

Timeline for Envoys

Monthly tasks: Complete the following during the last week or the first of each month.

- Share a section of that month's Envoy News with your congregation
- Consider choosing an Action Item from the Envoy News ("Time to Act" section) to plan for the next month at your congregation (*Ex: Collecting petition signatures; holding a fundraiser for a suggested NGO; holding a film screening and discussion*)
- Consider commemorating any of the holidays that month at your congregation. Some ways to do so include:
 - Holding an event along the theme or in commemoration of that day
 - Tabling during coffee hour to collect petition signatures for that issue
 - Making an announcement during the service or ensuring that the holiday is worked into the service thematically
 - Write about the holiday in your congregation's newsletter

JULY

Main Focus: Set goals/begin plans for UU-UNO Envoy Action in the coming year

- Get your Envoy Team together and start to sketch out a plan of action for what you hope to do & accomplish throughout the coming year.
 - Discuss your ideas with the congregation's DREs, youth advisors, social justice team, etc. and consider how to work together to get more people involved
 - Look over the UN Sunday Packet with your team and begin the UN Sunday planning process (Detailed UN Sunday planning schedule included in Packet!)
- Share information on applying to join the Spring Seminar Planning Committee with congregation (Applications are due during the summer!)
- **July Holidays:**
 - July 11th: World Population Day
 - July 18th: Nelson Mandela International Day
 - July 30th: International Day of Friendship, World Day Against Trafficking in Persons

AUGUST

Main Focus: Begin Planning UN Sunday, and other activities for the year

- Reconvene with UN Sunday Service Planning Team and check in on progress
- Continue reaching out to speakers, musicians, etc. for the UN Sunday service as needed.
- Hold planning meeting for a fundraiser to send a delegation to Spring Seminar
 - Select location and type of fundraiser (ex: bake sale; potluck dinner; coffeehouse)
 - Develop list of people to reach out to where needed (*ex: Youth group, Social Justice Committees, DREs, Advisors*)
- **August Holidays:**
 - Aug 6th: Hiroshima Day
 - Aug 9th: International Day of the World's Indigenous Peoples
 - Aug 12th: International Youth Day
 - Aug 19th: World Humanitarian Day
 - Aug 29th: International Day against Nuclear Tests

SEPTEMBER

Main Focus: Raise awareness about UN Sunday and Spring Seminar

- Reconvene with UN Sunday planning team to finalize details and start promoting the service
- Continue planning for a fundraiser to send a delegation to Spring Seminar
 - Finalize details, including date/location of fundraiser, cost of tickets/goods, outside parties assisting with fundraiser.
 - Develop plan for advertising the fundraiser, and begin advertising it to congregation members.
- **September Holidays:**
 - Sept 5th: International Day of Charity
 - Sept 8th: International Literacy Day
 - Sept 15th: International Day of Democracy
 - Sept 21st: International Day of Peace
 - Sept 26th: International Day for the Total Elimination of Nuclear Weapons

OCTOBER

Main Focus: UN Sunday service

- Hold your UN Sunday Service
 - Hold a collection plate for the UU-UNO – if possible work with the treasurer to track the individuals who donated to the UU-UNO at Supporter levels during the collection (this will be helpful for achieving Blue Ribbon status!)
 - During the three weeks prior, continuously advertise the UN Sunday service to your congregation via social media, coffee hour tabling, flyers, or announcements during services.
 - During the week after the UN Sunday Service, post photos of the service on your congregation's website or social media.
- **October Holidays:**
 - Oct 2nd: International Day of Non-Violence
 - Oct 10th: World Mental Health Day
 - Oct 11th: International Day of the Girl Child
 - Oct 17th: International Day for the Eradication of Poverty
 - Oct 24th: **United Nations Day**

NOVEMBER

Main Focus: Send in UN Sunday Report, Fundraise to attend Spring Seminar

- Submit UN Sunday report, photos of your UN Sunday service, and your annual plate collection to the UU-UNO. Share about the service on UN Sunday Services online map.
 - *If you can, get permission from the congregation for the service photos to be used by the UU-UNO.*
- Establish a plan for submitting your UN Sunday sermon for the Dana Greeley Award
- Hold your fundraiser to send a delegation to the UU-UNO Spring Seminar
 - *During the two weeks prior, be sure to continuously advertise the fundraiser to your congregation via social media, coffee hour tabling, flyers, or announcements during services.*
- **November Holidays:**
 - Nov 6th: International Day for Preventing the Exploitation of the Environment in War and Armed Conflict
 - Nov 16th: International Day for Tolerance
 - Nov 19th: World Toilet Day
 - Nov 20th: Universal Children's Day, Transgender Day of Remembrance
 - Nov 25th: International Day for the Elimination of Violence against Women
 - Nov 29th: International Day of Solidarity with the Palestinian People

DECEMBER

Main Focus: Publicize Spring Seminar Registration

- Begin publicizing Spring Seminar registration within congregation
 - Post advertisement on congregation website/social media and in the congregation's newsletter
 - Make announcements during service, and share with different committees
 - Visit youth group to inform them of Spring Seminar

- Check the date for your UUA District or Regional assembly (most are between March – May). If you can, see about hosting a UU-UNO-related event/workshop or an exhibit table at the assembly. Contact UU-UNO for help with this.
- **December Holidays:**
 - Dec 1st: World AIDS Day
 - Dec 2nd: International Day for the Abolition of Slavery
 - Dec 3rd: International Day of Persons with Disabilities
 - Dec 9th: International Anti-Corruption Day
 - Dec 10th: **Human Rights Day**
 - Dec 18th: International Migrants Day

JANUARY

Main focus: Greeley Award Deadline is coming up

- Visit youth group again to continue publicizing Spring Seminar and the UU-UNO Summer Internship Program.
- **Mid-January:** Deadline for Spring Seminar scholarship applications
- Follow up with ideas/plans for participation in your District/Regional Assembly
- *Last call for submissions!* Submit your UN Sunday sermon by the end of the month for the Dana Greeley Award if you haven't already (Deadline is Feb. 1)
- **January Holidays:**
 - Jan 27th: International Day of Commemoration in Memory of the Victims of the Holocaust

FEBRUARY

Main Focus: Publicize Spring Seminar Registration

- **February 1st:** Final day to submit sermons for the Dana Greeley Sermon Award.
- Continue publicizing the UU-UNO Spring Seminar to the congregation and youth group.
- Check in with UU-UNO to see where your congregation stands regarding qualifications to be a Blue Ribbon Congregation. See what more you need to do before the March 31 deadline.
- **Late February:** Spring Seminar registration ends
- **February Holidays:**
 - Feb 6th: International Day of Zero Tolerance to Female Genital Mutilation
 - Feb 11th: International Day of Women and Girls in Science
 - Feb 20th: World Day of Social Justice
 - Feb 21st: International Mother Language Day

MARCH

Main Focus: Blue Ribbon requirements

- Look out for the opening of UUA General Assembly registration.
- Determine when your congregation sets the sermon calendar for the upcoming year to make sure UN Sunday 2018 is scheduled.
- Get ready for your District or Regional assembly and/or Spring Seminar!
- **March 31st:** *Blue Ribbon Qualifications Deadline:* Ensure that your congregation has fulfilled all of the Blue Ribbon Award requirements.
- **March Holidays:**
 - March 1st: Zero Discrimination Day
 - March 8th: International Women's Day
 - March 20th: International Day of Happiness
 - March 21st: International Day for the Elimination of Racial Discrimination
 - March 22nd: World Water Day
 - March 25th: International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade

APRIL

Main Focus: Regional gatherings/Spring Seminar

- Attend the UU-UNO Intergenerational Spring Seminar 2018 (and/or District or Regional Assembly) and share your experience with the congregation when you return
- If unable to attend Spring Seminar, consider hosting a UU-UNO event in your community (invite local congregations!) Watch the live-stream of the Seminar Theme Panel at UN Headquarters and provide time for discussion afterwards.
- Lobby to put a line for the UU-UNO in your congregation's budget.
 - Meet with your congregation's board and social justice team to discuss the feasibility of this.
 - (If appropriate) Hold a table during coffee hour to collect signatures in support.
- Look out for the Dana Greeley Award Winner announcement!
- **April Holidays:**
 - April 6th : International Day of Sport for Development and Peace
 - April 7th: International Day of Reflection on the Genocide in Rwanda, World Health Day
 - April 22nd: International Mother Earth Day
 - April 25th: World Malaria Day
 - April 26th: World Intellectual Property Day

MAY

Main focus: Take some time to relax and think about plans for the summer!

- Present statement created at Spring Seminar to the congregation (either via newsletter or during the service).
- Plan an international justice event or film screening for the summer months
- (Canadian congregations, on even years) Attend CUC's national conference and touch base with the UU-UNO at CUC by stopping by our booth and attending our Envoy gathering(s)!
- **May Holidays:**
 - May 1st: May Day/International Workers' Day
 - May 3rd: World Press Freedom Day
 - May 15th: International Day of Families
 - May 21st: World Day for Cultural Diversity for Dialogue and Development
 - May 22nd: International Day for Biological Diversity

JUNE

Main Focus: Reflect on the past year and consider ideas for next year

- Meet with your Envoy team and other involved persons to recap successes for the year and how to improve/be more effective.
- (US congregations) Attend UUA General Assembly, and touch base with the UU-UNO at GA by stopping by our booth and attending our Envoy gathering(s)!
- Share information on applying to join the Spring Seminar Planning Committee with congregation (Applications are due during the summer)
- **June Holidays:**
 - June 5th: World Environment Day
 - June 8th: World Oceans Day
 - June 12th: World Day Against Child Labour
 - June 20th: World Refugee Day
 - June 26th: International Day against Drug Abuse and Illicit Trafficking