

We encourage our community to participate as leaders in center activities, this includes creating opportunities for spiritual growth, social events and fundraisers. These activities can have a strong impact on both the spiritual and financial health of Unity Spiritual Center of Woodstock.

For everyone's benefit - and to maintain the integrity of our center - all proposed activities will be evaluated using the following guidelines:

### **Planning Guidelines for Classes, Study Groups, Social Events and Fundraisers**

#### **The following characteristics are highly encouraged:**

- 1) Promotes awareness and nurturing of the physical environment
- 2) Honors the universal truths in all religions
- 3) Empowers participants to connect with their divine, creative spirit
- 4) Promotes inner peace and growth
- 5) Is accessible to the wider community
- 6) Is consistent with Unity Principles & teachings as interpreted by the Activity's Team

#### **The activity will NOT be deemed acceptable if it:**

- 1) Discriminates based on race, gender, age, creed, religion, national origin, ethnicity, or sexual orientation
- 2) Promotes activities that are illegal or immoral
- 3) Is a pyramid scheme or a MLM
- 4) Is offered with the intent to promote a personal business

#### **Please remember when filling out your Activities Request Form:**

- **Your form needs to demonstrate a well-thought out action plan**  
this includes: Activity beginning & ending dates  
Activity beginning and ending time  
Set up & clean up time (10 minutes? 30 minutes?)  
Activity Facilitator: person responsible for the center & its resources  
Special needs? (use of resources: CD player, copy machine, kitchen)
- **Your form must be submitted to Tricia 90 days prior start of activity**

*A positive path of spiritual living*

**PROCESS** CONTACT: Tricia Alexander, [triciaunity@aol.com](mailto:triciaunity@aol.com) or 815-337-3534

Submit your completed Activities Request Form directly to Tricia Alexander 90 days before the start of the proposed activity.

Tricia, Rina Schroeder and Mary Loughman will review the request  
Tricia will communicate with you regarding the viability of the activity.

### **PROMOTION**

Once your activity has been approved - Tricia will forward the promotional information you submitted on the Activities Request Form to Barbara Lehman-Cichy. Barbara will create a press brief for the bulletin, website and Meta Monthly, and get the information to Jacob Cichy for the website. Please make sure your press materials include all necessary details and a photo or graphic whenever appropriate.

### **DEADLINES for Website, Bulletin, Meta Monthly, Facebook - and local press**

- All finalized promotional materials must be submitted to Barbara  
NO LATER THAN the 1st day of the month 2 months prior to the activity  
(no later than April 1st for a June activity)

### **RECURRING ACTIVITIES, CLASSES AND SMALL GROUPS**

It is recommended that ALL proposed recurring activities have a set length (weeks or months). Please include an ending date on your Activities Request Form.

**NOTE:** It is understood that many activities are seasonal. However, the number of concurrent activities will be limited to a number proportional to the size of the congregation, and will depend on space availability.

For questions of concerns: please contact Tricia Alexander  
or by email: [triciaunity@aol.com](mailto:triciaunity@aol.com)