

# How to form a team...

So you're passionate about a cause and would like to do something positive in the world, GREAT!

We all know that many hands make light work, so we are interested in helping you organize the hands you need for the change you'd like to see.

The first thing you'll need to do is find some like-minded folks. Contacting the Social Action HUUB is a great place to start. We can let you know of inquiries regarding the issue you're interested in. We can also talk to you about ways to make contacts like:

- Hosting a social hour and providing information
- Advocating for a special collection for a related organization
- A Beacon article

Once you have a few people who are willing to commit, discuss with them some goals and activities that would address your issue. Then you are ready to fill out a form to register your team.

This registration will allow the HUUB to support you from funding to publicizing!

If you need some guidance in filling out the form, see more detailed instructions below:

1. *Name of Project or Group:* It's probably best to pick a name that is straightforward, and will let the congregation know what you are all about.
2. *Contact Person:* The person heading up putting the team together and taking the responsibility of filling out this form.
3. *Please list a few folks committed to working on this project (3-5 suggested):* The number of persons committed to the project should reflect the amount of work the team intends to do and the amount of time participants are willing to invest. We don't want folks to burn out, but we don't want to prevent a small group of highly committed individuals from doing important work. If there is a concern about whether there are enough participants or help is desired, contact the HUUB. The HUUB wants the teams to succeed!
4. *Do you have a regular meeting time/place? If so please list:* The amount and length of meetings should reflect the tasks that are planned. Giving this information to the HUUB can allow us to help you publicize and provide other support.
5. *Describe in brief the work of this team.* This is your chance to share the vision of what you'd like to accomplish in the big picture. What is the destination of this 1000 mile journey?
6. *How does this project support UUCB's mission and/or vision statement?*

**Our Mission Statement:** We offer a spiritual home where we EXPLORE, celebrate and cherish our interconnectedness; ENCOURAGE growth and transcendence and ACT with justice and compassion.

**Our Unitarian Universalist Vision:** Our Congregation will become a beacon in the larger community, demonstrating our Unitarian Universalist values and principles through our actions. We will embrace a

diversity of people, inspiring us all to think of the world in new ways. As we explore different perspectives and share our freedom to think and feel, we will work together with others for social and environmental justice. Celebrating our differences and the whole of life, we will foster personal and spiritual growth to help people become their best selves.

7. *What is the project timeline? (Does it have an expected start and end date)?* This will help identify “temporary” projects from more long term ones.

8. *Please describe the next immediate steps you plan to take toward your goals (OR describe the activities this team has made in the previous year if this is a renewal for an existing team):* You’ve described the destination of your 1000 mile journey, what are a few specifics?

9. *What if any funding would you anticipate requesting from the UUCB Social Action Program Fund? This fund supports operating costs for the projects or groups, such as: dues/sponsorships for coalitions or events; special project supplies; etc. Funding decisions are made as part of the annual operating budget process of the church, and overseen by the Social Action HUUB. Please provide an approximate dollar amount and a brief explanation of the purpose. (Additional funds may be available throughout the year for unexpected opportunities).*

It is expected that new groups (and even existing ones) may need help with this. Feel free to contact a member of the HUUB if you need help filling this portion out. We know that financial needs may not always be able to be anticipated (and that’s okay), but it is helpful if the HUUB has some rough guidelines when sending in the overall social action budget request.

10. *Is there any other support that your group might want from the church or the congregation? This might include non-financial support, such as meeting space, volunteer help for special events, time during worship, etc.*

Please return the form to the church office or in electronic form via email to [HUUB@uubinghamton.org](mailto:HUUB@uubinghamton.org) by January 31<sup>st</sup> for budget considerations.

## Roles for Teams and the HUUB

| Team Role                                  | HUUB Role                                     |
|--|---|
| Make Connections within broader community. | Make connections between UUCB groups.         |
| Organize events/activities/classes         | Publicize events/activities/classes           |
| Provide HUUB with info/some forms          | File paperwork, organize forms                |
| Inspire others                             | Direct those inspired to places they can help |
| Research ways to make an impact            | Provide support in maximizing that impact     |
|  |   |
|  |   |

