not require you to log in. The schedule of room use for the week is also posted under glass in the lobby and at both entrance doors. Last minute updates may not be on the printed schedules.

Please use your assigned room: DO NOT SWITCH just because you see something else is unoccupied when you get here. While we try to get all last minute additions onto the schedule posted in the lobby, it doesn't always happen. No one should ever have to ask another group to vacate space that was assigned to them.

Cancellations

If you know even a few hours ahead that you will not be needing a room you've reserved, please let the office know. We often have someone waiting for an opening. Also, note that (seasonally) we turn on air conditioning and heat as needed for each room, so if you're not coming we can turn it off.

Audio-Visual Equipment

Reserve AV equipment when you reserve your room, either in ChurchDB or with office staff, thereby ensuring you will have the equipment you expect when you get here for your meeting. We strive to have AV equipment on a cart and in your room when you arrive, but if the building is very busy, we may put the AV cart in the Workroom for safety.

Cleaning Up

Clean up your own mess immediately after your meeting or event. Please put all food garbage in the kitchen receptacles. Unless instructed otherwise by staff, leave the room set up the way you found it. Classrooms usually have set up instructions/pictures posted. Saturday events will be given instructions by staff so your group can do set up for Sunday.

Recycling and Trash

Recycling bins are located throughout the building.

Appropriate items to put in recycling:

Dry paper and cardboard

Metal, aluminum foil

Glass

Any plastic with a 'chasing arrows' recycling logo (with a number in it)

Specialty recycling, collected in the Coatroom recycling center by Green Sanctuary

Trash cans are for items that can only go to the landfill. If your item cannot appropriately go into any of the above categories, put in a trash can:

Food scraps

Plastic film

Small lids and caps

Styrofoam

"Tabling" at Coffee Hour

Please reserve space for tabling with the church office. Submit your request for a Sunday table to the office no later than Thursday of the week needed. If you need a table for more than one Sunday, you can request it once for all the dates. Due to critical shortage of space in Channing Hall, and large numbers of people, we must plan table use and space them appropriately for traffic flow.

Kitchen/Food Use

- Casual, unscheduled use of the kitchen happens frequently. The only time this presents a problem is when someone has booked it exclusively (i.e. reserved both the Shared Kitchen time slots.). While you may be able to get a cup of tea or wash a dish when the kitchen is occupied, do not expect to walk in and start your own project! If the kitchen is occupied, check the lobby schedule to see if both 'shared' kitchen slots are booked before you walk in and do your own thing.
- Schedule kitchen use just like you would any other room (see document **Adding an Event to the Calendar in ChurchDB**). You can reserve Kitchen Shared Use #1 and/or #2. Choose both #1 and #2 if you are doing a full meal prep or large event and are not able to share the space. Choose a single Shared Use if you are just reheating carried in food or something small like doing coffee and snacks for a meeting.
- Clean up after yourself and your group - please! Do not leave unwashed dishes anywhere in the kitchen! You may hand-wash your dishes if there's only a few or you may run the dishwasher according to posted instructions. Wipe down all kitchen surfaces and clean out sinks. We do not have custodians that will clean up after you! If you are hosting a larger event that will use many dishes, you can elect to hire a dishwasher. Talk to the church office, if you are interested in this option. Be aware that payment for the dishwasher will come out of YOUR committee's or activity's budget.
- Do not leave any food trash in any room except the kitchen. See section "**Compost, Recycling and Trash**". Any large amounts of trash should be bagged and placed in garbage container on West St. Garbage bags are in plastic drawers. A broom and dustpan are kept in the kitchen and more tools are in a closet located in the 'old' stairwell on the east side of Channing Hall.
- If you make coffee, please contribute \$3 per pot made to the committee coffee kitty. The manila envelope labeled Coffee Kitty is kept in the Finance box located next to the mailboxes in the Workroom.
- When preparing for an event label with name and date all food left in refrigerator or on counters.
- **After your event do not leave any food in the kitchen, the refrigerator or the pantry unless you check with staff first.** It will be thrown away. Leftover food can be delivered to the Interfaith Shelter, 176 Sheridan Ave: Call before dropping off food to make sure they can use it (434-8021).
- NEVER leave alcoholic beverages either before or after an event. (See Albany UU's alcohol policy.)

Security

All building users are responsible for the security of the building and the people inside it. When answering the doorbell, ensure that "strangers" are attending an activity in the building, not just wandering through. If you open windows, you are responsible for closing them before you leave. If you unlock an exterior door for a big event, you are responsible for delegating someone to observe entries and to lock up at the end of the event. (See Event Planning Guide.)

Keys and Fobs

Electronic key fobs operate the front door (405 Washington) and the West St. door (by the kitchen.) Committee chairpersons may request a fob for your tenure. Anyone responsible for an activity or an event may request a fob for short term use.

We do not charge a fob deposit to committees, but we will charge you \$20 for a lost fob. If you lose a fob, please inform the office **immediately** so we can cancel its access. Other keys are still kept in the front office, hanging in the center of the closet. Also in this location you will find the combinations for the Pantry and Workroom doors.

Front Office security system

Committee chairpersons may request that their fob be programmed for access to the front office. (Although, you may find this is not necessary since the mailboxes and photocopier are in the Workroom.) When your fob has front office access, you will need to get instructions from staff on arming and disarming the alarm system before you use the fob on the office door, and you will need to know the password and code to use in the case the alarm goes off. If you open the door outside of office hours, you must also lock the door and rearm the system when you leave. Do not leave the front office door open when you are elsewhere in the building, nor trust someone else to lock up.

Workroom and Pantry door locks

These two doors have combination locks on them. The combinations are:

Pantry: 4972

Workroom: 2885

Last person out at night is asked to:

- Close any windows you opened, or see left open by others.
- Turn off room air conditioners. (Do not change heat thermostats: they are all programmed. All heat and A/C in Community Hall wing, in the Sanctuary and in Channing is programmed by staff.)
- Turn off all lights in the building, but leave on one set of lights in the 405 Washington lobby (marked on light switch.)
- Check any exterior doors that may have been unlocked with an Allen wrench to make sure they have been locked and the keys with the Allen wrench are hung back up on the hooks in the office closet across from Tammy's desk.

Publicity

If you make a room reservation, your event will be listed in the Albany UU calendar. Actual writing of publicity is *your* responsibility. Events to be held off-site also need a "reservation" in order to appear on the calendar. All publicity information should be sent to "windows@albanyuu.org" This ensures that both Tammy and Sapphire have access to your submission.

See document "Publication Deadlines" for details on all our publications and external publicity.

Hints for successful internal publicity:

- Delegate one person to be responsible for submitting Windows Weekly items on time.
- Set dates as soon as possible to determine which deadline you must meet to get the material printed at an appropriate time.
- Keep articles short and interesting. Readers often need to see an item four or five times to absorb it, but it works best if there's a new headline or new catchy lead sentence each time. Ideally, write all your 'blurbs' in one file, label each with what date and which publication you want it to appear in, and we will do it. Otherwise, staff will just repeat the first article, shortening it if we have to, but we rarely have the time to rewrite!
- Generally speaking, articles should not exceed 150 words for Windows Weekly and 75 words (less is preferred!) for the OOS.
- Whole page flyers are good for use on the bulletin boards and sign bars (see : "Flyers" below) and can be submitted for use as links in Windows Weekly, on the Albany UU website.

Other ways to get the word out:

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- **Verbal announcements** in the service are restricted to items not already printed in Order of Service: write on form, located in wall pocket in Channing Hall.
- **Handouts** distributed after service
- **Sign up** to be Committee of the Week: serve as Announcer, get a 2-minute spot to talk about your committee or event, and an insert in the order of service.
- **Flyers** Please keep your posters at 'flyer' size, i.e. 8.5 x 11 inches. We have limited display area on the bulletin boards. Flyer posting locations:
 - Bulletin boards in Channing Hall
 - Plastic wall sleeves. Pick up empty plastic sleeves in the front office. Sleeves can be hung on the bars located: first floor restrooms, West St./kitchen door, basement hall near elevator.
 - Bulletin boards on basement and second floor RE halls (one board on each floor is for Albany UU news.)

Do not put anything up on any surface with 'scotch' tape.

You may use blue 'painter's tape' on painted surfaces in the RE wing and Channing Hall, but do not tape anything to the chalkboards.

You may use blue 'painter's tape' on the **finished** wood panels in Community Hall, but do not tape anything to the stucco walls.

- Post on Albany UU's Facebook page "Albany UU News and Updates" This is a closed group, for Albany UUs only. Besides general event publicity, you can also use this page to recruit volunteers, or any discussion of life at Albany UU, but is not intended for use to promote non-Albany UU activities or causes.
- Post Albany UU's public Facebook page.

Hints for successful external publicity:

If you are planning an event that is open to the general public, the office staff can generally help you get the word out.

- Contact the office 6-8 weeks before your event (some media have very long lead times).
- Let them know if you are looking for publicity in the media calendar listings or something more detailed.
- Submit your article or info on your event for calendar inclusion (who, what, where, when, cost, two sentence description) to windows@albanyuu.org

Volunteer Recruiting

We are using a free web-based program called **SignUp.com** to get sign ups for Sunday hospitality volunteers and gardening volunteers. If you need a lot of people for one or multiple activities, consider having office staff set up a SignUp.com page for you.

Growth Through Service aims to define every job that needs to get done at Albany UU and interview every member to find their areas of interest and talent. An online database will make it easy to match people with tasks. Contact the GTS team to get your committee's job descriptions done!

Office Miscellany

- **Mailboxes**, located in the Workroom, are provided for many committees and for Board officers. Please assign someone from your committee to empty these boxes

of all materials regularly. Messages and incoming mail are easily lost when mailboxes are used for storage.

- **Computer time** can be scheduled, occasionally on one of the PCs in the office, but more likely on one of the laptops (good for taking meeting minutes!) Request a laptop from office staff, and check with them to see if it has the software you need.
- **Photocopying** You can do committee photocopying almost anytime as the copier is in the Workroom and access is with the combination lock. If you plan to do copying during office hours, you might want to check to make sure we don't have a big print job scheduled. Since we do big print jobs on the same machine, it helps you to know what's scheduled before you walk in the door. We do not do photocopying for outside organizations.

When you want staff to do a big print or copy job for you, please schedule it several weeks in advance of when you need the material. For smaller jobs, check with office staff to see when printing can be completed.

- We can provide small amounts of **postage**, but groups that do regular mailings should purchase postage from their own budget.
- **Albany UU stationery**, envelopes, and address labels for mailings can be requested from the office. An 'electronic' letterhead (in Word) is available from office staff.
- Committee chairs and others needing regular **building or office access** are issued electronic key fobs. See 'Security' above.