

## **Social Justice Project Coordinator (SJPC): Local Arrangements Task Force (LATF)**

Responsible for (a) selection process, (b) working as liaison with local social justice organization, (c) oversight of the complementary booth in Exhibit Hall, and (d) the “ask” before the collection/offertory at Sunday service (includes video piece).

### **Selection Process for the Social Justice Project (SJP)**

#### **Criteria:**

- It should reflect our UU principles and values.
- The designated organization should be a non-profit organization with 501(c)3 status. Only one 501(c)3 organization may be listed as recipient of the Sunday collection.
- The project should be local and familiar to local congregations.
- While the organization might already receive some support or funding from local UUs and UU congregations, it should not be the 'pet project' of any one congregation, already substantially supported by or closely identified with it.
- If possible the project will provide some visibility, community connections, and good will for Unitarian Universalism. Best case scenario is that the project has potential for lasting impact for the community and promotes congregations in the area to collaborate.

#### **Selection Process:**

After the September meeting of the GAPC, the Local Arrangements Chair (LAC) recruits the SJP Coordinator (SJPC). The SJPC then contacts local UU congregations to seek their input about which local groups to consider as the recipient of the coming GA's generosity, sharing with them the established criteria. Some of these contacts will serve as an informal task force to assist the SJPC in locating an appropriate project. Since the selected project does not become official until the General Assembly Planning Committee (GAPC) approves the recommendation at its January meeting, it may be wise to select a back-up recommendation as well.

In January, the LAC provides a written report to the GAPC about the procedure followed and the resultant choice for the SJP; thus, it is crucial that the SJPC keep the LAC well informed about progress toward selecting the SJP.

After the January decision of the GAPC, the SJPC begins to work closely with the local social justice organization. Further details about this work are provided as a timeline of activities for the SJPC. Those services provided to the SJP by the General Assembly and Conference Services (GACS) office of the UUA are listed at the end.

## Timeline of Activities for the SJPC

### *September*

Meet with LAC to review job description and plot strategy.

### *October through December*

In consultation with the LAC, contact congregations, set up an advisory group, and select the local Social Justice Project (with a back-up) to be recommended to the GAPC. Aim to complete the process prior to the busiest part of the winter holidays.

### *January or soon thereafter*

- Clarify costs with approved organization. Except for the basic exhibit booth space, *all administrative costs for the SJP are deducted from the donations*. This might include advertising, supplies, copying, treats for volunteers, telephone line (if credit cards are used), electricity (if needed for a computer), and credit card fees.
- Share online information (<http://www.uua.org/ga/exhibit/exhibiting>) concerning booths in the Exhibit Hall. If the organization wants anything in addition to the basics provided (extra tables, extra chairs, whatever), convey those desires to the Housing and Exhibits Manager in the GACS office before the end of the month.
- Consult with organization about design of the Exhibit Hall booth and schedule of volunteers. It is a good idea to have volunteers who are involved in and/or knowledgeable about the project, so it's important to convey to the organization how many of their volunteer hours are needed. Exhibit Hall hours are typically:
  - Wednesday 12:00 pm – 7:00 pm
  - Thursday 10:00 am – 4:45 pm
  - Friday 10:00 am – 7:00 pm
  - Saturday 10:00 am – 7:00 pm
  - Sunday 12:00 pm – 3:30 pm
- The SJP may decide to put together a video or slide show on a computer screen that can be kept running on a loop in the booth. If that is to happen, or if they are arranging to use a credit card machine, it must be noted in a request to the GACS before February 1 as the need for electricity and/or a phone line will affect the location of the booth.

### *February*

- The SJPC completes GA Registration and hotel reservations on-line. (As a member of the LATF, the registration, lodging, meals, and travel are covered).
- Write a description (about 50 words) for the General Information section of the GA Program book and a description for the Exhibit Hall vendor list, and send to the GACS Director by February 15. Consider including a photo and/or additional information that can be incorporated in the Program book if space permits. Provide information and images for the UUA website. Ask the Meeting Planner in the GACS office for details about desired format.
- Establish clear and simple procedures for collecting donations at the Exhibit Hall booth, depositing money, letting people know how much has been donated, keeping track of donors' names and amounts given. Put this in writing well in advance of GA so the

written explanation can be used for orienting volunteers at GA. Provide a copy to the LAC and GACS Director before the April meeting of the LATF.

- Contact the UUA Office of Stewardship and Development (<http://www.uua.org/directory/staff/stewardshipdevelopment>) to discuss the Sunday collection; ask Director of GACS the specifics of whom to contact.
- Determine whether SJP agency will be providing envelopes for GA Sunday service collection. The needed number of preprinted envelopes will be determined based on anticipated GA registration. Besides the organization's name and address, the envelope may provide directions for making a donation by credit card or QR code. The envelopes must be delivered to the House Manager on or before Saturday afternoon.
- Cooperate with the Worship Arts Team (WAT) liaison to the Sunday morning worship team to plan for a representative from the SJP organization as featured speaker for the "ask" prior to the collection/offering. The Sunday morning worship team makes all decisions related to that worship, including: how much time will be provided for the "ask," when the script for the "ask" must be submitted and to whom, whether images of the SJP organization are to be projected during that time and the time of the collection, and whatever other issues arise.

#### *March*

- Most of the Exhibit Hall booth workers are recruited by the local service agency. The SJPC may choose to recruit two or three local UU folks to supplement. If so, it is the SJPC's responsibility to BOTH assure that the UU supplements complete the on-line Volunteer Application form *by the end of March* AND provide their names to the GACS Administrator/Volunteer Coordinator by the same time. (If the SJPC chooses not to recruit volunteers, two individuals will be assigned by the GACS Administrator/Volunteer Coordinator.)
- Contact the Director of GACS for information regarding images from the SJP organization for projection in plenary hall. These visuals can be used to both educate and inspire. They can be the same as or different from visuals used on Sunday morning. GACS will be in contact with the GA Production Manager/Stage Manager.

#### *April*

- The SJPC is expected to attend a Local Arrangements Task Force (LATF) meeting during the April meeting of the General Assembly Planning Committee (GAPC). This is the first opportunity for all members of the LATF to meet and share with one another what they do on behalf of GA.
- Remain in close contact with the SJP organization. Assure that everything is being put in place for both the Exhibit Hall booth and the Sunday morning collection.
- Contact UUA public relations staff about the SJP; ask Director of GACS the specifics of whom to contact.

#### *May and June before GA*

- Consult with the organization to line up their volunteers who will be counting the money immediately after the collection on Sunday morning. Make sure 5-6 representatives of the SJP are present and prepared to take the money after it has been counted.

- Order Exhibitor Passes from GACS; notice will be sent mid-May. Anyone who needs to get into the Exhibit Hall during set-up times on Tuesday or Wednesday or one hour before or after the hall closes each day must have an exhibitor pass, and anyone needing to get into the hall when it is open must either have an exhibitor pass or a GA badge. Two Exhibitor Passes are provided with each 10 x 10 booth and are transferable. Additional passes are available from the GACS Office but must be ordered ahead of time and are not transferable. You should collect the names of all those who should have passes in advance and submit them to GACS two weeks prior to GA.
- Communicate with everyone who will need/receive an Exhibitor Pass how they will receive them. Simplest is to tell everyone to stop by the Exhibit Hall on Tuesday of GA and pick up their badge.
- Ensure that the SJP organization has scheduled times for both putting up and taking down the Exhibit Hall booth.
- Write to any UU volunteers assigned to the SJP, welcoming them and providing them information about their work schedule, including the orientation time. It is desirable to schedule volunteers for four or five hour shifts (with a short break). Be sure to schedule the first shift a little before the Exhibit Hall opens and have at least two persons on hand to stay about 30 minutes after the hall closes each day to count money and prepare deposits. (Sample letter located in Documents Packet.)

#### *GA and after*

- Attend morning meetings of the LATF as needed.
- Ensure that everyone who needs an Exhibitor's Pass receives one.
- Accompany SJP representatives on Tuesday to set up the booth in the Exhibit Hall to ensure that all goes smoothly. Ditto for the Sunday afternoon take down.
- Meet UU volunteers at the SJP booth before the Exhibit Hall opens on Wednesday afternoon. Allow an hour for everyone to get acquainted and practice handling donations. Hand out the disability etiquette suggestions (provided below in the Documents section) and, if possible, arrange to have the GA Accessibility Coordinator give a five-minute orientation on Accessibility Services. Give location of Accessibility Services desk. You will need to arrange for everyone who is setting up the booth or attending this orientation to have an Exhibitor pass to enter the Hall before it officially opens.
- Check booth two-three times daily and provide support to the organization personnel working at the booth. Provide status updates (Thursday, Friday, and Saturday afternoons) to the LAC and GAPC about activity at the booth as well as the donations received.
- Fill out LATF Member Report and send report to the Director of GACS by July 15.
- Send thank you notes to UU volunteers.
- Relax and know that you were an integral part of a successful GA - and weren't thanked nearly enough.
- See Documents Packet for relevant materials related to these responsibilities.

#### **Preparations arranged and provided by GACS:**

- Exhibit Hall and Booth description available online to SJP organization.
- Description of SJP put up on GA website.
- Publication of SJP descriptions in Program book

- Booth assigned in prominent location.
- Exhibitor Passes.
- Collaboration with GA Production Manager regarding projection of visual images in Plenary Hall.