

## Steps for proposing projects, events, or improvements at the UUFL

1. Briefly draft your idea in writing. The form attached below may be used for smaller- cost proposals.
2. Discuss your idea with the chairperson of the appropriate committee: Building and Grounds, Caring, Membership, Social Action, Program, or other standing committees currently active in the Fellowship.
  - A. If your suggestion is accepted and within the budget of that committee, they will act on it in a timeframe suitable to them. They might also seek to pursue the project with the support of another committee with similar interest.
  - B. If your suggestion is approved but is beyond the scope of the committee's budget, the proposal should be presented to the Board of Directors on a triannual basis (at scheduled meetings in January, May, and September) for consideration. Larger projects may require more fact finding and planning before approval. Approved projects will be funded in a manner as determined by the Board, in accordance with the bylaws of the UUFL.
  - C. If the idea you propose is not approved, please consider brain-storming with other interested members, revising, and resubmitting at a later date.

That's all there is to it! Your enthusiasm, ideas, and energy help to make the UUFL a better place for everyone. Please contact a Board member with any questions you may have.

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## PROPOSAL for project, event, or improvement at UUFL

My idea is:

Estimated cost:

Anticipated benefit to the Fellowship, how does it reflect our values or mission?:

Possible conflicts or negative consequences:

Proposed by \_\_\_\_\_ date \_\_\_\_\_