



# UUAA

## Group Recognition Request Form

As our congregation grows and we are called on to more fully live our principles and steward our resources, new kinds of planning are required. We ask that each group provide the information requested below in order to become a formally recognized group. Official recognition connects your group to a supporting staff member, and allows you to request use of the equipment and facilities, submit an annual budget request, use congregational communication channels to promote the group's activities, be included in the Annual Report and receive other support.

**Please note:** Group leaders, with the support of members of their recognized groups, will be responsible for handling all group-related administrative tasks, according to UUAA policies and in a timely manner, such as publicizing group events in congregational announcements (the Weekly Bulletin, Monthly Newsletter, etc.); recruiting volunteers, reserving rooms and audio/visual equipment, submitting room set up plans, setting up for events and cleaning up following events. Useful links: [Lay Leader Administrative Guide](#) [How To's](#)

New groups wishing to become formally recognized within the congregation are asked to complete and submit this form. Existing recognized groups within the congregation are asked to re-submit an updated request form annually each April.

**Proposed Name of Group** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

In order to become or remain a recognized group at UUAA, you will need to have at least three individuals in active administrative service to the group (please see note above about administrative responsibilities), with two of those individuals as members in good standing at UUAA. UUAA paid staff are not eligible. Please list your group's current members and indicate each person's membership status here:

<b>Group Leaders' Names</b>	<b>Email addresses or phone #</b>	<b>Member in Good Standing (Yes / No) or Friend of the Congregation</b>
_____	_____	_____
<i>Leader/Lead Contact #1 - Submitter of this form</i>		
_____	_____	_____
<i>Leader/Lead Contact #2</i>		
_____	_____	_____
<i>Leader</i>		

Briefly explain the group's key goals: (attach additional pages for these questions as needed)

Briefly explain how your group's activities and goals align with [UUAA's core values](#) and the Board's current [strategic plan](#) (for more information, go to on the UUAA website). Continue on next page if necessary.

