

Social Justice Committee (SJC)

Purposes:

1. Stimulate the entire congregation's involvement in social justice activities that translate our UU faith values into action by exploring, initiating, and coordinating social justice efforts, programs, and events.
2. Inform the congregation of social justice issues and provide support and a forum for discussion and/or actions.
3. Provide opportunities and training for church members and friends, including youth and children, to do social justice work.

Committee Membership, Leadership, and Organization:

1. Depend on committee members to volunteer for leadership and task force roles.
2. Designate fixed roles for the Chair (or Point of Contact), the Publicity Coordinator, the Outreach Sunday Program Manager, and the Budget Director as described in Attachment SJC-1.
3. Establish informal groups or task forces to work on continuing or one-time issues of interest to the committee, as the need arises.
4. Provide a representative to the Program Council.
5. Solicit volunteers at each monthly meeting to serve as facilitator and recorder for our next meeting. The facilitator provides opening and closing readings and keeps the meeting on track. The recorder captures minutes and sends the draft to all committee members as soon as possible after the meeting.

Committee Responsibilities:

1. Meet regularly, normally monthly, during the church year.
2. Record meeting minutes and provide copies to our members and post on the SJC Google drive site for archiving.
3. Publicize our events, programs, and task force activities through the Sunday Order of Service, This Week at Accotink emails, monthly AUUC Newsletter, SJC bulletin board in the gallery, AUUC website, and through other means as necessary.
4. Regularly invite and welcome all teens and adults to be a part of our committee and to take on program responsibilities.
5. Provide an annual report to the administrator.
6. Host public events each year that support community needs and interests.
7. Develop and submit an annual SJC budget and advocate for a fair share of the AUUC budget for social justice work.

8. Support UU social justice activities in the Washington region, including those sponsored by UUs for Social Justice (UUSJ), the UUA and the UU Service Committee. This support may include providing a Board member for UUSJ.
9. Help grow the next generation of social justice leaders and advocates through work with youth and children
10. Lead congregational efforts to advocate for social justice issues.
11. Invite the minister to attend at least one SJC meeting annually and work with the minister to plan sermon tie-ins to the Outreach Sunday collections and other events as appropriate.
12. Encourage involvement in social justice programs by groups such as Spiritual Development and nUUners.
13. Provide updated Policies & Procedures, Statements of Conscience, and other important materials to the AUUC webmaster for posting.

Committee Operating Policies:

1. Use the democratic process to make committee decisions and to develop goals, programs, and budget actions.
2. Allow everyone to be heard at meetings.
3. Stay within our budget unless deviation is approved by the Program Council.
4. Work with other committees (e.g., Spiritual Development, Finance, Green Sanctuary) as necessary to achieve our goals,
5. Keep committee members informed through agendas, minutes, and other materials provided via email, phone calls, and meetings.
6. Follow the Policy for AUUC Taking a Position on a Social Issue (Attachment SJC-5)

Procedures:

Committee Operations

1. **Committee Budget:** When committee budgets are requested, all committee members are asked to examine our previous year's budget proposal and identify any changes needed. The draft proposed budget is sent to all committee members prior to the meeting at which additional changes may be made and a majority vote is taken on it. The final budget proposal is then submitted to the Program Council or Budget subcommittee of the Board of Directors. Whenever there is a need to spend committee money, a majority vote is taken at a committee meeting to spend a specified amount for an item. A check request is then submitted to the Finance Committee for that item. One member of the committee is designated to be responsible for the budget. (Attachment SJC-1)
2. **Outside Requests for Financial Assistance:** If the SJC is approached with a request for financial assistance from someone outside our church community, we refer the requestor to the church office which will provide them with information

about available local resources. These are described in the Script for Outsiders (Attachment SJC-6). The minister has discretion to provide assistance as well.

Ongoing Activities

1. **Outreach Collection:** We support this outreach collection which puts our principles into action by selecting non-profit organizations outside of our church community to receive monthly collections and related publicity. The program is overseen by our Outreach Collection Manager (duties are listed in Attachment SJC-1). To select Outreach Collection recipients, we solicit nominations from the congregation, in accordance with the specifications set out in the Outreach Collection Description (Attachment SJC-2). Nominations are documented on the Nomination for Outreach Collection Recipient form (Attachment SJC-4). The Committee determines if one or two slots will be reserved for organizations to which we have commitments for financial support. We publicize all the nominations with the whole congregation. Then members are given the opportunity to vote on ten-twelve organizations at the Annual Meeting. The top vote-getters become Outreach Collection recipients for the next church year. Those who nominated a recipient are asked to coordinate each collection (for duties, see the Checklist for Outreach Collection Coordinator, Attachment SJC-3). The schedule of collections is finalized with the minister to maximize the opportunities for sermon theme tie-ins, minister availability, and integration with other events.
2. **Beacon House:** Together with UU congregations in VA-MD-DC, we support this after-school nonprofit program in Washington D.C. by providing a liaison team who oversee collecting school supplies, holiday and mitten-tree donations, and by providing volunteers and funds for particular events. Beacon House mission and liaison duties (often assisted by others on the committee) can be found in Attachment SJC-10.
3. **Participation with advocacy organizations (UUSJ/VOICE/VICPP/UULM-VA, ARC of NoVA):** We support the activities of following advocacy organizations:
 - a. Unitarian Universalists for Social Justice (UUSJ): A partnership of many UU congregations in the National Capital region whose mission is to mobilize and amplify our voices as we partner with the UUA to be the national advocacy voice of UU's on Capitol Hill.
 - b. Virginians Organized for Interfaith Community Engagement (V.O.I.C.E.): Operates in Northern Virginia and effectively engages politicians to enact change for the less fortunate among us.
 - c. Virginia Interfaith Center for Public Policy (VICPP): Virginia's oldest faith-based advocacy group, which is a broadly diverse, morally driven group of advocates working to advance public policies that better serve low-income, vulnerable, and underrepresented communities in the Commonwealth of Virginia.

- d. Unitarian Universalist Legislative Ministry –Virginia: A statewide initiative of Unitarian Universalists working to create a more just world by being an active voice in the public arena.
 - e. Write Here / Write Now campaigns: These campaigns generate letters to legislators on issues of importance to UUs, and usually in support of one of our partner organizations. The process for WHWN campaigns is summarized in Attachment SJC-13, Write Here / Write Now Campaigns.
 - f. ARC of Northern Virginia: Promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.
4. **India Partner School:** We have a partnership agreement with the UU Partnership Council (UUPCC) to support a small school in northeast India by having sponsors within the congregation provide a yearly donation for at least 23 children. The process for doing this is described in Attachment SJC-8, India Partner School Procedure. We occasionally hold a special outreach or other collection to support a special project. We pay annual dues to the UUPCC for program support, including transferring of funds.
 5. **Student Peace Awards of Fairfax County:** We support this interfaith/community program that recognizes Fairfax County high school students who have made a substantial contribution to peacemaking and/or conflict resolution. The process for participating in this program is described in Attachment SJC-11. Information for AUUC Youth who may be interested in being considered for a peace award is provided in Attachment SJC-12.
 6. **Season for Nonviolence:** We participate in this international program from January 30 through April 4, based on the lives of Mahatma Gandhi and Dr. Martin Luther King Jr., to focus on nonviolence efforts in our hearts, homes, communities, and the world. The process for running this program is detailed in Attachment SJC-7, Season for Nonviolence Procedure.
 7. **Hypothermia Shelter:** AUUC provides shelter from the cold for the local homeless population for some number of days each winter, as determined by this committee and the needs of the homeless organization with which we are working. This effort requires the participation of large numbers of our congregation. The duties of the volunteers are listed in Attachment SJC-9, AUUC Hypothermia Shelter Handbook.
 8. **No Child Goes Hungry/Accotink:** In partnership with the Children’s Spiritual Development Committee, we lead this AUUC program to provide weekend meal packs to food-challenged children at nearby Halley Elementary School. We ask our congregants for donations of specific food items and monetary support. Food donations are collected in sturdy bins, and we use the cash donations to purchase items to fill any gaps. Five meal pack assembly dates are set-up throughout the church year to which we invite our children and teens and adult volunteers. Dozens of enthusiastic children, teen and adult “supervisors” participate in each

assembly, packing the nutritious items into gallon-size bags. We deliver bins of meal packs to the school where they are distributed by the counselors to the selected students prior to the weekend. See Attachment SJC-14 for a history of the program, committee responsibilities and procedures.

Arranging Childcare for Events

1. It is the responsibility of this committee to arrange for childcare for some church events that we sponsor. The types of events for which childcare is necessary include:
 - Events/Activities that impact a large cross-section of the congregation, i.e. Congregational Meetings or Auction.
 - Events/Activities for which there is a strong desire to have parents present, especially when the event immediately follows a worship service, i.e. Inquirers' Class.
 - For the SJC, this might most commonly be an SJC led class or public forum.

2. A complete description of the procedure for arranging childcare can be found in the CSDC Attachment to the Policies & Procedures Manual. Please refer to it for details. The important points for this committee to know are:
 - We must contact the church administrator 4 to 6 weeks in advance to book an approved paid childcare provider for the event's date and time, and set up the registration link. All other communication with the caregiver is the responsibility of the event's childcare point-of-contact.
 - A minimum of 2 unrelated adults are required for up to 10 children, and a ratio of 5 children to 1 childcare provider are required for more than 10 children. All providers must have completed an application and background check and signed a Code of Ethics. The childcare providers can be volunteers or paid caregivers.
 - Our committee is responsible for the cost of paid caregivers. A minimum of 2 hours is paid if no children show up for the event.
 - Advertising must include that childcare will be provided, with specific details about what ages are included, fees required, food provided, and any programmatic specifics.
 - Registration is required so that the event has adequate coverage

SJC Attachments:

SJC-1: SJC Leadership Role Responsibilities

- SJC-2: Outreach Collection Program Description
- SJC-3: Checklist for Outreach Collection Coordinator including Speaker Guidelines
- SJC-4: Nomination for Outreach Collection Recipient
- SJC-5: Policy for AUUC Taking a Position on a Social Issue
- SJC-6: Script for Outsiders Requesting Financial Assistance
- SJC-7: Season for Nonviolence Procedure
- SJC-8: India Partner School Procedure
- SJC-9: AUUC Hypothermia Shelter Handbook
- SJC-10: Beacon House Liaison Duties
- SJC-11: Participation Process for Student Peace Awards of Fairfax County
- SJC-12: Information for AUUC Youth about Student Peace Awards of Fairfax County
- SJC 13: Write Here/Write Now Campaigns
- SJC 14: No Child Goes Hungry/Accotink Procedure

ATTACHMENT SJC-1

Social Justice Committee (SJC) Leadership Role Responsibilities

For Chair (or Point of Contact)

- Check for last month's draft minutes (monthly)
- Prepare & send out agenda and draft minutes (monthly)
- Attend SJC meeting (monthly)
- Ensure approved meeting minutes from previous month are posted to the SJC Google drive site for archival (monthly)
- Invite minister or other leaders to attend a meeting (occasionally)
- Check SJC mail box and handle mail (weekly)
- Check the Gifts & Talents notebook in the office for new members who have expressed an interest in social justice activities, contacting them, and annotating the book with their response
- Maintain e-mail list & forward relevant messages to SJC (as needed)
- Write newsletter articles about SJC (as needed)
- Attend Program Council meeting or designate an alternate (monthly)
- Draft Annual Report based on SJC input and send to administrator (annually)

For Publicity Coordinator

- Review & send updated SJC web pages to the webmaster periodically
- Check SJC table & bulletin board, clean and update regularly
- Post upcoming events on bulletin board
- Send articles, as needed, to the newsletter editor and the administrator for the Sunday Supplement or This Week in Accotink
- File external organizations' materials in SJC cabinet and keep it organized

For Outreach Collection Program Manager

- Send the Outreach Collection checklist to the monthly Coordinator (2 months ahead)
- Ask the Coordinator to send speaker guidelines to their speaker and make sure the speaker and minister touch base a couple of weeks ahead of their speaking date
- Send sample publicity documents to monthly Coordinators if requested
- Get final Outreach collection total from Finance & submit check request; collect any personal checks written to the outreach organization
- Write letter to Outreach recipient and mail it with checks (monthly)
- Notify SJC chair of the collection amounts for agendas (monthly)
- Thank the monthly Coordinator and provide them with final collection amount and copy of letter mailed to organization (monthly)
- Keep minister informed of collection amounts (periodically)
- Maintain record of monthly collection amounts, annual and overall history since 2001
- Ask for Outreach nominations from congregation February – mid-March
 - Work with the AUUC administrator to update the online nomination form

- Determine with Committee whether to reserve 1-2 slots for organizations to which we have commitments for financial support.
- Keep a file of all nominations submitted that includes nominator, organization name, summary of function & beneficiaries, website and copies of completed nomination forms
- Present nominations to Committee for vetting at close of nomination period
- Compile a document with all the nominations and distribute to the congregation prior to the Annual Meeting. Publicize the voting procedure, listing the nominees with links to the organization websites
- Submit voting information to be included with Board mailing ahead of the Annual Meeting
- Create a ballot form and conduct voting at the Annual Meeting.
- Count the votes, and publicize results to the congregation
- Coordinate Outreach Collection schedule for the next church year with minister (annually)
- Send Outreach Collection schedule to the Board and Program Council for information, and post it online (annually)
- Keep checklist and nomination form up-to-date (as needed), posting them online in the Policies and Procedures Manual

For Budget Director

- Draft budget, update per SJC comments, submit to Program Council or Finance (annually)
- Check budget for items that are due & put them on agenda (monthly)
- Submit check requests and send checks for approved items (as needed)
- Keep track of current remaining budget for SJC, No Child Goes Hungry/Accotink and Burke Fund (monthly)
- Have SJC vote on budget expenditures

ATTACHMENT SJC-2

OUTREACH COLLECTIONS

DEFINITION

Outreach Collections are specifically designated outreach offerings collected simultaneously with the regular church offering on one Sunday of each month throughout the calendar year. Donations are encouraged for each organization throughout the entire month.

PURPOSE

Donations to outreach collections are used outside of AUUC to support organizations, programs, and activities which promote, in local, regional, and wider communities, the Unitarian Universalist principles of social justice, namely:

- “The inherent worth and dignity of every person”
- “Justice, equity, and compassion in human relations”
- “The right of conscience and the use of the democratic process ...”
- “The goal of world community with peace, liberty, and justice for all”
- “Respect for the interdependent web of all existence of which we are a part”

HISTORY

For decades, churches have often devoted significant portions of their operating budgets to support “mission” or “outreach” programs to serve the less fortunate beyond their walls, e. g., schools, hospitals, clinics, soup kitchens, recreational activities, counseling centers, etc. AUUC’s all-church visioning effort in 1995 and congregational surveys since then indicated that members wished to have this church, too, reach outside to translate our UU principles into actions.

One result of this congregational interest was the establishment of Outreach Sunday collections beginning in September 2001, modeled on a successful social justice program of the Mount Vernon Unitarian Church. It is intended to give members and friends varied opportunities to make voluntary contributions to social justice (including environmental) organizations, programs, and activities in our local, regional, and wider communities. Furthermore, it is meant to “shine a light” on social justice needs, to help educate this community of faith about some of those needs and the work organizations are doing in these areas, and to hold social justice at the forefront of our thinking and action in keeping with our rich Unitarian Universalist heritage.

PROCESS

Each year the Social Justice Committee will solicit suggestions from members and friends and develop a general plan for the twelve Outreach Collections ahead to achieve a balance among the organizations, programs, and activities which AUUC will assist financially. This balance will be achieved by including a mix of:

- UU-related and non-UU-related organizations,
- Local, regional, and national/international communities, and
- Types of social justice issues.

Generally, beneficiaries will:

- Be not-for-profit (IRS code 501(c)3) organizations so that personal donations may be tax-deductible.
- Not be large and/or high-profile organizations which conduct mass public appeals for funds.
- Be non-partisan.

The Social Justice Committee encourages nominations of organizations with which the nominator, a family member or an AUUC group has a partnership/relationship as a volunteer or where one could possibly be established in the future.

To further the democratic process, all AUUC members will have the opportunity to vote for organizations to determine the recipients of Outreach Collections for the following church year.

ATTACHMENT SJC-3

Checklist for the Sponsors of our Outreach Collections

✓	Timeline	Action
	2-3 months ahead	Arrange for a speaker from the organization, or your own presentation. Personalize and email “Guidelines” to the speaker (included below).
	3-4 weeks prior to collection (by the 20 th of the month prior to the collection)	<p>Email your newsletter article to:</p> <ul style="list-style-type: none"> • newsletter editor Toni Acton, jacton1@cox.net • <i>This Week at Accotink</i> editor, Debbie Cohen, communications@accotinkuu.org • cc Rev. Linda, interimminister@accotinkuu.org <p>Include a description of the organization and state the collection will continue the entire month. You may include photos/images/logos if available and appropriate (but not necessary). Mention: “make checks payable to AUUC with a note ‘outreach’ in memo line; checks may also be mailed to church office throughout the month”. *See note below regarding option for weekly publicity.</p>
	2-3 weeks ahead	Contact Rev Linda to coordinate plans for the service. Send her the speaker’s name & contact information. Email the speaker to say the minister will be in touch.
	2-3 weeks ahead	If there is no speaker, decide if you (as sponsor) or the worship associate will make the presentation on behalf of the organization. Prepare the 3-4-minute announcement.
	1-2 weeks ahead (by Wed. noon)	Provide Insert for the Order of Service to RW Carney, Congregational Administrator, administrator@accotinkuu.org by noon Wednesday for two Sunday distributions: the first and second Sundays of the collection month. Use RW’s template. cc Rev. Linda and the Communications Team (Debbie).
	1-2 weeks ahead – Optional (by Wed. noon)	If you would like to compose your own announcements for <i>This Week at Accotink</i> , submit them to Debbie Cohen, editor, communications@accotinkuu.org by noon Wednesday. *(Otherwise, ask Debbie/Communications Team to please adapt your original newsletter article for <i>This Week</i> and Order of Service announcements throughout the outreach

		collection month.)
	Outreach Sunday	Arrive by 9:30 a.m. to greet the speaker and check in with the minister.
	Outreach Sunday	Check with ushers to be sure they have the inserts for the Order of Service programs.
	Outreach Sunday - Optional	If the speaker brought handouts, a poster or display, set them out on an easel or table near the entry to the sanctuary.
	Outreach Sunday	If there is no speaker, be prepared to deliver the presentation describing the organization; or, give the written announcement to the minister or the Worship Associate prior to the service.
	Outreach Sunday	Immediately following the collection, count the outreach money with the ushers. Or you may line up another volunteer (ahead of time) to count outreach donation money so you can stay with the speaker during the service.
	Outreach Sunday	Complete two copies of the special Outreach Collection form. (Blank forms are in the SJC mailbox.) Place one copy with the cash and checks in an envelope, and deposit in safe. Place the second copy in the SJC folder.
	After Outreach Sunday	Provide contact name and organization's mailing address specifying to whom the funds should be sent to Nancy Davis, ndavis2@cox.net
	After Outreach Sunday (submit by Wed. noon)	Send a "thank you" announcement for the next Sunday's Order of Service to Debbie/Communications. Mention collection total as a preliminary \$ amount and that donations are welcome throughout the month.
	After Outreach Sunday	Email the guest speaker to thank them, and tell them the check will be mailed in about 4 weeks. (You may want to include the preliminary collection amount.)
	After the collection (by the 20 th of the month)	Send a brief article with preliminary collection amount and congregational thank you to Toni Acton for the newsletter and to Debbie Cohen for <i>This Week</i> .
	Beginning of the following month	After Nancy notifies you of the total donation amount that was sent to the organization -- if it is significantly greater than previously reported -- send Debbie a brief article for the OoS and <i>This Week</i> expressing thanks along with the final amount.

THANK YOU for sponsoring an Outreach Sunday Collection!

Guidelines for Outreach Collection Speakers

Accotink Unitarian Universalist Church
10125 Lakehaven Court, Burke, VA 22015
703-503-4579 <http://www.accotinkuu.org/>

Thank you for offering your time to speak to our congregation about the organization you represent. Our Sunday service begins at 10:00 a.m., and we request that you arrive at our church 30 minutes ahead of time by 9:30 a.m.

Every month our congregation has a collection for a different non-profit organization in our community that has been selected following a nomination process. The monthly sponsor who invited you to speak nominated your organization, has led the publicity efforts, and will be your host at the Sunday service. We find that our guest speaker's presentation educates all of us about the good work your group does, and also makes a difference in the amount of donations collected.

Our interim minister, **Rev. Linda Olson Peebles**, generally introduces our speaker and ties the mission of the organization into her sermon and/or service theme. We recommend that you and Rev. Linda communicate via email several weeks prior to the Sunday Outreach service. Rev. Linda's email is: interimminister@accotinkuu.org

Speakers' remarks should:

- 1) Explain what your organization does, focusing on why you work for the organization
- 2) Make your message personal – why you care so much about this organization
- 3) Please limit remarks to **3 to 4 minutes** (unless specified differently by our minister)

If your schedule permits, please plan to stay after the service to talk informally with members of our congregation.

You are welcome to bring along flyers and/or a presentation board/poster about your organization if available, and we will set them out on a display table.

Thank you for the time you spend with our congregation and the work you do for our community.

Nancy Davis ndavis2@cox.net
Outreach Collection Coordinator
Social Justice Committee
Accotink Unitarian Universalist Church

ATTACHMENT SJC-4

Worksheet – please submit your nomination online at <https://accotinkuu.org/>

NOMINATION -- Outreach Collection Recipient 20xx-20xx



Please submit this form by **xxx date**

If you have any questions, contact Nancy Davis ndavis2@cox.net

AUUC Outreach Collection Recipients must

- Be non-partisan
- Be a non-profit 501(c)3 organization
- Not be a large/high-profile organization that conducts mass public appeals for funds
- Support our Unitarian Universalist principles of social justice

The Social Justice Committee encourages nominations of organizations with which you, a family member or an AUUC group has a partnership/relationship as a volunteer or where you think one could be established in the future.

Today's date: _____ Your name: _____

Your email address: _____

Name of Organization:

Organization's Web Site:

Who/what do they help:

(e.g., environment, homeless, disabled, veterans, at-risk children)

Impact of Efforts:

e.g., How many do they help per year, what effect have they had)

Annual Budget or Revenue (if available): _____

Primary Sources of Income:

(e.g., government, corporations, individuals, etc.)

Geographic Scope:

(e.g., Fairfax County, DC Region, State-wide, National, International)

Characteristics: please check	Yes	No	Comments
Non-Profit, a 501(c)3 org			
Does mass fundraising			
Non-Partisan			
Well-known to general public			
UU-specific			
What existing relationship (if any) do you, your family or AUUC have with this organization?			

If your organization is selected as a recipient, we ask you to be the monthly sponsor:

- Spearhead publicity (newsletter article, This Week at Accotink announcement, order of service insert and announcements, wrap-up/thank you articles)
- Work with organization to arrange for a speaker on the day of the Outreach Collection
- Coordinate speaker plans with Rev. Linda Olson Peebles
- Assist with counting money and completing monetary collection form

ATTACHMENT SJC-5
Policy for AUUC Taking a Position on a Social Issue

Adopted on November 8, 2004

1. **PURPOSE:** The purpose of this policy is to establish a procedure for AUUC to take a position on a social issue.

2. **BACKGROUND:** It is a generally accepted premise that an opinion expressed on behalf of an organization carries more weight than an opinion expressed by an individual or individuals within an organization. In this context there are occasions when it would be desirable to express the opinion of AUUC as a congregation.

However, it must be recognized that having the congregation take a position on a social issue is not without peril. Any position worth putting before the congregation may be both divisive and time-sensitive; therefore, it is very important for the congregation to be satisfied that a position on a social issue was approved by an overwhelming majority of the congregation in an orderly and democratic manner.

This policy describes the procedure to be followed whenever a member of the congregation proposes to the Social Justice Committee a position on a social issue for congregational approval.

3. **POLICY:** Any member of the congregation may present a written statement to the Social Justice Committee for a position on a social issue they would like for the congregation to approve. The wording of the statement may be modified at any point during this process. The Social Justice Committee must approve the statement by a vote of 80 percent of the members present in order for the statement to be accepted by the Social Justice Committee. If not accepted by the Social Justice Committee, the member may present the proposed position to the Board of Directors on their own.

Upon SJC acceptance of the statement, the initiator of the statement, in conjunction with the Social Justice Committee, shall insert an article with the statement's text in the congregation's Newsletter. The information item shall continue to appear in the Newsletter as long as the statement is under consideration within this process.

The SJC-accepted statement shall be submitted to the Board of Directors and must be approved by 80 percent of the members present in order for the statement to be accepted by the Board.

If the Board approves the statement, it will next go to the congregation. At this point, it is important that the minister express his or her opinion on the issue. This can be accomplished by either a sermon or other forms of communication. At least one open discussion meeting shall be held to allow all members of the congregation to discuss the issue and suggest word changes.

To finalize congregational acceptance of the statement, the Board of Directors shall call a Special Meeting (or include a vote on the issue during the AUUC Annual Meeting) in order to determine whether the congregation endorses the proposed position on the issue. The same rules that apply for the Annual Meeting would apply for the Special Meeting, except that the statement must be approved by 80 percent of the members and proxies present.

[signed Anna V. Cochran]

Recording Secretary

ATTACHMENT SJC-6

Script for Outsiders Requesting Financial Assistance

[Note: If members or friends of AUUC make a request for financial assistance of some sort, they should be referred to the minister.]

When someone from outside our congregation makes a request for financial assistance from the SJC, the response should be that we do not have the resources to provide that kind of assistance, but we can refer them to the church office. The minister has discretion to help, or the administrator can refer to any of the following who may be able to help:

- County services have many resources and a coordinator can provide information and direct you to the appropriate agencies for help. The Fairfax County coordinator's number is 703-222-0880. To get contact numbers for any other county, call 800-230-6977.
- The Ecumenical Community Helping Others (ECHO) provides temporary or emergency assistance, including food, clothing, household items, transportation and financial support to about 1,000 families a year. ECHO is located at 7205 Old Keene Mill Rd Springfield. Telephone: 703-689-9160. Hours of Operation: Monday through Friday, 9:30 AM to 12:30 PM; and EVENINGS Tuesday, Wednesday, and Thursdays 7:00 - 9:00 PM.
- Lorton Community Action Center (LCAC) provides food, financial, furniture and clothing assistance to individuals and families to prevent homelessness. LCAC provides services and programs to the people living in the following zip codes: 22079, 22199, 22122, and the southern portion of 22060. LCAC is located behind the Lorton Library at 9518 Richmond Highway. Telephone: (703) 339-5161. Hours of Operation: 8:30 am - 12:30 pm, Monday – Friday.
- Salvation Army provides assistance for food, utilities, rent, housing and other needs as determined by need and the availability of resources to meet that need. For assistance, call the Social Services Director, Awilda Rodriguez for an appointment at 703-385-8700 ext. 23. The closest Salvation Army facility is located at 4915 Ox Rd, Fairfax. Telephone: 703-385-8700. The thrift store is located at 6528 Little River Turnpike Alexandria, VA 22312. Telephone: 703-642-9270.

ATTACHMENT SJC-7

Season for Nonviolence Procedure

DATES	ACTIVITIES	PEOPLE INVOLVED
Sept. – Dec.	Talk to previous leader and review documents from preceding years, review information on website http://www.agnt.org/season-for-nonviolence , meet with minister to discuss ideas, create a plan for the whole season	Current leader, previous leader, minister
Dec. – Jan.	Write newsletter article about the SNV for January. Create written materials, as appropriate, for distribution to the congregation. With help from the Children’s Spiritual Development Committee and the Social Justice Committee, gather volunteers for readers (goal is to have as many youth/children as possible). Choose weekly readings to be read during Chalice Lighting each Sunday during the SNV. Discuss with the Administrator putting articles or affirmations in the Order of Service and This Week emails each week. Put written materials online.	Leader, Social Justice Committee, Newsletter Editor, Church Administrator, and Web Administrator
January	Conduct a Kick-off reading – closest to Jan 30	Leader and assistants
February – first of April	Weekly Readings during Sunday service. Submit a brief article to the communications team for publication in the This Week by Thursday of each week.	Leader, volunteer readers
One Sunday option	Coordinate with Social Justice Committee to have the Student Peace Award Leader present this year’s Student Peace Award winners during service.	Student Peace Award Leader and possibly others
One Sunday option	Informal Story Time/Book Sharing: Nancy Davis has created a list of books for children and adults related to peace-making and bullying. A volunteer can read these to the children on a blanket after the children eat at a brunch. The list can be printed and put online.	Volunteer reader
One Sunday option	Coordinate with the Children’s Spiritual Development Committee to plan a time to discuss the Season for Nonviolence with one or more children’s groups during their religious education.	Leader and volunteers
Sunday closest to April 4	Thank all the participants as a part of the final reading	Leader

ATTACHMENT SJC-8

India Partner School Procedure

India Partner School: We support a small school in northeast India by having sponsors within the congregation provide a yearly donation for each child. We committed to sponsor 23 children at a current rate of \$40 (includes transfer fees). The process for doing this is as follows:

- a. **Notify:** email Finance person in late May that money will begin to flow into special account.
- b. **Children and Youth:** some years, the Youth group and separately the children have sponsored a child; coordinate with the Director of Spiritual Development and the respective committee chairs/leaders in May.
- c. **Recruit sponsors:**
 - i. Targeted e-mails to past sponsors in May or June.
 - ii. Newsletter articles and Order of Worship blurbs in June, July and September.
 - iii. Verbal announcements at nUUners.
 - iv. Verbal announcements at youth programs if needed.
 - v. Check with Finance at the early to mid-August for a list of sponsors and amount in account; enhance publicity in August and September if needed.
- d. **Collect funds:** checks to AUUC only with Mawlat in memo line via collection plate or flow into the office.
- e. **Funds Transfer:**
 - i. Check the transfer dates at <http://www.uupcc.org/transfer-funds-other-countries>; plan to mail the check a month prior to transfer month.
 - ii. Once a minimum of $\$40 \times 23 = \920 is collected (more is okay!), request a check from Finance (with a list of donors and amount), complete funds transfer form (<http://www.uupcc.org/transfer-funds-other-countries>), and mail with check to the UUPCC (UU Partner Church Council).
 - iii. E-mail contact in India with details.
- f. **Thank You:** Submit a newsletter article and thank each sponsor by name and number of students sponsored if more than one.

ATTACHMENT SJC-9

AUUC Hypothermia Shelter

Working with Bailey's Community Shelter, AUUC provides hypothermia shelter to approximately 30 homeless individuals from our Fairfax community. We work with Bailey's and the AUUC administrator to select the best dates, normally in January and/or February. We also have to have the church inspected by the Fairfax County Fire Department prior to hosting our first shelter week (normally in November with follow-up in December).

In addition to providing a warm place to sleep, our goal is to serve dinner each night. This requires up-front coordination with Bailey's to ensure that they can transport all of the guests to AUUC at approximately the same time and not spread out over three trips (2-3 hours). On those nights we serve, we will need people to prepare meal items which will need to be at AUUC at 5:00PM on the day they are being served. Hot food should be precooked and just require reheating. We will also need people to serve the food and clean the kitchen after the meal.

In addition to meal crews, we need a set-up crew of 2 people each evening to ensure the building is ready to receive our guests and a clean-up crew of 2 people each morning to ensure the building is ready for our renters.

Bailey's Shelter allows older children (~10yo) to assist in the shelter, as long as they are accompanied by a parent.

AUUC Hypothermia Shelter Handbook (Bailey's Crossroads Shelter)

AUUC House Rules

1. Guests are not allowed to sleep or go downstairs except to use the women's bathroom (upstairs bathroom is primary; downstairs only with Bailey's staff permission).
 - Guests cannot sleep downstairs (even if the group has very loud snorers).
 - Food is not allowed downstairs per a request from Spring Mar Pre-School.
2. The office door and all classroom doors remain locked.
3. Guests enter and leave through the foyer entrance.
4. Smoking is only allowed in the designated smoking area in front of the church.
5. All AUUC staff will wear name tags and the guests are encouraged to do so as well.

Heat/Thermostat Settings

The church uses a programmable thermostat which is located in the sound room (back corner of the sanctuary) above the light switches just inside the door on the right. During the week of the hypothermia shelter, it will be reprogrammed to keep the temperature at 69 degrees all night. If for some reason that does not work and the church becomes excessively cold, call Ed Kringer at 703.554.4051.

Important Times

Guest arrival ~6:00 PM to facilitate serving dinner.

Guest departure ~7:00 AM to facilitate preparing the church for renters.

Shelter Set-up (Evening Volunteers)

Complete the following tasks to open the shelter:

1. Open the sound room and turn on the lights if not already on. The light switches are located just inside the door on the right. Leave the door unlocked so Baileys can later turn out the lights and reset the thermostat if required.
 - a. The code for the lock to the sound room is 478. If for some reason the door won't open, call Ed Kringer at 703.554.4051.
2. If the sanctuary is set-up for a service (Sunday evenings), stack most of the chairs and store them in the sound room. Leave ~30 chairs in the sanctuary (for dinner) and another 15 chairs in the gallery.
3. Set-up a few tables with chairs in the gallery and place out any recreational items (e.g. games, puzzles, books, magazines) that are available (located in the donation bin in the gallery and/or in the foyer coat closet).
4. Set up six tables with chairs in the sanctuary for dinner. The tables need to be cleaned and stored after the meal is finished.
5. Prepare the upstairs and downstairs bathrooms:
 - Ensure that the bathrooms are clean and empty the trash if nearly full.
 - Stock bathrooms with extra paper towels and toilet paper (can be found in the storeroom which is accessed through the art room).
6. Ensure that the smoking area is clean and ready for use.
7. Check that the doors for the church office and all the classrooms are locked.
8. Set-up donated hygiene items in the gallery for our guests to take (located in the donation bin in the gallery and/or in the foyer coat closet).
9. Ensure copies of the evacuation routes are posted next to each of the primary exit doors from the sleeping area and one between the accordion doors on the gallery side (locations indicated by 'X' on the drawing attached to the evacuation plan). If not, get them from the clipboard from the kitchen pantry.
10. Get out name tags and ensure all AUUC staff make one. Offer each guest the opportunity (do not force) to make a name tag so the AUUC staff will know how to address them.

Dinner Set-up and Serving Crew

Food points of contact are Shelley Brosnan (703-283-0523), and Chris Stunkard (703-497-4727). They will contact all volunteers to provide separate, more detailed guidance (also posted on the kitchen bulletin board) but following are a couple of the main points:

- **Food Delivery:** Hot food should be precooked and just require heating. Someone will be at church at ~4:30 pm on meal days, so please try not to deliver food any earlier without coordinating the delivery.
- **Food Crew:** Start getting oven food heated up when you arrive. Once it's heated, it can remain in the oven on a lower temperature until serving time. **Meals should be ready to serve by 6:30pm.**
- **Food Crew:** Please put remaining food into metal pans and zip-lock bags (reuse any disposables where appropriate), cover well with foil, mark container and put into the refrigerator.
- **Food Crew:** Put all remaining baked deserts (e.g., cookies, brownies) in the gallery so guests can snack during the night or in the morning. Ensure there is one full carafe of coffee available. Place some ziplock bags near the deserts for guests' use.
- **Food Crew:** At end of evening, check status of decaf coffee, decaf tea, sugar, low cal sweeteners, cream (1/2 & 1/2), clementines, and bananas. If getting low, let either Ed, Shelley or Chris know so they can be replenished before the next shelter evening.

Welcoming our Guests (Evening Volunteers)

Welcome our guests and the Bailey's staff when they arrive. If this is their first time at AUUC, give the Bailey's staff a tour of the building and explain the AUUC house rules (see above) providing guidance on where the guests will sleep and the location of the bathrooms and smoking area.

Provide the staff with contact information for the emergency POC (Ed Kringer at 703.554.4051 unless notified of a change). Instruct the Bailey's staff on how to adjust the lights in the sleeping area and the fire evacuation plan.

Offer assistance in getting the guests settled. Offer each guest the opportunity to prepare a name tag.

If there is sufficient food (our plan), please have dinner and interact with our guests so they feel welcome.

- Treat our guests like they are visitors in your home but understand that hypothermia guests are in a survival situation and may be having a very difficult day. Some guests may not want to interact with volunteers or they may communicate abruptly.
- Alert Bailey's staff if you see something out of place or of concern.
- **Enjoy your time at the hypothermia shelter and have fun helping others.**

Shelter Clean-up (Morning Volunteers)

The church building must be ready for use by the Spring Mar pre-school Monday – Friday mornings. The church must be set-up for a service on Sunday mornings.

The following tasks should be completed to prepare the church after the guests leave for the day:

1. Clean the tables and store them in the closet and stack the chairs from the gallery and sanctuary.
2. Wash the coolers of water and lemonade and the coffee carafes. Place any dirty coffee cups in the dishwasher and wash if full (change the sticker to show they are clean). Store any unused snacks in the bin marked Shelter in the pantry and stack remaining fruit out of the way on the kitchen counter.
3. Empty the trash from the gallery and bathrooms (if nearly full).
4. Clean the bathrooms (use the vinegar/water mixture in the spray bottles in the kitchen closet) and restock them with paper towels and toilet paper (cleaning supplies are located in kitchen closet.....paper products can be found in the storeroom through the art room).
5. Clean the smoking area and empty the ashtrays if needed.
6. Inspect the entire inside of the church (downstairs hallways, coat closet area, etc.) to ensure that there is no trash left behind.
7. Vacuum the upstairs carpet with the vacuum cleaner in the electrical room.
8. Clean and sweep the sanctuary, gallery and foyer (there should be a large dry mop in the kitchen closet).
9. Inspect the outside of the church and clean up any left behind trash.
10. Organize and store donated hygiene items and recreational materials in hall closet.
11. Check status of decaf coffee, decaf tea, sugar, low cal sweeteners, cream (1/2 & 1/2), clementines, and bananas. If getting low, let either Ed, Shelley or Chris know so they can be replenished before the next shelter evening.
12. On Sunday morning, place the chairs back in the Sanctuary.
13. Turn out lights in sanctuary (use the toggle, not the dimmer slide since this doesn't turn off the electricity) and lock the sound room.

AUUC Hypothermia Shelter Meal/Kitchen Instructions
(Bailey's Crossroads Shelter)

Food Preparers and Food Crew for Setup, Service and Cleanup:

Someone will be at the church at 4:30pm on the meal days so please don't arrive to deliver food any earlier. If you can't make other arrangements, then please deliver your food no earlier than 2pm and leave at the back door (if weather is cold enough for this). In all cases, it should be well wrapped and indicate who it is from, what it is and any special instructions. Please note that hot food items should be precooked and just require heating. If possible, please use disposal pans. The nights we are serving stew and chili if you can bring in a crock pot using a liner as it makes cleanup much easier. Any items (dishes, crockpot, etc) are the donator's responsibility to pick up from the church. We will plan on enough food for 30 guests, plus Bailey's team and AUUC volunteers for each meal.

- When arriving, we recommend that you start getting oven food heated up and once heated it can remain in the oven on a lower temperature until serving time. **Meals should be ready for serving by 6pm, but actual serving could be anytime between 6-6:30pm depending when guests arrive.**
- If you have an apron, please bring if you wish.
- **Disposable gloves must always be worn by food handlers, whether preparing or serving.** Medium & Large gloves will be available in the pantry; these are also for use by any shelter volunteers.
- **Cleanliness and keeping a sanitary kitchen is very important.** Please keep the kitchen clean and items put away.
- **Never cut or prepare food items directly on the counter; please use a cutting board.**
- **If anyone is vegan there will be frozen meals in the freezer that can be used, otherwise each meal has both meat and poultry options (and possibly vegetarian).**
- Setup will need to make sure plates; napkins and utensils are out for guests. Beverages should already be in place (hot/cold cups; decaf coffee; decaf tea; hot water; pitcher cold water; lemonade (fill large orange container no more than ½ full); creamer & sugar) but might need replenishing. I would recommend wrapping minimum utensils for the meal being served in a napkin and then placing in a basket as this is easiest for the guests when walking through the line. To keep coffee hotter, fill carafes with hot water first, then empty before filling with coffee.
- Stage counter for serving meal with a “trivet” to place hot items on, serving spoon for each item, plates, salt, pepper, hot sauce, ketchup, napkins and silverware (just use what will be needed for the meal (forks and/or knives). **We serve food to the guests; they don’t help themselves.**
- **No 2nds until all guests are served; remind the NVFS folks that we have dinner for them. Once this part is done then volunteers are welcome to eat.**
- At this point, dessert can be served. Ice cream will be in the freezer to service with dessert. Use bowls and/or small plates and spoons. **Please announce to our guests when dessert is ready.**
- Please take time to eat and sit with our guests while they are finishing their meal. You can best gage who is needed in the kitchen and maybe take turns doing this.
- Wash any dishes and make sure everything is put away. Please **DO NOT** use the dishwasher. Any containers that belong to someone donating food should be left on the counter (crockpot, etc.) as they are responsible for picking up.
- Put all remaining baked deserts (e.g., cookies, brownies) in the gallery so guests can snack during the night or in the morning. Ensure there is one full carafe of coffee available. Place some ziplock bags near the deserts for guests’ use
- Make sure counter are cleaned up, floor swept if needed, garbage taken out and wet towels hung to dry.
- Check status of decaf coffee, decaf tea, sugar, low cal sweeteners, cream (1/2 & ½), clementines, and bananas. If getting low, let either Ed, Shelley or Chris know so they can be replenished before the next shelter evening.

ATTACHMENT SJC-10

Beacon House Mission and Liaison Team Responsibilities

Mission and History:

The mission of Beacon House is to provide children in the Edgewood neighborhood of Northeast Washington, DC with a safe, nurturing, and life-expanding community in which to increase their academic achievement, discover their talents, and to grow into healthy adults who achieve their greatest potential.

Founded in 1991 by UU minister Rev. Donald Robinson, Beacon House serves annually more than 150 children and youth, ages 5 to 18, by providing academic mentoring and enrichment programs after school in two 6,000 square-foot centers located in the Edgewood Commons affordable housing community. Accotink volunteers have supported Beacon House since its beginning.

Accotink's Beacon House Liaison Team Responsibilities

1. Attend liaison meetings at Beacon House scheduled periodically (once or, perhaps, twice a year) by the Beacon House Executive Director.
2. Communicate to church members any needs and pertinent news about Beacon House as they arise throughout the year.
3. Submit an outreach collection nomination annually.
4. If not a member of the Social Justice Committee, then keep a designated member informed of plans, progress, and needs, especially prior to each regular monthly meeting of that Committee. (The liaison is always welcome to attend monthly SJC meetings to report in person.)
5. Lead the efforts of several AUUC volunteers to coordinate and publicize Beacon House programs:
 - a. After school tutors, high school mentors, and math & reading program volunteers (late summer/early fall and throughout the year as needed)
 - i. Contact Beacon House to discuss needs for school year training dates
 - ii. Recruit AUUC volunteers
 - b. Camp *Summer Leap*
 - i. Request AUUC volunteers to help as needed
 - ii. Submit check request for funds from SJC budget to support Camp *Summer Leap* (May/June)
 - c. School supply drive (Summer)
 - i. Request donations from AUUC members & friends (June/July/August)
 - ii. Provide flier with list of suggested donations and link to *Kits for Kidz*
 - iii. Set-up and maintain collection box in Gallery
 - iv. Provide updated information about online school supply donations
 - v. Record the donations

- vi. Arrange delivery of the supplies to Beacon House (end of August/early September)
- d. Holiday gift collection (Nov./December)
 - i. Request donations of 50-60 holiday gifts for BH children, ages 5-18
 - ii. Create tangible tags to enable church community to select gifts for suggested ages (“Tree of Stars”)
 - iii. Provide wish list of suggested gift ideas
 - iv. Request donations of specific gifts for specific children identified by BH
 - 1. Create a Sign-Up Genius to coordinate donors
 - v. Arrange delivery of the gifts to Beacon House prior to Christmas
- e. Mitten Tree (Nov./December)
 - i. Request donations of warm accessories by AUUC members, friends and children
 - ii. Set-up the Mitten Tree in the Gallery
 - iii. Arrange delivery to Beacon House in December/January
- f. Publicity: Each program should be publicized through the Sunday Supplement announcements, This Week at Accotink, emails to SJC members and individuals who might be particularly interested in a program, monthly AUUC Newsletter, SJC bulletin board in the gallery, and AUUC website as most appropriate

ATTACHMENT SJC-11

Student Peace Awards of Fairfax County – Participation Process

Any member or friend of AUUC may volunteer to participate in this program. Volunteers become members of the broader Peace Award Committee, which consists of representatives from all sponsoring organizations (over 20 groups in 2018), and:

- Receive periodic emails with guidelines for specific responsibilities from Peace Award Committee leadership (September/October)
- Serve as representative to a specific high school, generally communicating with Career Center or Counselor who will make the selection of their school's recipient
- Submit check request and mail AUUC sponsorship check annually (January)
- Communicate with student recipient and assist with writing his or her profile (January)
- Host the student and their family at the annual award reception (second Sunday in March)
- Attend the annual Peace Award Committee meeting to assess previous year and make plans for next year's program (spring, held at Herndon Friends Meeting)
- Make arrangements with the school to attend and present the Peace Award certificate to the recipient at the high school awards program (May/June)
- Submit articles to AUUC newsletter and other outlets to keep the congregation informed of current year's recipients, organization sponsors and program details including link to website <http://fairfax.studentpeaceawards.org/>
- Periodically inform AUUC youth and their families of this award

ATTACHMENT SJC-12

Student Peace Awards of Fairfax County – Information for AUUC Youth

Each school year, all Fairfax County public high schools and many private high schools in the county are invited to select one student or student group from their school to receive the Student Peace Award of Fairfax County. Accotink UU Church is one of the ~18 award sponsors, recognizing the importance of promoting peace as affirmed in our seven principles, particularly # 2, “Justice, equity and compassion in human relations” and # 6, “The goal of world community with peace, liberty, and justice for all.”

Each school has their own procedure to select an award winner. Some schools ask students to complete an application form; other schools have a committee that nominates the student they believe is most eligible for the award. All schools are given the same guidelines and the same deadline for the selection process.

Guidelines for the award

Schools are asked to select a student who has worked specifically for peace or conflict resolution (as opposed to participating in charitable or social activities). These are some examples:

- Demonstrated commitment to peace by engaging in activities that strive to end conflict either locally or globally.
- Demonstrated efforts to discuss or otherwise resolve potentially controversial issues within the school or community in order to bring about positive resolutions to those issues.
- Demonstrated efforts to promote the understanding of divisive issues and situations in order to bridge language, ethnic, racial, religious, gender, sexual orientation, or class differences.
- Demonstrated efforts to resolve conflicts among students or members of the community who feel isolated or alienated.

Basic Information about the Student Peace Awards of Fairfax County:

- Each high school may select one junior or senior student or student group to receive the award
- Schools must make their decisions before Winter Break, so interested and eligible students should speak with their counselor or Career Center director in the early-mid Fall timeframe
- Each award recipients will receive \$300 plus \$100 to be donated to a nonprofit of the student’s choice whose principles are consistent with the goals of the Student Peace Awards. The recipient will also be presented with a framed certificate and will be notified early enough to include this honor in college and job applications
- Award recipients from all the Fairfax high schools will be invited with their families to a reception in their honor in March.
- Additional information is available online <http://fairfax.studentpeaceawards.org>

- If you have any questions, talk with Nancy Davis Dotty Smith, Lisa Hayes or Kitty Riordan at AUUC.

If you are interested and have been involved in peacemaking activities, we encourage you to talk with your school counselor and/or Career Center director in October about this Peace Award. Find out how your school selects their Peace Award recipient. Relate to your counselor the peacemaking activities in which you are involved, and request to be considered as one of the nominees for your school.

ATTACHMENT SJC-13

Write Here / Write Now Campaigns

Write Here / Write Now campaigns are a powerful way to influence our legislators at the national, state, and local levels. An SJC member sits at a table in the gallery and AAUC members write letters on an issue to their legislators. Sometimes as few as 10 letters can persuade a legislator to change their position and WH/WN campaigns usually net more than that number per legislator.

Approving WH/WN Campaigns

Most WH/WN Campaigns start with a request from UUSJ or VICPP. The SJC committee member for WH/WN (POC) receives the request and takes the appropriate actions (see below).

In cases where another entity requests the WH/WN campaign, the POC gets the two-page issue summary with sample letter (see the Toolkit document below) and emails it to the SJC committee members asking if anyone has an objection. If no objections are forthcoming, the POC proceeds. If there is an objection, the POC sends that information back out to the committee and requests a vote.

Conducting a WH/WN Campaign

The basic steps for setting up a WH/WN campaign are contained in the Accotink UU Church Event/Activity Publicity Guide, dated April 3, 2017. The guide is found in the WH/WN binder put together by Erica Steele and maintained by the WH/WN point person for SJC. They are summarized as follows:

1. Select a Sunday and fill out the Calendaring Reservation Form on the accotinkuu.org website (click on Calendar, and then the Calendaring Reservation Form in the second sentence above the calendar). Do this about a week before the Sunday selected. As UUSJ requests are frequently last-minute, waiting for news from the Hill, you may need to put a placeholder for the Sunday before the second Tuesday. The event location is the “gallery”.
2. Send a paragraph describing and motivating the WH/WN event to communications@accotinkuu.org. Specify that this goes into “This Week at Accotink” and into the bulletin for the service. Ideally, this would be done after you get the approval email for the Calendaring request. The deadline for this is Wednesday at noon for the next Sunday.
3. Request an announcement from the pulpit by contacting the worship associate for that Sunday. Provide the worship associate with the information you want announced in case they decide to make the announcement rather than have the WH/WN POC do it.
4. On the Sunday, make sure you have the poster saying Write Here / Write Now. Get RW to supply an easel for the poster and set up a table and chairs before the

- service as some people may want to write letters before the service starts. Have three copies of the issue summary/sample letter and plenty of empty letters (just the salutation and lines for the writer's name, address, and signature). You can choose to have some prewritten letters where members just have to sign their name and supply their name and address. Some people will prefer that, although it may count for less with the target politicians. A short personal story always helps. People will come by as late as 45 minutes after the service ends.
5. Assemble the letters and get them to the recipients. For UUSJ events, that means bringing them the following Tuesday to Capitol Hill or scanning them and emailing the scan file(s) to UUSJ. For state events, time is important during the legislative session, because the session is so short. This may involve scanning and emailing the letters to get them there quickly. At other times of the year, it probably means mailing them to the proper offices.

UUSJ has a very helpful *Toolkit for Letter Writing Campaigns* which can be obtained at: http://salsa4.salsalabs.com/o/50780/p/salsa/web/common/public/signup?signup_page_KE Y=8693

ATTACHMENT SJC-14

No Child Goes Hungry/Accotink

Definition: No Child Goes Hungry/Accotink is a program designed to provide food to children who receive free and reduced lunch during the week at school, but experience food challenges over the weekends. Weekend Meal Packs contain nutritious, non-perishable foods and drinks that fit into a gallon-size bag. A weekend pack contains two items each for breakfast, lunch, and dinner, plus two snacks and two drinks.

History: Recognizing that thousands of children in the U.S. experience food insecurity including over 27,000 children here in Fairfax County, UU minister Rev. Kären Rasmussen gave AUUC a \$1,000 grant in Dec 2016 to challenge us to develop a program to alleviate hunger in our community. We researched student need in nearby elementary schools, which led us to make a commitment to support 20 students at Halley Elementary School in Lorton with weekend meal packs on a weekly basis throughout the 2017-18 school year. The program was so successful, we have continued NCGH/Accotink in 2018-19. Our Accotink program is one of many “grants-in-motion” in Rev. Karen’s larger *No Child Goes Hungry* network <https://nochildgoeshungry.net/>

No Child Goes Hungry/Accotink is sponsored by the Social Justice Committee and the Children’s Spiritual Development Committee.

Process:

Three members of the SJC share the primary responsibilities

- Contact the counselor at Halley ES and ask her to identify 20 students AUUC can support the upcoming school year – late August, early September
- Set-up 5 “Assembly” dates throughout the church year, early Sept – April
 - Check AUUC calendar, consult with Director Spiritual Development and Chair Children’s Spiritual Development Committee, and submit dates to administrator
 - Create and post Sign-Up Genius for adult and children volunteers
 - Arrange for a volunteer to be the lead at each assembly
 - Set-up (7) tables – 1 table for every two items plus 2 tables for “quality control”
 - Oversee setting out food & beverage items; teen/adult supervisors
 - Load 20 completed pack in each bin; cover and return to Electrical Closet
- Publicize and manage food donations
 - Update list of food items as needed
 - Print out copies of food lists
 - Check donation bin periodically; transfer items to covered bins in electrical closet
 - Be sure all food is in secure bins, rodent-free

- Inventory food donations prior to each meal pack assembly
- Shop for items to fill any gaps
- Submit check request for reimbursement from Accotink's NCGH account
- Notify SJC budget director of amount withdrawn
- Deliver bins to Halley Elementary School
 - Arrange with school counselor for delivery date
 - Work with counselor to determine the number of meal packs on hand; number needed
- If enough hats & mittens are donated to AUUC Mitten Tree, deliver 1 set per child to Halley ES
 - Check with school counselor to determine ages & gender of current year recipients
 - Package each set of hat/mittens in plastic bag, identified with age/gender
 - Arrange with counselor for delivery date
- Publicity & Communication
 - Submit articles for AUUC Newsletter, This Week and Order of Service
 - Advertise assembly dates with link to Sign-Up Genius
 - Include photos in "thank you" articles for This Week
 - Include Halley ES students in Mitten Tree publicity
 - Check website to ensure information is up-to-date (Faith in Action & Events)
 - <https://accotinkuu.org/no-child-goes-hungry/>
 - Communicate with DSD and CSDC Chair
 - Keep AUUC minister and Rev. Kären informed of program success
- Determine need for an outreach collection to replenish NCGH/Accotink account - February
 - Complete outreach nomination form
 - Secure speakers, publicize outreach collection