WEST SHORE REQUEST FOR HONORARIUM FUNDS APPLICATION FORM

(Please Select one): ☐ **West Group** ☐ **Staff**

(Please Print Clearly)
Group/Committee/Team: _____

Program Council: _____

Contact Person Name: _____

Contact Information: _____
(email) (phone)

Requested Amt: $_____ Date(s) Honorarium Assistance will be needed: ____/____/____ to ____/____/____

Event Name: _____

Detailed Description of the Reason for Request: (if more space is needed, use backside of application)
(include any information to help the Coordinating Team make a decision):

_____

_____

Guest Speaker Information:

Payee: _____

Attn:_____

Address 1: _____

Address 2: _____

City: _____ **State:** _____ **Zip:** _____

I have read the Fundraising/Donation Drive Policy (included below this application form) and agree to it:
____ YES _____ NO **Date Request Submitted:** ____/____/____

Please send this completed form to the Finance Manager, Suehana Kieres at skieres@wsuuc.org. The Application Form will be reviewed by the Coordinating Team at its soonest quarterly meeting, which is on the first Tuesday of September, November, February and May. Suehana will contact you to inform of the Team's decision.

If approved, you will want to contact Business Administrator, Matt Bahnsen at mbahnsen@wsuuc.org. to explore ways of publicizing your event.

FOR ACCOUNTING ONLY

Approved / Denied Date CT made decision: ____/____/____ Date Notified Contact: ____/____/____

Amount Disbursed: $_____ Date Disbursed: _____

Check delivered: ____In Person ___Mailed ___Contact Person ___ Other: _____

POLICY ON HONORARIUMS

January 25, 2024 Version

PURPOSE

At times, official West Shore committees, groups and teams invite professional presenters to offer their services to our church, but there is no money in the annual budget to thank them financially. The purpose of the Honorarium Fund, administered by the Coordinating Team, is to provide a source of funding for such gestures of gratitude.

HONORARIUM ELIGIBILITY

Invited presenters/performers who are eligible for honoraria are genuine guests of West Shore. Presenters/performers who are West Shore members, friends, participants, or otherwise "regulars" are asked to donate their time and expertise.

SOURCE OF HONORARIUM FUND MONEY

The Honorarium Fund shall be fed by (1) the Outreach Offering program, (2) any monies given in response to a "Love Offering" request which exceed the specific cost of the guest's presentation, and (3) any special gifts explicitly designated to this Fund.

The Honorarium Fund shall be an off-budget account which carries its balance forward into new program years.

ADMINISTRATION OF THE HONORARIUM FUND

Basic Approval Process

All request for honorarium monies must be approved by the Coordinating Team. These requests are submitted via the West Shore Request for Honorarium Funds Application Form, available in West Shore office. Application forms should be submitted to the Finance Manager, who will then share them with the Coordinating Team.

The Application Form will be reviewed by the Coordinating Team at its soonest quarterly meeting, which is on the first Tuesday of September, November, February, and May. Finance Manager Suehana Kieres will contact the applicant to inform them of the Team's decision.

Official West Shore groups and teams may apply for Honorarium Funds before or after the guest presenter has presented. Requests for funds may not happened more than 90 days after the speaker presenting. However, they may not make promises to the guest presenter that they will, in fact, receive money from the Honorarium Fund. The Application, after all, may not be approved.

Approval Considerations

As it evaluates proposals and seeks to decide which ones it will award Honorarium Funds to, the Coordinating Team will keep the following considerations in mind (these are presented in no particular order, and the Coordinating Team may decide to add others, as needed):

1. Is the guest's presentation in alignment with our basic UU Values?

2. Does the guest's presentation clearly align with the mission of its Program Council or with key congregational strategic goals?

3. To what degree is the guest presenter's self-interest directly benefited by services rendered (so that a financial gift on top of this seems excessive)?

4. Is the guest's presentation relatively unique?

5. Does the guest's presentation promise to benefit more people rather than less? What is the extent of the positive impact?

6. How rare is the guest's presentation? Does it reflect a "window of opportunity" that opens up rarely and needs to be aggressively pursued, or does it reflect a "window of opportunity" that opens up often?

7. Is the proposal fair to other proposals? Does the proposal, if fully funded, prevent the Coordinating Team from supporting other worthy proposals?

8. Historically, have successful proposals been coming from only one or few Program Councils, while other Program Councils have not had a chance to draw from Honorarium Funds?