

2014-15 Guidelines for Committee Chairs:
Working effectively with the FUUSA office

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Communication

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

Church office hours:
 September-June, Mon-Fri 9:00-3:30
 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 AdministratorAmy Lent..... administrator@albanyuu.org
Office AdministratorAlyssa Yeager admin@albanyuu.org
Director of Religious Education ..Leah Purcell dre@albanyuu.org
Music Director.....Matt Edwards music.director@albanyuu.org
Submit all articles for all publications to windows@albanyuu.org
Program Coordinating Council PCC@egroups.churchdb.com

Email lists and Forwarders

We have the capability to manage eGroups (email group lists) 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 pr@albanyuu.org, and any messages sent to that address automatically get forwarded to the folks on the PR committee. If you would like either an eGroup or a forwarder set up for your group, talk to Amy Lent. (Alyssa Yeager?)

Where to find...

Forms, electronic <http://www.albanyuu.org/filecabinet.html>
Forms, paper Financial forms binder in workroom
Volunteer instructions <http://www.albanyuu.org/filecabinet.html>
Church DB instructions http://albanyuu.org/wp/?page_id=2106

Finances

Committee chairpersons are responsible for their FUUSA 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.

You can check the amount remaining in your budget line on the monthly income and expense statement posted on the bulletin board and distributed to PCC list by email. 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 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 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 recipient. You must indicate from which FUUSA budget line (name and number) or designated fund the money is to be drawn, and **the authorized signer for that line 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 and should be used for all taxable purchases made for FUUSA. All financial forms are kept in a notebook near the mailboxes.

Monies Received

If your committee collects **money which you intend to deposit in your FUUSA budget income line or your FUUSA designated fund**, complete the Monies Received form and attach it to your cash and checks. Cash and checks will be processed by staff, and any discrepancies with your tally will be reported to you. Checks for deposit should be made out to FUUSA, with your committee 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 form available in office and on 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, and then when you are ready to send all the donations to the organization, write a check request for the amount of the cash, and send the FUUSA 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 Alyssa Yeager for data entry.**

Building Use and Responsibility

Scheduling an event, reserving a room

There are several ways to reserve a room for a FUUSA 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 FUUSA's online resources" can be found on our homepage.

Alternatively, you may email or telephone your room reservation requests to Alyssa Yeager. Alyssa puts reservations into ChurchDB, she 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. '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', you may not be able to get into your room until the "Start time" if someone else books it.

Calendar

You can get the most up to date view of the FUUSA calendar on the ChurchDB calendar: follow the link on our homepage to "Detailed 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 A-V equipment with Alyssa, thereby ensuring you will have the equipment you expect when you get here for your meeting.

Cleaning Up

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

"Tabling" at Coffee Hour

Please reserve space for tabling with Alyssa Yeager. Submit your request for a Sunday table to Alyssa no later than Thursday of the week needed. Earlier and ongoing requests can be submitted anytime. 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 a paying renter has it, during which time it is not appropriate for a FUUSA member to walk in and start doing their own thing. When renters are scheduled to use the kitchen, it will be posted on the refrigerator as well as the lobby schedule.
- 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. Do not leave unwashed dishes in the sink! If you dirty only a few dishes, you may scrape and rinse them, and put in dishwasher racks on the counter. The custodian will wash and put away dishes once a day. If you use more than two racks full of dishes, please turn on the dishwasher and sterilize them before you leave.

Do not leave any food trash in any room except the kitchen. Any large amounts of food garbage 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 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 on top of 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.** It will be thrown away. NEVER leave alcoholic beverages either before or after an event. (See FUUSA'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 \$15 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 now 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 now have combination locks on them. The combinations (as of Sept. 2014) 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 air conditioners. (Do not change heat thermostats: they are all programmed. All heat and A/C in Emerson wing 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 to make sure they have been locked (If you have gotten permission to unlock the exterior doors, you also were loaned an Allen wrench to do it with. Close doors with Allen wrench and double check by pushing on door to verify that it is now locked. Return the Allen wrench through the office door mail slot.)

Publicity

If you make a room reservation, your event will be listed in the FUUSA 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 Amy and Alyssa 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 (not necessarily writing) newsletter items on time. Sign up this person to receive email reminders of Windows deadlines (contact Amy Lent to get on this distribution list.)
- 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 250 words.
- Flyer inserts in Windows: This editor prefers to make boxed “ads” when possible. Inserts are needed, of course, in some circumstances when there is a lot of information to convey. A limited number of full page inserts will be allowed, so when you want to schedule a flyer insertion in the newsletter request it with the church administrator/editor.

Other ways to get the word out:

- Announcement in the service (but not if already printed in Order of Service): write on form, located in wall pocket in Channing Hall.
- Handouts distributed after 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.
 - Bulletin boards on basement and second floor RE halls (one board on each floor is for FUUSA 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 blackboards.

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

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

Hints for successful external publicity:

If you are planning an event that is open to the general public, the Public Relations Committee can help you get the word out.

- Contact the PR committee 6-8 weeks before your event (some media have very long lead times).
- Complete the Publicity Request Form available in the File Cabinet on the website.

- Let them know if you are looking for publicity in the media calendar listings, the FUUSA website, or both.
- Submit your article or info on your event (who, what, where, when, cost, two sentence description) to pr@albanyuu.org.

Volunteer Recruiting

We now have individuals' **talents and interests** available in ChurchDB. Committee chairs can look up to see who expressed an interest in doing what kind of work. (We need to encourage all members and pledging friends to log on to ChurchDB and enter their own talents to make this an even more valuable resource!)

We are using a free web-based program called **Volunteer Spot** 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 Alyssa Yeager set up a Volunteer Spot page for you.

Office Miscellany

- **Mailboxes**, now located in the Workroom, are provided in the office for many committee chairs 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 Alyssa Yeager, and check with her to see if it has the software you need.
- **Photocopying** Committees have assigned account codes for to use the photocopier. There is currently no charge to committees for photocopying: the account codes will help us determine where our photocopying dollars are going! (If your committee has not received its code, contact Alyssa Yeager.)

You can do committee photocopying almost anytime as the copier is now 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 Alyssa Yeager 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.
- **FUUSA stationery**, envelopes, and address labels for mailings can be requested from the office.
- Committee chairs and others needing regular **building or office access** are issued electronic key fobs. See 'Security' above.